

TEMPLE ISD
ELEMENTARY SCHOOL
PARENT AND STUDENT HANDBOOK



2015-2016

www.tisd.org

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

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

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PREFACE

Dear Students and Parents:

Welcome to school year 2015-2016! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Temple Independent School District Parent and Student Handbook is designed to provide basic information that you will need during the school year. The handbook is divided into two sections:

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

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Temple ISD *Student Code of Conduct*, which is a document adopted by the TISD Board of Trustees and intended to promote school safety and an atmosphere for learning. The *Student Code of Conduct* may be found on the District’s website at www.tisd.org and is available in hard copy upon request.

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

The Temple ISD *Student Code of Conduct* and the Student Handbooks may be accessed online at www.tisd.org. Hard copies of the documents are made available upon request in the principal’s office.

In case of conflict between board policy (including the *Student Code of Conduct*) and any provisions of student handbooks, the current provisions of board policy and the *Student Code of Conduct* that were most recently adopted by the Board are to be followed.

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

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

If you have questions about any of the material in this handbook, please contact the principal.

Also, please complete and return to your child's campus the following forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment:

1. Acknowledgement of Electronic Distribution of Student Handbook form;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information form;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education form, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information** on page 4 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 5 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. The District's official policy manual is available for review in the district administration office and an unofficial electronic copy is available at www.tisd.org.

SECTION I: PARENTAL RIGHTS

This section of the Temple ISD Parent and Student Handbook includes information related to certain rights of parents as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation

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

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

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the District will seek parental consent before displaying students' artwork, special projects, photographs' taken by students, original videos or voice recordings, and other original works on the District's Website, a website affiliated or sponsored by the District, such as campus or classroom Website, and in District publications, which may include printed materials, videos, or other methods of mass communication.

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

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

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

State law permits the school to make a videotape or voice recording without parental permission for the following circumstances: when it is to be used for school safety; when it relates to classroom instruction or a co-curricular or extracurricular activity; or when it relates to media coverage of the school. The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

Limiting Electronic Communications with Students by District Employees

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

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

However, instant or text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

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

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the District to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. This “directory information” will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. This objection must be made in writing within ten school days of the child’s first day of instruction of this school year by filling out the form and returning to the campus principal or by calling the Temple ISD Office of Public Information (215-6791). Parents are not permitted to object to the release of individual items from the directory information list established by the District. No directory is published by the District.

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

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

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

The District is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent. A form included in the forms packet or available online through School Connect, is available if you do not want the District to provide this information to military recruiters or institutions of higher education.

PARTICIPATION IN THIRD-PARTY SURVEYS

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

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

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

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

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

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

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

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

REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception on condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state laws, below is a summary of the district's curriculum regarding human sexuality instruction:

Temple ISD has selected the Worth the Wait® abstinence-based sex education curriculum to be implemented beginning in the sixth grade and continuing through high school. Provided by Scott & White Hospital, the Worth the Wait® curriculum provides factual, age-appropriate information that helps students understand that abstinence is the expected standard for teens. As students advance from grade to grade, they receive more detailed information and learn lessons that build upon knowledge acquired in previous years.

6th Grade

Provides an introduction to puberty, teen pregnancy and STDs. Students also learn proactive life skills and goal setting.

7th Grade

Curriculum is more detailed, specifically regarding STDs and legal matters. Students learn refusal skills through role playing.

8th Grade

Detailed information is given on STDs, teen pregnancy, and the laws concerning teens and sex. Role playing is used to help students learn about peer pressure, goal setting and setting limits.

High School

Curriculum focuses on developing skills for life and healthy relationships.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of

curriculum used for this purpose by becoming a member of the District's SHAC. Please see the campus principal for additional information.

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

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

Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 59 and policy EC(LEGAL).]

Religious or Moral Beliefs

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

Tutoring or Test Preparation Purposes

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

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

Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.

RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS

Instructional Materials

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

Notices of Certain Student Misconduct to Noncustodial Parent

A non-custodial parent may request in writing, a copy of any written notice usually provided to a parent related to their child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policy FO(LEGAL), and the *Student Code of Conduct*.

STUDENT RECORDS

Accessing Student Records

You may review your child's student records. These records include: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and school counselor evaluations, reports of behavioral patterns, state assessment instruments that have been administered to your child, and teaching materials and tests used in your child's classroom.

Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

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

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

Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

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

- When District school officials have what federal law refers to as a “legitimate educational interest” in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see **Objecting to the Release of Directory Information** for opportunities to prohibit this disclosure].

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

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

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

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences**, and **Complaints and Concerns** for an overview of the process.]

The District's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the district's website at www.tisd.org.

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

Requesting Professional Qualifications of Teachers and Staff

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

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

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

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

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

Additional information may be found at <http://tea.texas.gov/index2.aspx?id=7995>.

Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

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

Safety Transfers/Assignments

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
- Consult with District administrators if your child has been determined by the District to have engaged in bullying and the Board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See Bullying on page 22, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another District campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred

adjudication for that assault. If the victim does not wish to transfer, the District will transfer the assailant in accordance with policy FDE.

Service/Assistance Animal Use by Students

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

Students in the Conservatorship of the State (Foster Care)

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

Students Who are Homeless

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district. Federal law also allows a homeless student to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

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 the 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 the timeline prescribed once the District receives written consent. The District must give a copy of the evaluation 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 parents of their rights if they disagree with the District. The District is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to*

the Admission, Review, and Dismissal Process. The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org>
- Partners Resource Network, at <http://www.partnerstx.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for Special Education services is Jennie Mathesen at 215-6844.

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

If a student is receiving special education services at a campus outside his or her attendance zone the parent or guardian may request that any other student residing in the household be transferred to the same campus if the appropriate grade level for the transferring student is offered on that campus. However, the District is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

Students Who Speak a Primary Language Other than English

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

Students With Physical or Mental Impairments Protected under Section 504

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

The designated person to contact regarding a referral for evaluation applicable to Section 504 is Dr. Nichole Riley at 254-215-7280. [Also see policy FB.]

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you have a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact your building principal.

ABSENCES / ATTENDANCE

School attendance is critical to the District's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive. Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build on the previous day's learning and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Parents should call the school or enter an absence request through Skyward's Family Access when their student is absent. Two state laws - one dealing with the required presence of school-aged children in school e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit - are of special interest to students and parents. They are discussed below:

Compulsory Attendance Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

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

Prekindergarten and Kindergarten

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

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

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

Types of Absences

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

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

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

Exemptions to Compulsory Attendance – All Grade Levels

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

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

As listed in Section I at Accommodations for Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Failure to Comply with Compulsory Attendance (All Grade Levels)

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

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the District will send the student a letter as required by law explaining that the District may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student’s enrollment, the District may implement a behavior improvement plan.

Between Ages 6 and 19

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

The truancy prevention facilitator’s for the District are the following:

For Elementary and Middle Schools - Tommy Miller - Phone-254-215-6815

For Temple High School, Edwards Academy and Wheatley

Barbara Welsh (Student Last Name M – Z) – Phone -254-215-7011

Paige Mungia (Student Last Name A-L) - Phone -254-215-7028

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

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

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

Tardy and Partial Day Absence (Elementary Campuses)

Students arriving at school any time after 7:45 a.m. must sign in at the main office and pick up a tardy slip before going to class. Students arriving 10 minutes or more after the start of the school day or leaving prior to the end of the school day will be given a partial day absence. Students leaving the campus during the day must be signed out by a parent/guardian in the main office and will be counted as a partial day absence.

Attendance for Credit or Final Grade (Kindergarten Through Grade 12)

To receive credit or a final grade in a class, a student in kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

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

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

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District.
- Students, who enter school late because of moving from some other school district or for other reasons, will be allowed absences based on the number of days remaining in the term. State law stipulates that a student must be in attendance 90% of the days per term. Students already enrolled will have the absences accumulated in the class from which they transferred carried forward into the class they enter. Absences accumulated at the school from which they transferred will transfer to the elementary school campuses and will count toward the 90% attendance law.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in Board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

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

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

Official Attendance-Taking Time (All Elementary Campuses)

The District must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 9:00 AM.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

Within 5 days upon arrival or return to school after an absence, a student must bring a note, signed by the parent that describes the reason for the absence and give the note to the campus attendance clerk or submit a note via Family Access. Parent notes do not necessarily excuse the absence. Absences excused by a parent note will be limited to four days per semester. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 years or older or is an emancipated minor under state law. The District reserves the right to require a written note. A maximum of four (4) parent notes per semester will be accepted.

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

Doctor's Note after an Absence for Illness (All Grade Levels)

Appointments with doctors, dentists, orthodontists, and other healthcare professionals must be verified in writing by the doctor's office. In order to code an absence as a doctor's appointment, the student must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. The note must be given to the campus attendance clerk within 5 days upon returning to school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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

Attendance Procedures

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

- Present the note to the attendance clerk before school on the first day of his/her return. An admit slip will be issued showing the date and reason for the absence so a teacher can admit the student to class.

- Students will need to arrive early enough to receive their admit slip without being tardy to the first class.
- Notes will be accepted only before school, between classes or during lunch. Any student who arrives ten (10) minutes after the class begins will be counted absent for that period.

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

Extenuating Circumstances

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

Extracurricular and Co-curricular Absences

A student may participate in extracurricular or other activities on or off campus that require an absence from class(es) only if the student passed all courses the previous three weeks and is maintaining at least a 70 average in the class(es) that will be missed. This rule also applies to students who miss classes for the purpose of watching a school-sponsored activity during school hours. Makeup time for work in classes missed due to extracurricular or co-curricular events will be allowed only for work assigned during the class that was missed. Due dates for pre-assigned work, projects or exams will be strictly adhered to when students miss class for approved extracurricular or co-curricular events if the student was present for the exam review or the assigning of the work.

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

Makeup Days for Regaining Course Credit Due to Excessive Absences

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

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

Appeals Process

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

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

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

Absence Reason Codes

Absence Type - A	Absent – Unexcused Absence Entered by Teacher
Absence Type – C	Loss of CTE Funding
Absence Type – E	Excused Absence
Absence Type – F	Failure to Serve ISS
Absence Type – I	Present Serving ISS
Absence Type - U	Unexcused Absence – Entered by Attendance Office
Absence Type – V	Absent/Present
Blank – Student is Present	No Reason Code Entered
CL	College Visit
CO	Court
DR	Doctor’s Visit
EX	Extracurricular Event
FN	Funeral
HB	Homebound
IL	Illness Nurses Office
IN	Incarcerated
IS	In School Suspension
KC	On Campus/Not in Regular Class
L	Late/Tardy – Entered by Teacher
ME	Medical Excuse
MI	Military
OF	Office Visit
PN	Parent Note
PS	PASS
RE	Religious
SE	Special Excuse

SO	Parent Sign-Out
SU	Suspended
T	Tardy – Entered by Attendance Office
WE	Weather

Accountability Under State and Federal Law (All Grade Levels)

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district’s evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by the No Child Left Behind Act.

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

TEA also maintains additional accountability and accreditation information at <http://www.texaschoolaccountabilitydashboard.org> and <http://www.tea.texas.gov>.

ACADEMIC DISHONESTY

Academic dishonesty (cheating) can include but is not limited to copying another’s work, providing or possessing answers to tests or quizzes, and plagiarism. Plagiarism is the use of another person’s original ideas or writing as one’s own without giving credit to the true author. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that the student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty may be subject to disciplinary penalties as well as academic penalties.

APPOINTMENTS

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

AWARDS AND HONORS

Honor Roll

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

<u>Excellence:</u> (ALL A)	Students in grades one through five who achieve 90% and above (as deemed appropriate at individual campuses) in all academic subjects each grading period. This list is published in the local newspaper.
<u>Achievement:</u> (No grade less than B)	Students in grades one through five who achieve 80% and above (as deemed appropriate at individual campuses) in all academic subjects each grading period. This list is published in the local newspaper.

Perfect Attendance

Perfect Attendance Certificates are presented at the end of the year to students with no absences.

Three (3) tardies/partial day absences eliminate a student from receiving perfect attendance recognition.

BULLYING (All Grade Levels)

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a District operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and persuasive that it creates an intimidating, threatening or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrators(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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

If a student believes that he or she has experienced bullying, or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administrator will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be

provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

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

[Also see Safety Transfers/Assignments on page 11.]

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

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

[Also see Safety Transfers/Assignments on page 11, Dating Violence, Discrimination, Harassment, and Retaliation on page 29, Hazing on page 43, policy FFI, and the District Improvement Plan, a copy of which can be viewed in the campus office.]

CELEBRATIONS (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday and will only be passed out during the last 30 minutes of school. Please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

CHANGE OF ADDRESS AND PHONE NUMBER

Students and parents are required to inform the attendance clerk of any change in physical address or telephone number. Change in address requires proof of residency documentation to be provided to the registrar. If during the school year, a student moves out of the school attendance zone, the parent may apply to the principal for continued enrollment prior to the move. An application made within ten school days following a move shall also be considered. It should be understood that a person who knowingly falsifies information on a form required for a student's enrollment in the District is liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The District has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at www.tisd.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused.

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to a law enforcement or to Child Protective Services (CPS).

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

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

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

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

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

<http://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

http://kidshealth.org/parent/positive/talk/child_abuse.html

<http://taasa.org/resources-2/>

[http://www.oag.state.tx.us/AG Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG%20Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG%20Publications/txts/childabuse2.shtml)

Reports of abuse or neglect may be made to:

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

CLOSED CAMPUS POLICY (All Temple ISD Campuses)

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

COMPLAINTS AND CONCERNS (All Grade Levels)

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

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

CONDUCT (All Grade Levels)

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and *Student Code of Conduct* in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the *Student Code of Conduct*.

Campus Behavior Coordinator

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

Backpacks

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

Display of Affection

At the Temple ISD Elementary campuses no public display of affection is allowed. Disciplinary action may result.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense.

As identified by law, disruptions include the following:

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

Field Trips and Extracurricular Events

School rules apply to all field trips and extracurricular events. Field trips are classified as cocurricular or extra-curricular. The field trip classification will be made by the campus principal. Co-curricular field trips are meant to be an extension of classroom learning. Students are expected to attend co-curricular trips as they would attend a regular class. Extracurricular field trips are an earned privilege. A student may be disqualified from attending a field trip based on grade, attendance, or discipline. School rules apply to field trips and extracurricular events to which a student brings a guest. Field trips will be determined by grade level and with the approval of the principal. Parents or guardians may be asked to chaperone. Chaperones will be required to provide their own transportation unless asked to ride the bus by the campus principal. Chaperones will not be allowed to bring any siblings.

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

In-School Suspension and Out-of-School Suspension

In-school suspension (ISS) will be utilized for short-term disciplinary assignments of 1, 2, 3, or more days. Assignments will be provided and graded by the student's regular classroom teachers.

The following guidelines exist for students who are assigned ISS:

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

Students who fail to follow the *Student Code of Conduct* may receive out-of-school suspension for 1, 2, or 3 day periods. Out-of-school suspension may require a parent and assistant principal conference prior to the student returning to school. The conference may be held at the time the parent picks up the child at the beginning of the suspension or when the student returns to school. If the parent cannot meet at either of these times, then the parent must contact the assistant principal to schedule a mutual time to meet. Failure of the parent and student to meet with the assistant principal may result in the student receiving a DAEP placement. See the Temple ISD *Student Code of Conduct* for complete information on student discipline rules and procedures.

Food and Drinks

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

Lockers

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

Skateboards

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

Smoking and Tobacco

In compliance with state law (TEC 38.006) and Board policy, students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, drug paraphernalia, snuff or chewing tobacco on school premises or at school-related functions. Any student in violation of this policy will be subject to disciplinary action as outlined in (TEC Chapter 37) and a police citation.

Social Events

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

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

Please contact the campus principal if you are interested in serving as a chaperone for any school social event.

Zero Tolerance

The Temple ISD elementary campuses work in a *zero tolerance* atmosphere toward fighting and violence on campus. Placement in ISS or OSS will be determined by the appropriate administrator for all parties involved in a fight.

In addition to the current measures used in preventing such occurrences (which include parent conferences, suspension, AEP, and possible expulsion), assault charges may be filed through local law enforcement by the injured party depending on the age of the student.

COUNSELING

Academic Counseling

Elementary and Middle School Grade Levels

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements. In either 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

Personal Counseling

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

CREDIT BY EXAM - If a Student Has Taken the Course/Subject

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal, or attendance committee, be permitted to earn credit by passing an exam approved by the District's Board of Trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

The school counselor or principal will determine if the student could take an exam for this purpose. If a student plans to take an exam, the student (or parent) must register with the principal/designee no later than 30 days prior to the scheduled testing date. The following guidelines apply: 1) students who have excessive absences in the course may not use CBE to receive credit for the particular course or to be eligible to participate in extracurricular activities; and 2) students must have approval of a parent, a teacher, and a school counselor **at least 30 days prior to the test date**. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

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

[For further information, see the counselor and policy EHDB(LOCAL).]

CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement, or to accelerate to the next grade level. The exams offered by the District are approved by the District's Board of Trustees, and state law requires the use of certain exams, such as Collage Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable.

The dates on which exams are scheduled during the 2015-2016 school year will be published in appropriate District publications and on the District's Web site. The only exceptions to the published dates will be for any exams administered by another entity besides the District. In this case, a student and the District must comply with the testing schedule of the other entity. During each testing window provided by the District, a student may attempt a specific exam only once. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent give written approval of the grade advancement.

If a student plans to take an exam, he/she will need to get with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

Students in Grades 1–5

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

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

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

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

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

Sexual Harassment and Gender-Based Harassment

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students, and District employees, are prohibited, even if consensual.

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

Retaliation

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

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

Reporting Procedures

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

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

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the District will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Federal Educational Records and Privacy Act (FERPA).

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

DISTANCE LEARNING

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TxVSN), as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS OR OTHER DOCUMENTS

School Materials

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

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

Non-school Materials

From Students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written or printed materials, handbills, pictures, petitions, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days of receiving the request.

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

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

From Others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

Proper student dress and grooming is the responsibility of students and parents. A reasonable appearance code is one that will be pleasing and acceptable to the majority of the students, teachers, and parents. **The principal is the final authority concerning appropriateness of clothing and hairstyles.**

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

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

1. Any clothing, hairstyle, or jewelry that could be interpreted as indecent or disruptive to the educational process is not permitted (i.e. extreme hair color, extreme hairstyles, mohawks, grills, faux-hawks, chain necklaces, medallions, extreme accessories, etc.).
2. Clothes must fit appropriately and not be distracting or disruptive to the learning process. Pants must be hemmed and not drag the ground. Waistbands on pants and shorts must be kept at waist level and must not sag. Shorts must be no shorter than fingertip length (measured to the student's fingertips with arms resting by the student's side). No biking shorts, cutoffs, boxers, or wide-legged shorts are allowed. Excessively long shirts must be tucked in. Excessive length will be determined by the principal.
3. The display of alcohol, drug, tobacco or inappropriate pictures/slogans is not permitted. The display of violence, gang-related, graffiti or any other theme deemed inappropriate by the principal is not permitted.
4. Body art must be covered by clothing.
5. Clothing with holes in the fabric must meet the above dress code. No skin or undergarments should be visible 4" or more above the knee.
6. All students must wear shoes that are appropriate for school activities. Shoes with hard cleats or those leaving unsightly marks are not permitted.
7. Dresses and skirts must be approximately knee length for school activities. Sundresses must have straps not less than 2 inches in width. Spaghetti strap garments are not allowed without a covering. Undergarments must be worn under dresses and skirts.
8. Hats, caps and hoods must not be worn inside the building. Exceptions will be for medical reasons with a doctor's note and during school-sponsored events.

9. Students are not to wear see-through clothing or shirts that reveal the midriff area.
10. Any dress or hairstyle that could be interpreted as indecent or disrupting to the educational process is not permitted. Hair should be kept clean and neat.
11. Sunshades or dark glasses may not be worn in the building unless the student has a doctor's note stating it is necessary.
12. Facial jewelry, tongue barbs, or body piercing is not allowed.
13. Any shoes with wheels are prohibited.
14. Sleepwear is not allowed at school without permission.
15. Undergarments shall be worn, but not visible.

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

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Electronic Communication Devices and State Testing

Use of electronic communication devices during the administration of any state test (e.g. STAAR and TAKS) is prohibited. It is recommended that students do not bring electronic communication devices to the testing room. Prior to testing, students will be asked to turn off any such device and turn it in to the test administrator for safe keeping during testing. The device will be returned to the student after all students have completed testing. If a student is found to possess an electronic communication device during testing, student test results may be invalidated and disciplinary action will be assessed.

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

The TISD policy and the Student Code of Conduct allow students to carry cellular phones or other electronic communication devices during the school day. All personal devices must remain turned off and out of sight while students are in class, including during all testing, unless the student has received prior approval from the teacher for instructional purposes.

Cellular phones, IPODs, MP3 players, cameras and other electronic devices are not allowed to interfere with instruction in any fashion at any time. Teachers and other staff will collect these devices if the staff member determines that instruction is being hindered in any way (including repeatedly having to redirect students who have these devices out or in use inside the classroom or other instructional venue). The first offense will require the phone to be picked up from the principal's office and the \$15.00 fee will not apply. Thereafter, collected devices will only be returned to a parent or guardian at the end of the student's instructional day and a \$15.00 fee will be charged for any cell phones collected. Students may also receive a disciplinary referral for failure to follow the Student Code of Conduct. The District is not responsible for any damaged, lost, confiscated or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents, by signing the student handbook pledge, agree to the terms regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

TISD Technology Use Agreement

Please read this document carefully before signing the Student Handbook Pledge.

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

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

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

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

1. Responsible Use- The use of your account must be consistent with the educational objectives of the Temple Independent School District.
 - a. Transmission and/or access of any material in violation of any district, state, or US regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or malicious or dangerous material.
 - b. Users will respect the intellectual property of other users and information providers and obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work.
 - c. The taking of unapproved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.
 - d. Use of your account for commercial activities, product advertisement or political lobbying is prohibited.
 - e. Users will not install any personal computer programs or applications on school devices without permission.
 - f. The use of personal electronic devices is allowed with permission during the school day.
2. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette when using any system, including the *gcloud.tisd.org* secure, controlled email system. The student's ID number will be part of the username for email
 - a. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited.

- b. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to: e-mail, chat, bulletin board postings, social media sites, and forums.
 - c. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.).
 - d. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any TISD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally.
 - g. The user is responsible for reasonable daily care of the equipment made available by the district.
 - h. Users will follow all guidelines set forth by the District and teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
3. Security- Protecting personal information and network security are high priorities.
- a. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
 - b. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
 - c. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
4. Vandalism- Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.
- a. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
 - b. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.

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

The use of technology resources provided by the Temple Independent School District is not transferable or extendible by students to people or groups outside the district and terminates

when a student is no longer enrolled in the Temple Independent School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Temple Independent School District's Student Code of Conduct shall be applied to student infractions.

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

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

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

- The use of the Temple ISD network and Internet services is a privilege, and inappropriate use will result in cancellation or suspension of this privilege and/or disciplinary action in accordance with District policies and the Student Code of Conduct. Temple ISD administration will rule upon inappropriate use.
- Possible Consequences of Inappropriate Use:
 - Suspension of user access to the system
 - Termination/Revocation of the system user account
 - Other disciplinary or legal action, in accordance with district policy and applicable laws.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

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

[See <http://www.uiltexas.org> for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice and rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by Board policy will apply in addition to any consequences specified by the organization's standards of behavior.

FAMILY/STUDENT ACCESS TO SKYWARD

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

FEES

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

- Costs for materials for a class project that the student will keep (such as art).
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical educational and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- Personal grooming and hygiene supplies.
- A fee not to exceed \$50 for cost of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- Fee for a replacement copy of Student and Parent Handbook or Student Code of Conduct.

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

FINES

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal. The

principal will forward the request to the Assistant Superintendent of Finance & Operations for final approval. All fund-raising requests should be submitted before the end of the first six weeks of school. Door-to-door solicitation is not permitted. [For further information, see policy at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

GRADING GUIDELINES (All Grade Levels)

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

Grading and Reporting System

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

Tools that may be included in this reporting system:

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

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

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

Teachers will be required to record a minimum of six grades for grades K–2 and a minimum of fifteen grades for grades 3–5 to be evenly distributed throughout each six weeks. Grades will be posted numerically from 0-100 for the academic subjects of reading, language arts, social studies, math and science/health (combined). All grades will be recorded numerically on report cards and on permanent records for grades 1–5.

Grading Guidelines for Pre-Kindergarten and Kindergarten

Home visits will be conducted during the first and sixth grading period of the school year to acquaint parents with curriculum and the instructional program and to report student progress. Additional individual conferences are to be scheduled to address student progress as needed.

A checklist will be used to report progress each grading period. Skills will be marked as follows:

- D = Developed
- I = Improving
- NI = Needs Improvement

Grading Guidelines for First Grade through Fifth Grade

The grading system for students in grades first through fifth is as follows:

100-90	A Outstanding
80-89	B Above Average
75-79	C Average
70-74	D Below Average
69-Below	F Failing

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

Citizenship (Grades 1-5)

The exemplary Citizenship award is presented at the end of the year to students earning a mark of excellent ("E") in conduct for each of the grading periods in music, physical education, and the classroom. Indications of "excellent", "satisfactory", "needs improvement" and "unsatisfactory" will be used in grades 1-5 to report student progress on report cards and progress reports in handwriting, physical education, art, and music. Indications will be used as follows:

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

PE and Music Grading System

The expectations for PE are for each student to:

- Give his/her personal best
- Participate
- Be responsible for his/her actions
- Respect others
- Listen carefully, and
- Follow procedures.
 - Physical Education teachers will assess grades by observation of participation, social, and skill/content development.
 - Physical Education teachers will give a minimum of 2 grades each three-week reporting period (minimum of 4 per six-week period).
 - Physical Education teachers will send a Temple ISD Progress Report home at the three-week grading period to ONLY those K-5 students who are earning a “Satisfactory” grade or below.

Kindergarten

E = Exceeding Expectations

S = Meeting Expectations

N = Not Yet Meeting Expectations

D = Developed

I = Improving

NI = Needs Improvement

Grades 1-5

E = Exceeding Expectations (90-100)

(Participates all of the time, follows directions and adheres to the rules/expectations all of the time, name taken no more than 1 time)

S = Satisfactory (80-89) (Participates most of the time, almost always follows directions and adheres to rules/expectations, name taken no more than 2-3 times)

N = Needs Improvement (70-79) (Not participating all of the time, struggling to follow directions and adhere to rules/expectations, name taken no more than 4-5 times)

U = Unsatisfactory (69 and below)

(Non-participatory, refuses to follow directions, cooperate, and adhere to rules/expectation, name taken 6+ times)

Music Grading

Kindergarten – per teacher observation; participation grades if applicable.

Grades 1-5 – Each student will have a minimum of 2 grades each three-week reporting period (minimum of 2 grades each three-week reporting period (minimum of 4 per six-week period).

HAZING (All Grade Levels)

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

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

[Also see Bullying and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without the use of fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

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

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

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

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

Bacterial Meningitis (All Grade Levels)

State law requires the District to provide information about bacterial meningitis. The intent is for all public school students and parents to be made aware of this disease and the potential health consequences.

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Medical management of **viral** meningitis consists of supportive

treatment and does not usually require the use of antibiotic therapy. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management. There are two common types of bacterial meningitis: pneumococcal meningitis and meningococcal meningitis.

- What are the symptoms?

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

Children (over 1 year old) and adults with bacterial meningitis commonly have:

- Severe headache
- High temperature
- Neck stiffness and joint pain
- Nausea and vomiting
- Sensitivity to bright lights
- Drowsiness or confusion

In both children and adults, there may be a rash of tiny red-purple spots or bruising. These can occur anywhere on the body and are a sign of blood poisoning associated with certain strains of meningitis.

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing or sneezing). The germ does not last long out of the body.

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

- How can bacterial meningitis be prevented?

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

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85-90 percent). They can

cause mild side effects, such a redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and can last for up to five years.*

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

You should seek medical attention.

- Where can you go for information?

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

*Please note: The TDSHS requires at least one meningococcal vaccination for a student ages 11 to 12 or for a student enrolling in grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that students entering college must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus. Also refer to Immunizations, below, for more information.

Chronic Medical Problems

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

Emergency Information

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

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

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

- All other contacts on emergency form will be contacted

- Attempt will be made to reach neighbors or former day care providers for assistance in reaching the student's parents
- Police or CPS may be notified

Excuse from Physical Education

If a student is not to participate in physical education class for any reason, a note from the parent is required stating the reason and for how many days the student is not to participate. Student non-participation must not exceed three (3) days without a doctor's written statement. The doctor's note must be specific in nature and include a release date for participation.

Written academic work shall be required from students who are unable to participate in physical activities for more than five (5) consecutive days. Academic work may be required as makeup work for non-participating students. The student will attend the physical education class and observe even when they are excused from participation. Any student not participating in PE shall not participate in recess activities.

Food Allergies

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

Head Lice

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

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. The nurse will provide the family with written information regarding the management of lice and follow-up guidelines. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used and allow for the child's hair to be re-examined before re-entering the classroom. The nurse can also offer additional recommendations, including subsequent treatments of how best to get rid of lice and prevent their return. The nurse can provide TISD's written policy and guidelines for the management of head lice if requested.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Medical Guidelines

If any of the following symptoms exist, the child should **NOT** attend school:

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

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

The TISD Health Advisory Council (SHAC) has approved a list of First Aid Supplies to be used in the treatment of students enrolled in Temple schools. **Please notify the school nurse if your child should not be treated with any of these items:**

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

School Health Advisory Council (SHAC)

The SHAC is a group of individuals representing segments of the community, appointed by the school district to serve at the district level, to provide advice to the district on coordinated school health programming. SHAC accomplishes this by providing recommendation on curriculum and developing strategies for integrating curriculum into a coordinated school health program.

SHACs provide an efficient, effective structure for recommending age-appropriate education programs regarding Physical Education, School Health Services, Nutrition Services, Counseling, Psychological and Social Services, Healthy School Environment, School-site Health Promotion for Staff, Family & Community Involvement, and Comprehensive School Health Education. See policies at BDF and EHAA.

The District's School Health Advisory Committee (SHAC) holds four (4) meetings annually. Additional information regarding the District's School Health Advisory Council is available from the Assistant Superintendent of Student Services; Dr. Scott Moger and on the District's Health Services web page. If you would like to serve on the SHAC, please contact the Director of Health Services.

Student Wellness Policy/Wellness Plan (All Grade Levels)

Temple ISD is committed to encouraging healthy students and therefore has developed a Board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Dr. Scott Moger, Assistant Superintendent of Student Services, at 254-215-6769, with questions about the content or implementation of the District's wellness policy and plan.

OTHER HEALTH-RELATED MATTERS

Asbestos Management Plan

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

Pest Management Plan

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

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

Physical Activity for Students in Elementary

In accordance with policies at EHAB, EHAC, EHBG and FFA, the District will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. For additional information on the District's requirements and programs regarding elementary and middle school student physical activity requirements, please see the principal.

Physical Fitness Assessment (Grades 3-12)

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

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

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

The District and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Vending Machines

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

HOMELESS STUDENTS

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

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

For more information on services for homeless students, contact the District's Homeless Education Liaison, Dr. Scott Moger, Assistant Superintendent at 215-6769.

HOMEWORK

Homework is an extension of the classroom and is not assigned unless that skill has previously been taught. Please provide a place and time at home so that good study habits may be formed. A student who receives an unsatisfactory progress report or report card is required to attend tutorials [Education Code 29.084]. Please refer to the, *2015-2016 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement*, booklet that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at www.tisd.org, through the Curriculum & Instruction Department under "Parent Resources".

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the principal or school

nurse within 90 days of notification. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The certificate of exemption is good for two years at which time it must be renewed.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio, hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal.

The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. The month, day, and year that the vaccination was received must be recorded on all records created or updated after September 1, 1991. Also, a TB skin test is required for all students entering from a foreign country.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

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

[For further information, see policy FFAB(LEGAL) and the TDSHS web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>].

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

Immunization Requirements Reference Guide for the 2015-2016 School Year

Pre-K (3year olds and 4 year olds)

- 4** doses of DTP/ DTaP/ DT/Td/Tdap
- 3** doses of Polio
- 1** dose of MMR (on/after 1st birthday)
- 3** doses of HIB with the 3rd dose given on/after 1st birthday and at least 2 months since dose #2 **OR**
- 1** dose on/after 15 months of age
- 4** doses of PCV with one given after 1st birthday **OR** **1** dose on/or after **24** months of age
- 3** doses of Hepatitis B
- 1** dose of Varicella on/after 1st birthday (if the child has **NOT** had chickenpox disease)
- 2** doses of Hepatitis A on/after 1st birthday (must allow **18** months between doses)

Kindergarten -6th Grade

- 5** doses of DTP/ DTaP/ DT/Td/Tdap with 1 dose on/or after 4th birthday **OR** **4** doses if one dose on/after 4th birthday
- 4** doses of Polio with one on/after 4th birthday **OR** **3** doses if one dose is on/after 4th birthday
- 2** doses of MMR on/after 1st birthday
- 3** doses of Hepatitis B
- 2** doses of Varicella on/after the 1st birthday (If the child has **NOT** had chickenpox disease)
- 2** doses of Hepatitis A first dose on/after 1st birthday (must allow 6 months between doses)

7th Grade

3 doses of DTP/ DTaP/ DT/Td/Tdap **and 1 dose of Tdap/Td booster within last 5 years**
4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
2 doses of measles, 1 dose of mumps, 1 dose of rubella on/after 1st birthday
3 doses of Hepatitis B
2 doses of Varicella first dose on/after 1st birthday if the child has **NOT** had chickenpox disease
1 dose of Meningococcal

8th -12th Grade

3 doses of DTP/ DTaP/ DT/Td/Tdap **and** 1 dose of Tdap/Td booster within last 10 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists
4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
2 doses of measles, 1 dose of mumps, 1 dose of rubella on/after 1st birthday
3 doses of Hepatitis B
2 doses of Varicella first dose on/after 1st birthday if the child has **NOT** had chickenpox disease
1 dose of Meningococcal

Non-compliance with the State Immunization Requirements will result in temporary removal from school until an updated record is provided. For further information, see policy FFAB(LEGAL) and the TDSHS web site at:
<http://www.dshs.state.tx.us/immunize/school/default.shtm>.

LAW ENFORCEMENT AGENCIES**Questioning of Students**

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a

court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The District is required by state law to notify:

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

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

LEAVING CAMPUS

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

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

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

The Temple ISD elementary school campuses are closed campuses and no students are allowed to leave during lunch without a parent.

At Any Other Time During the School Day

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

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rule, is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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

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

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

LOCAL AND OTHER ASSESSMENTS

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

LOITERING

Loitering on school property, after being warned to leave, constitutes trespassing, which is punishable by a Class C misdemeanor (TEC 37.107). Students that are not under the direct supervision of a teacher, who do not have an assigned class or who do not have a scheduled activity after school must be off campus within a reasonable time after the last class.

LOST AND FOUND

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

MAKEUP WORK

Makeup Work Because of Absence

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

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

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

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

Students shall receive a zero for any assignment or test not made up within the allotted time [see policy EIAB(LOCAL)].

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

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

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

The elementary campuses intend to prevent students from failing due to missing or late assignments. In addition, students who are unsuccessful at learning the first time will be given extra time and support to learn the curriculum. Therefore, teachers may allow a student reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. Students who choose not to complete their assignments will first be held accountable by their teachers through conferencing with the student and his or her parents. Continued failure to turn in assignments will be considered a discipline issue.

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

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

Please refer to the, *2015-2016 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement*, booklet that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District’s website at www.tisd.org, through the Curriculum & Instruction Department under “Parent Resources”.

MEDICINE AT SCHOOL

Medication that must be administered to a student during the school hours must be provided by the student’s parent. All medications, whether prescription or nonprescription, must be kept in the school nurse’s office and administered by the school nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or severe allergy as described below or as otherwise allowed by law.

The District will not purchase nonprescription medication to give to a student. All medicine must be FDA approved and kept in the nurse’s office. We strongly suggest that parents bring all medication to the school nurse rather than transporting it on the school bus or sending with the student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements without signed written request from the parent and physician. Medication forms are available in the nurse’s office and on the health services web page. All medication orders must be renewed annually for the current school term.

The following guidelines will apply:

- Only authorized employees, in accordance with policy FFAC, may administer medication to a student
- **Prescription** medication must be provided by the parent and be in the original, properly labeled medicine container, along with a current written request from parent and a physician.
- **Prescription** medication from a properly labeled **unit dosage** container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- **Nonprescription** medication will be administered only with a written physician request and with the parent's written permission. Medication must be in the original, properly labeled container, provided by the parent. Medication shall be administered according to the package directions or physician's direction. Parents are responsible for the quality of the medications and any potential interactions with other medications the child may be taking. Nurses may use their discretion prior to administering medication.
- **Herbal or dietary supplements** provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities and require a physician's written request for administration.
- **Sunscreen** for students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.
 - For students at the elementary level, the student's teacher or other district personnel may apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.
 - Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of *medical condition*, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues related to the student's care while at school.

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

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

Psychotropic Drugs

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

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

MISCELLANEOUS ITEMS

Parties

Parties and celebrations are important to the development of the whole child. Students are expected to observe the rules of good conduct during parties allowed by the District. Notices will be sent and parents are encouraged to help. **There will be no food or drink brought to school to be used in classrooms without prior approval by the principal.** According to Food of Minimal Nutritional Value guidelines, only three days during the school year will be designated for parties.

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

Telephone Use

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

NONDISCRIMINATION STATEMENT

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Dr. Scott Moger, Assistant Superintendent of Student Services, (215-6769)
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Nichole Riley, Director of Student Intervention, (215-7280)
- Liaison for Homeless Children and Youth: Dr. Scott Moger, Assistant Superintendent of Student Services, (215-6769)
- All other concerns regarding discrimination: See the Superintendent, Dr. Robin Battershell at (215-6760)

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**].
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**].
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers**].
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact your campus principal.]
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**].
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.

- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENT INVOLVEMENT COORDINATOR

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Fran Smetana and may be contacted at 254-215-5963.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Exams and Screenings (All Grade Levels)

As required by state law, all 1st, 3rd, 5th and 7th grade students, as well as new students to the District, will receive a vision and hearing screening administered by the district's health services staff. Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures. In addition, all sixth and ninth grade students will receive a spinal screening administered by the district's health services staff. If any concerns are identified during the screening procedures, the parent/guardian will be notified by letter or by phone and referred to their healthcare provider for professional evaluation. If a parent does not want their child to receive a spinal screening by school personnel; the parent/guardian must contact the school nurse and provide written proof of spinal screening by a healthcare provider or a written request of exemption as defined by the Texas Department of State Health and presented to the school nurse by the time of the scheduled screening date.

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

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that time so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC for more information.]

PRAAYER

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

PROMOTION AND RETENTION

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

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

Elementary and Middle/Junior High Grade Levels

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

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

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

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

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a

student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the school counselor and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

REPORT CARDS/PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the Board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Education Code 29.084 states that if the district offers tutorials, students whose grades fall below 70 in a grade-reporting period **must** attend.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within **5** days.

Conferences (PK – 5)

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

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

student appears to be at risk of reading difficulties. In the event the student appears to be at risk of reading difficulties, accelerated instruction in reading will be provided.

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

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

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days.

SAFETY

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

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

Accident Insurance

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

Articles: Lost or Stolen

The school is not responsible for items a student may lose, misplace, or items stolen; therefore, students should make every effort to safeguard the items and have their belongings marked. Student name and teacher name should be put in all textbooks. If an article is found, it should be

brought to the office. If a student has lost an article, he or she should check the lost and found. Articles in the lost and found will be disposed of after a reasonable time.

Articles: Money, Valuables, Etc. (TEC 37.082)

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

Without permission to have any of the articles at school, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

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

Drug and Safety Information Tip Line

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

The number to the voice call-in service is 254-215-6953.

Emergency Medical Treatment and Information

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

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked to complete an emergency care consent form and current health conditions form each year. If a student has a health condition, such as asthma, diabetes, seizures or severe allergies, that may require possible emergency treatment; it is the parent's responsibility to notify the nurse and provide an Emergency Action Plan (EAP) as determined by parents, physician and school nurse. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies and, emergency action plans, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

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

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

Emergency School-Closing Information

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

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

Morning Drop-off Inside of the Building

In an effort to keep our students safe, parents and guardians are to drop their students off at the door and not proceed past the school foyer. If there is a particular need to meet with a teacher, parents are required to check in at the front desk and follow campus procedures for visitors on campus.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

The school will have administrative announcements of drill, emergencies, and any potentially dangerous situation in the building (lockdown). From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students and adults/visitors on campus need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

SCHOOL FACILITIES

The regular school day is from 7:45 a.m. to 3:00 p.m. and the school office hours are 7:15 a.m. to 4:00 p.m. Notification will be sent to parents in advance for early dismissal days. It is the parent's responsibility to notify day care and car pools of any time changes. Students should not be dropped off before 7:00 a.m. and should be picked up no later than 3:15 p.m. unless your child is attending tutoring or other school-sponsored activity.

Use By Students Before and After School

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

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

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

Students are to clean up their area after eating. Violations will be reported to the office and appropriate action will be taken. There will be no loud talking, yelling or running in the cafeteria at any time. Students not following cafeteria rules will have to leave the cafeteria immediately and will be in danger of losing the right to eat in the cafeteria.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

Temple ISD participates in the National School Lunch Program, School Breakfast Program, After School Snack Program and Summer Food Service Program. The District adheres to the USDA’s “All Foods Sold in Schools” nutrition standards to ensure all students are only offered tasty and nutritious meals and snack foods during the school day. School meals must meet federal meal pattern requirements and nutrition standards based on the latest *Dietary Guidelines for Americans*. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu. The meal pattern’s dietary specifications set specific calorie limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12. Other meal enhancements include gradual reductions in the sodium content of the meals (sodium targets must be reached by SY 2017-18 and SY 2022-23).

Please contact School Nutrition at 254-215-6523 for more program information.

Breakfast is served at all campuses beginning at 7:00 a.m. for Elementary students and 7:15 a.m. for Middle and High School students.

Please refer to School Nutrition on the Temple ISD website (www.tisd.org) for menus and meal price information.

The School Nutrition Department uses a computer software system to track student accounts and **prepayments** are accepted in the cafeteria serving line daily. Accounts can be prepaid by the day, week or month. Printouts of transactions are available by contacting the School Nutrition office.

Online Meal Payments

Online payment system available on www.mypaymentplus.com for parents to make pre-payments to student meal and snack accounts. Parents can view balances and purchase history.

Student Meal Prices:	Breakfast	Lunch
Elementary Full Priced	\$1.20	\$2.30
Elementary Reduced	\$0.30	\$0.40

Secondary Full Priced	\$1.40	\$2.45
Secondary Reduced Priced	\$0.30	\$0.40
Adult Meal Prices:	Breakfast	Lunch
	\$2.00	3.50

Meal Charge Policy

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

Middle School – Student may charge a maximum of one day.

High School & Alternative Sites – Students may charge a maximum of one day.

No child will go hungry – an alternative meal will be offered to any student that has charged beyond the maximum allowed. The alternative meal will consist of a Cheese Sandwich, Fresh Fruit and Milk. Meal charging privileges and snack purchases will be reinstated when the account balance has been paid.

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

Parents are strongly encouraged to continually monitor their child’s meal account balance. When a student’s meal account is depleted, the District will notify the parent. The District will present the parent with a schedule of repayment for any outstanding account balance. If the District is unable to work out an agreement with the student’s parent on replenishment of the student’s meal account and the payment of any outstanding balance, the student will receive an alternate meal.

Free and Reduced Meal Program & Benefits

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

Information about a student’s participation is confidential; however, disclosure of a student’s eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district’s child nutrition programs. A student’s name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children’s health insurance program (CHIP) unless the student’s parent notifies the district that a student’s information should not be disclosed. A parent’s decision will not affect the child’s eligibility for free and reduced price meals or free milk.

Meal Applications are available anytime during the school year. Applications may be obtained at the School Nutrition Office (208 West Ave F) and at any school campus on the first business day in August. Applications may also be accessed online at www.tisd.org. For more information call 215-6536.

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

Library

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

Meetings of Noncurriculum-Related Groups

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

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

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

Telecommunications and Other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search.

A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) and Electronic Devices and Technology Resources for more information.]

Trained Dogs

The District will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or

student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

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

Bilingual / ESL	Connie Sisneros	215-6882
Parent Education & Involvement	Fran Smetana	215-5963
Section 504	Dr. Nichole Riley	215-7280
Dyslexia	Dr. Karen Morgan	215-6817
Elementary GATE	Chelsea Molton	215-5955
Advanced Academics	Lisa Adams	215-6922
Special Education	Jennie Mathesen	215-6844

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level. STAAR-A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student’s ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency

Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

STEROIDS

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

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

STUDENTS IN FOSTER CARE

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

Please contact Dr. Scott Moger, who has been designated as the District's foster care, at 254-215-6769 with any questions. See also Students in the Conservatorship of the State on page 12 for more information.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

SUICIDE AWARENESS

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texassuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area.

SUMMER PROGRAMS (Jump Start)

Students who do not meet the requirements of the district promotion policy may be required to attend summer school. Students with excessive absences may be required to participate in attendance make-up activities or attend after-school sessions in order to be promoted to the next grade level. Students not meeting mastery of skills and grade level standards may be required to attend summer school. Students requiring a head start on next year's curriculum may be asked to attend Jump Start to promote academic progress.

TARDIES FOR ELEMENTARY CAMPUSES

Tardiness means not being in the classroom when the tardy bell has finished ringing. Tardiness disrupts instruction for both the tardy student and others in the classroom. If a student is tardy to school or to class, it will be documented and the student will be subject to disciplinary action as

shown below. Car trouble or missing the school bus are not acceptable excuses for arriving on campus late. A student arriving on campus late must first report to the campus administrative office.

- 1st and 2nd tardy- teacher warning
- 3rd tardy- teacher notifies parent and student's Assistant Principal
- 4th tardy- Lunch Detention assigned by Assistant Principal**
- 5th tardy- 1 hour After School Detention (SAC)
- 6th tardy- 2 hours Saturday School Detention (SAC)
- 7th tardy- 4 hours Saturday School Detention (SAC)
- 8th and subsequent tardy- ISS

**Teachers submit office referrals to the appropriate Assistant Principal for the 4th and subsequent tardy to their class.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other District-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damages paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

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

At all TISD campuses, until lost or damaged books/electronic equipment are paid for, the students' grades, report cards, class schedules and other records may be withheld under TEC 31.104 (d).

TRANSFERS

Students, who enter school late because of moving from some other school district or for other reasons, will be allowed absences based on the number of days remaining in the term. State law stipulates that a student must be in attendance 90% of the days per term. Students already enrolled will have the absences accumulated in the class from which they transferred carried

forward into the class they enter. Absences accumulated at the school from which they transferred will transfer to the student's elementary school campus and will count toward the 90% attendance law.

The principal is authorized to transfer a student from one classroom to another.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living one or more miles from school. This service is provided at no cost to students. Bus routes and stops will be designated annually; any subsequent changes will be posted at the school and the District's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

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

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

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook, the Student Code of Conduct, and the *Temple ISD Bus Rider Handbook*. The *Temple ISD Bus Rider Handbook* may be found on the Temple ISD website at www.tisd.org. In accordance with the Safe and Civil School Program, the following guidelines have been created to assist with student safety on the school bus.

Level I Conduct Behaviors

1. Very loud talking, screaming
2. Using inappropriate language
3. Speaking in a way that teases, hurts or harasses others
4. Failure to keep the bus clean
5. Eating or drinking on the bus without the permission of the driver (water is permitted in a proper container during the extreme heat of the summer months)
6. Failure to follow the bus driver's instructions when they are given

Consequences of Level I Misbehavior

The Transportation Department will send a Bus Safety Referral to your student's campus.

Parent notification and one or more of the following:

1. Warning (written or verbal)
2. Assigned to another seat
3. Consultation with campus administrator

The campus administrator, at their discretion, may increase the consequences of any level of misconduct.

Level II Conduct Behaviors

1. Failure to be seated when the bus is moving
2. Failure to keep hands, head or feet inside the bus
3. Throwing any object inside the bus or out of the bus
4. Vandalizing the bus or other's personal property
5. Hitting, punching, kicking or physically assaulting another student or driver
6. Continuing Level I behavior

Consequences of Level II Misbehavior

Transportation Department will send a Bus Safety Report to the campus

- 1st Bus Safety Referral– 3 day bus riding suspension
- 2nd Bus Safety Referral– 10 day bus riding suspension
- 3rd Bus Safety Referral– 15 day bus riding suspension
- 4th Bus Safety Referral– semester bus riding suspension

The campus administrator, at their discretion, may increase the consequences of any level of misconduct.

Level III Conduct Behaviors

1. Possession of weapons or look-alike weapons (ex. BB gun, air-soft gun or knife)
2. Possession of matches or lighters
3. Possession of a controlled substance, drugs, alcohol or tobacco
4. Continuing Level II behavior

Consequences of Level III Misbehavior

Transportation Department will send a Bus Safety Referral to the campus to result in a bus riding suspension of up to a full calendar year (to be determined by campus principal).

All PreK students will need an adult or student in 3rd grade or older to be present at the bus stop before being released from the bus. If no one is present, the student will be transported back to school.

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

Misconduct will be punished in accordance with the *Student Code of Conduct*; the privilege to ride in a District vehicle, including a school bus, may be suspended or revoked.

Disruption of Transportation: **Texas Education Code § 37.126** DISRUPTION OF TRANSPORTATION. (a) Except as provided by Section 37.125, a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by a county or independent school district. An offense under this section is a Class C misdemeanor. Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995.

TUTORIALS – ELEMENTARY TUTORING PROGRAM

Tutoring will be offered at each elementary campus on Tuesdays and Thursdays for 45 minutes before school and 45 minutes after school for all students. This is a total of four sessions per week of tutoring. Tutoring plans will be designed by campus administration.

Tuesday and Thursday morning tutoring – 7:00-7:45 am
Tuesday and Thursday afternoon tutoring – 3:15-4:00 pm

Tutoring will start on all Temple ISD elementary campuses at the start of the 2nd 6 weeks grading period.

Students needing transportation will be able to take advantage of the morning tutoring sessions. A student who receives an unsatisfactory progress report or report card is required to attend tutorials [Education Code 29.084].

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video and audio recording equipment is used to monitor student behavior on buses and in common areas (such as outside the building, classrooms, library and cafeteria) on campus. Students will not be told when the equipment is being used.

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

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures, which may include the presentation of a photo ID which will be scanned into the Visitor Management System. The Visitor Management System will also print a visitor's badge for parents wishing to enter the school beyond the administrative offices.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office.

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

Visitors Participating in Special Programs for Students

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

Registered Sex Offenders on District Premises

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

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

For information regarding student RSOs, please refer to the *Student Code of Conduct*.

VOLUNTEERS

Parents are encouraged to contact their child's campus to inquire about volunteering opportunities within the District. Volunteers will not be allowed to bring any children with them.

According to Texas Education Code §22.0835, districts are required to obtain criminal history information on volunteers. Temple ISD considers a volunteer to include any person who is not an employee of the District who will be working with students. Please contact the campus principal for further information.

WITHDRAWING FROM SCHOOL

The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the counselor's office or the front office.

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

GLOSSARY

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

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

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

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

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

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

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

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

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

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

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

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

PGP stands for Personal Graduation Plan, which is required for high school students beginning with ninth graders in the 2014-2015 school year, and for any student in middle school who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT.

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

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

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

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR-A is an accommodated version of the STAAR that is available for certain students who receive special education services or students who have been identified as dyslexic.

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

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

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

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

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

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