

Howe Elementary School

**2011 – 2012
Student Handbook**



**Darla Williams
Principal**

**Clarissia Doty
Dean of Students**

Acknowledgment Form

My child and I have received a copy of the **Howe Elementary School Student Handbook, the District Technology Acceptable Use Policy, and the District Bus Handbook**. The **Student Code of Conduct** for 2011 – 2012 may be viewed online or a printed copy will be provided by request. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the **Student Code of Conduct**. If I have any questions regarding this handbook or the Code, I should direct those questions to my student's principal.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

PLEASE SIGN AND RETURN FORM

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Howe ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 2, 2011.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

Howe ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (**do give**) (**do not give**) the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature _____ Date _____

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (**do give**) (**do not give**) the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature _____ Date _____

PLEASE SIGN AND RETURN FORM

HOWE ISD ACCEPTABLE USE POLICY

Student Agreement

I, (please print name) _____ have read and understand the Howe Independent School District Acceptable Use Policy and agree to abide by its provisions.

Date

User Signature



Parent or Guardian Agreement (Required if student is under the age of 18)

As the parent or guardian of the above named student, I have read the Howe I.S.D. Acceptable Use Policy. I understand that access to the HISD communications network is designed for educational purposes and that it offers my son/daughter the opportunity to become a learner of the 21st century. I also understand that because of the global nature of the Internet, that it is impossible to restrict access to all controversial materials. Therefore, I will not hold HISD responsible for materials acquired on the network. I further understand that if I decline permission for my child to access the HISD network and its resources that my child may not be able to fulfill requirements for the class and there may be subsequent consequences unless arrangements are made for alternate assignments.

- I hereby give permission for the above named student to access the HISD communications network.
- I do not give permission for the above named student to access the HISD communications network.

Date

Parent or Guardian Signature

PLEASE SIGN AND RETURN FORM

HOWE ISD MEDIA USAGE, PHOTO REPRODUCTION RELEASE

(to be signed by any student in Howe ISD over 18)

I, _____ give permission to Howe Independent School District and/or its agents to use any images created digitally or traditionally of me for publication purposes. This includes photos, videos, or any other forms of image reproduction.

Date

Signature



HOWE ISD MEDIA USAGE, PHOTO REPRODUCTION RELEASE

(to be signed by a parent or guardian of students under 18)

I give permission to Howe Independent School District and/or its agents to use any images created digitally or traditionally of _____ for publication purposes.
(Student's Name)

This includes 35mm photos, videos, digital photos or any other forms of image reproduction.

Date

Signature of Parent or Guardian

PLEASE SIGN AND RETURN FORM

HOWE ISD AND EDNET10 VIDEOCONFERENCING PARTICIPANT WAIVER

I understand that in a distance learning classroom my voice, physical presence, and participation in classroom activities will be transmitted to distance learning sites and will be electronically recorded. I hereby agree that my voice, presence, and participation and electronic recording of these classes will not be a violation of my personal rights and hereby release any claims for the use of such.

Participant's Signature

Date

Printed Name

Parent's Signature (if participant is under 18)

PLEASE SIGN AND RETURN FORM

HOWE ISD SCHOOL BUS RIDER'S CONTRACT

I have read the Bus Rider's Safety Handbook and agree to abide by these rules.

I give my child permission to ride the school bus for field trips, special events, and the transportation to and from school if needed.

Student's Name (Please Print) Parent or Guardian's Signature

Address (Please Print) Home Telephone Work Telephone

School

Child's Date of Birth Grade Ethnic Group
____Asian ____Hispanic

Child's Age School Bus # ____American-Indian ____Black Non-Hispanic

____White ____Other
Non-Hispanic

Bus Driver _____

*The State of Texas requires this information. Please do not change any of the wordings on this card. Thank you.

PLEASE SIGN AND RETURN FORM

**TITLE I Parental Involvement Compact
Howe Independent School District
Parent/Student/Teacher Compact**

DATE _____

In order to achieve high standards of education we want to develop and maintain a partnership between parents, students, and school personnel. This compact promotes understanding and cooperation by clarifying mutual and separate responsibilities and expectations. We understand that a child's education will reach its potential only if all of the partners meet their responsibilities. We appreciate your ongoing support at home and school.

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- ✓ See that my child is punctual and attends school regularly
- ✓ Provide my child with needed supplies.
- ✓ Ensure my child gets the appropriate amount of sleep needed each night.
- ✓ Support the school in its effort to maintain discipline.
- ✓ Establish a time for homework and review it regularly.
- ✓ Encourage my child's efforts and be available for questions.
- ✓ Read with my child and let my child read to me.
- ✓ Attend parent-teacher conferences and special events to show my interest and support.
- ✓ Communicate, model, and expect positive values and character traits.

SIGNATURE _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall do the following:

- ✓ Attend school regularly.
- ✓ Respect others and follow directions.
- ✓ Come to school each day with necessary supplies for learning.
- ✓ Complete and return homework assignments.
- ✓ Observe regular study hours.
- ✓ Conform to rules of student conduct.

SIGNATURE _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall do the following:

- ✓ Dedicate myself to a communication cycle between home and school.
- ✓ Provide necessary assistance to parents so that they can help with learning.
- ✓ Encourage and enhance learning by teaching sound curriculum.
- ✓ Adapt the curriculum to the learning needs of each student.

SIGNATURE _____

PLEASE SIGN AND RETURN FORM

HOWE ISD ACCEPTABLE USE POLICY

Note: Please read the following carefully before signing the attached agreement on a previous page. This is a legally binding document. Consent or denial of student usage according to this policy will be on an annual basis. Employee consent or denial will continue until policy is altered, amended, or replaced. Signed agreements will be on file on each campus.

Network services are now available to students and teachers in the Howe Independent School District (HISD). The HISD is the provider of multiple networks. These services are a vital asset and include inner school, district-wide, and worldwide access to vast, diverse, and unique resources. Our goal in providing these resources is to promote educational excellence in HISD schools by facilitating resource sharing, innovation, and communication.

Network access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. The terms and conditions listed below are provided so that users are aware of the privileges and the responsibilities related to network use. Efficient, ethical, and legal utilization of the network resources is expected. Signatures on the attached agreement are legally binding and indicate that the parties who signed have read this Acceptable Use Policy carefully and understand its significance.

SYSTEM ACCESS:

- District employees will be granted access to the district's system.
- Students in grades K-4 will be granted access to the District's system by their teachers, as appropriate, after completion of instruction in the proper use of the network by a HISD staff member.
- Students in grades 5-12 will be granted access to the District's system under supervision after completion of instruction in the proper use of the network by a HISD staff member.
- If a user violates any of the provisions of network use, the user may be subject to disciplinary action as included in our student code of conduct.
- Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
- User's access will cease upon withdrawal from school or termination of employment.

INDIVIDUAL USER RESPONSIBILITIES:

The purpose of the HISD network, internet access, and access to other online services is to support research and education in HISD and among other academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the network must be in support of education and be consistent with the educational objective of the Howe Independent School District. All network access using district equipment must comply with HISD terms and conditions. The terms and conditions are not limited to, but include, the following user guidelines:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities, for product advertisement, or political lobbying is prohibited.
- Illegal activities are strictly prohibited.
- All files and programs on the computer belong to someone. Users shall not erase, rename, or make unusable anyone else's files or programs.
- Users shall not copy, change, or transfer any software provided by HISD, teachers, or another student without permission from the Technology Director.
- Users shall not copy or place on any district system any copyrighted software from any source without a license. It is generally illegal to copy any software that has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- Users shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
- Users shall not access or create materials, send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Files and electronic mail are subject to monitoring. System administrators have access to all files, including mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
- Users shall not waste district resources related to the electronic communications system.
- Users shall not gain unauthorized access to resources or information.
- Users shall not remove HISD property (hardware or software) without written permission of the Technology Director.
- Users shall not attempt to sabotage network systems or programs.
- Users shall not bring prohibited materials into the schools' electronic environment.
- Users shall upload or download public domain programs only with the permission of the Technology Director. Users are responsible for determining whether a program is in the public domain.
- Users shall not attempt to secure a higher level of privilege on network systems.
- Individual users will be responsible at all times for the proper use of all hardware and software.

- Development of web pages for instructional support is encouraged. Administrative approval shall be acquired before posting an educational web page for public access. Web page content shall be consistent with the guidelines of HISD policy.

CONSEQUENCES OF IMPROPER USE:

The use of the HISD network is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege. Based upon the Acceptable Use Policy outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Use of the networks may be denied, revoked, or suspended as a consequence of inappropriate use. Violation of this document by any student or employee may result in any disciplinary consequence deemed appropriate by the administration.

NETIQUETTE:

The user is expected to abide by the generally accepted rules of network etiquette. These guidelines include, but are not necessarily limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personal information about yourself, other students, or colleagues such as addresses or phone numbers.
- Do not use the network in such a way that would disrupt the use of the network by others (e.g. uploading and/or downloading huge files such as, but not limited to, shared music files found by sites like “Napster”; sending mass e-mail messages; indiscriminately subscribing to services or newsgroups, annoying other users electronically.)
- All communications and information accessible via the network should be assumed to be private property subject to copyright regulations.
- Do not pretend to be someone else when sending/receiving mail or any other time when using the system.

CONSENT REQUIREMENTS:

HISD will make every effort to enforce the following:

- No student under the age of 18 will be allowed access to the District communications network without written permission of a parent or guardian.
- No personally identifiable information about a student will be posted on a web page under HISD control unless the district has received written consent from the student’s parent or guardian.

- Any original work created by any District student or employee created on the District's network will become the property of Howe Independent School District.

DISCLAIMER:

HISD offers no warranties of any kind, whether expressed or implied for the services provided. HISD will not be responsible for damages suffered, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's or user's errors or omissions. Use of any information obtained via the HISD network is at user's own risk. HISD has no claim for the accuracy or quality of information obtained through network services.

HISD has established user guidelines for all members of the district, students, teachers, staff, and administrators. HISD utilizes filtering software in accordance with the Children's Internet Protection Act (CIPA), however, unacceptable material or communication may be available on a global network. It is impossible to filter or control all materials and an industrious user may discover inappropriate resources. HISD believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may discover material that is not consistent with the educational goals of the district. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Howe Independent School District supports and respects each family's right to decide whether or not to allow access to HISD electronic resources.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Parents and Students of Howe ISD

Re: HB 3678 – **Religious Viewpoint Antidiscrimination Act**

During the 80th Legislative session, House Bill 3678, also called the Religious Viewpoint Antidiscrimination Act (“Act”) was passed by the Legislature. The Act is effective beginning with the 2007-2008 school year. The Act addresses four general areas: freedom of religious expression, student speakers, religious expression in class assignments, and freedom to organize religious groups and activities. The purpose of the Act is to ensure school districts treat a student’s voluntary expression of a religious viewpoint on a subject, not otherwise prohibited, in the same manner it treats a student’s voluntary expression of a secular viewpoint on a subject not otherwise prohibited.

In compliance with the Act, the District Board of Trustees approved a policy that establishes a “limited public forum” for student speakers at all school events at which a student is to publicly speak. The Act requires that the policy: 1) provide the forum in a manner that does not discriminate against a student’s voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject; 2) provide a method, based on neutral criteria, for the selection of student speakers at school events and graduation ceremonies; 3) ensure that a student speaker does not engage in obscene, vulgar, offensively lewd, or indecent speech; and 4) state, in writing, orally, or both, that the student’s speech does not reflect the endorsement, sponsorship, position, or expression of the district.

In accordance with the policy, student speakers will be given a limited public forum to introduce the following school events: Varsity Home Football Games, Designated Banquets and assemblies that include an invited guest speaker. Students are eligible to participate as introductory speakers if they are: 1) in the highest two grade levels of the school; 2) volunteer; 3) are affiliated with the organization sponsoring the event (for banquets only); and 4) are not in a disciplinary placement (ISS, OSS, DAEP, or JJAEP) at the time of the speaking event. If your child meets this neutral criteria and wishes to speak at any event during the fall semester, he/she must submit their name to their campus principal, no later than *September 10, 2010*. Shortly thereafter, you will be notified whether your child was selected to speak and the dates/events for which he/she will be speaking. If there are no student volunteers, the campus will seek volunteers again at the beginning of next semester. If no students volunteer or if the selected speaker declines or becomes ineligible, no student introduction will be made at the event.

The names of the students who volunteer to speak will be randomly drawn until all names have been selected. The students, in the order drawn, will be matched chronologically to the single event for which the student shall give the introduction. The assignment process will be repeated as needed until a student speaker is assigned for all of the events identified above. The campus will repeat the selection and assignment process at the beginning of each semester. A student may not make a particular request to speak at a particular event. Speakers will be drawn at random according to the order of the school calendar.

In addition to these speakers, students who have attained special positions of honor in the school have traditionally addressed school audiences from time-to-time as a tangential component of their achieved positions. These speakers will continue their duties in this regard and the District will treat their voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and will not discriminate against a student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

The subject of the student introductions must relate to the purpose of introducing the designated event. The selected student must stay on the subject. The selected student may not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes illegal drug use;
- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about public figures or others; or
- Advocates imminent lawless action and is likely to incite or produce such action.

Students that violate these restrictions will be prohibited from eligibility to speak under the policy for a defined period. As part of the speaking events, the District will provide a disclaimer in written or oral form that states the student volunteered to speak, was selected to speak based on neutral criteria, and that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the District.

Questions regarding this policy may be directed to Kevin Wilson, HISD Superintendent.

HOWE INDEPENDENT SCHOOL DISTRICT ADMINISTRATION
105 West Tutt St., Howe, Texas 75459
(903) 532-3238

HOWE ELEMENTARY SCHOOL
315 Roberts St., Howe, Texas 75459
(903) 532-3320

HOWE MIDDLE SCHOOL
300 Beatrice St., Howe, Texas 75459
(903) 532-3286

HOWE HIGH SCHOOL
200 East Ponderosa, Howe, Texas 75459
(903) 532-3236

Howe Independent School District

(Public Notification of Nondiscrimination in Career and Technology Education Programs)

1. Howe I.S.D. offers career and technology education programs in Vocational Agriculture, Multi-Occupational Cooperative Training, Home Economics and Office Education/Computer Technology. Admission to these programs is based on interest, aptitude, age appropriateness and class space available.
2. It is the policy of Howe I.S.D. not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of Howe I.S.D. not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Please contact 504 Coordinator, Clay Wilson at 105 W. Tutt St., Howe, TX 75459, 903-532-3238 for information regarding discrimination.
4. Howe I.S.D. will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
5. For information about your rights or grievance procedure, contact the Title IX Coordinator, Mr. Kevin Wilson at 105 W. Tutt St., Howe, Texas 75459, 903-532-3238.

This handbook is not a contract. The purpose of this handbook is to serve as a guideline only. The policies and procedures contained within this handbook can be changed at any time to serve the best interests of the district.

The following has been designated to coordinate compliance with these legal requirements: Mr. Kevin Wilson at 105 W. Tutt St., Howe, Texas 75459, 903-532-3238.

NOTIFICATION OF RIGHTS CONCERNING STUDENT RECORDS

Under the Family Educational Rights and Privacy Act of 1974, each student and/or parent has the right to file complaints concerning alleged failures by the District to comply with the provisions of the Act. This Act gives the student or parent the right to ask for changes or alternations in student records. The full rights of the Act are found in the School Board Policies. This book can be viewed in each school office listed on the previous page. Telephone numbers are also listed for parent or student use.

Howe Independent School District

Board of Trustees

Leonard Huntsman	President	(2003)
Greg Akins	Vice-President	(2007)
Pat Stewart	Secretary	(1998)
Scott Renfro	Member	(2007)
Bruce Dawsey	Member	(2009)
Mark Abner	Member	(2009)
Brad Anderson	Member	(2011)

Administration

Kevin Wilson	Superintendent
Clay Wilson	Assistant Superintendent
Blake Stiles	High School Principal
Shawn Martin	High School Assistant Principal
Ritchie Bowling	Middle School Principal
Jenny Martin	Middle School Assistant Principal
Darla Williams	Elementary School Principal
Clarissia Doty	Elementary School Dean of Students
Teresa Reynolds	High School Counselor
K'lain Ashlock	Middle School Counselor
Julie Snapp	Business Manager
Sally Abercrombie	Food Service
Ricky Brinlee	Maintenance Director

Greetings:

It is my pleasure to welcome you to the student body of Howe schools. We are proud of our school and its students.

On the following pages are general guidelines for students. I hope both you and your parents will become familiar with them. I believe we have the finest young ladies and gentlemen in our student body that can be found anywhere. The information found in this booklet will help us to be even better.

Best wishes for a successful year.

Kevin Wilson
Superintendent

FIGHT SONG

Howe School will always be the best school.

We all can make it so.

Our pride, our glory and our honor

Will guide us as we go.

The teachers always help to lead us

On to reach our goal.

Howe School will always be the best school

'Till rivers cease to flow.

MASCOT Bulldog

COLORS Black and White

SCHOOL OFFICE HOURS 7:40 AM – 3:40 PM

Dear Students and Parents,

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

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

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you 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 for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Howe ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found online at www.howeisd.net.

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

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

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

Also, please complete and return to your child’s teacher the required forms, included in the front of this handbook.

Thank you for your support and working together with our teachers and staff to help keep Howe Elementary School an outstanding school for teaching and learning.

Darla Williams

Howe Elementary Principal

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

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

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, 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.
- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about district operations.

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Darla Williams, Elementary Principal.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

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

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

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

Displaying a Student's Artwork and Projects

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

Accessing Student Records

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

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

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

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

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

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social 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.

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom if your child has been determined by the board to have been a victim of bullying as the term is defined by Education Code 25.0341. See the superintendent for information.

- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

Requesting Classroom Assignment for Multiple Birth Siblings

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

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Clay Wilson, Asst. Superintendent.

Request for the Use of a Service Animal

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

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is your child's dean of students.

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.

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights 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.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such

as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties.

“Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

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.

A parent (or eligible student) may inspect the student’s records and request a correction 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 principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in the local board policy. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy.

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

Please note:

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

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

Directory Information

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes. For specific school-sponsored purposes, the district may use your child’s directory information. This information will not be used for other purposes without the consent of the parent or eligible student.

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

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES / ATTENDANCE

Students who are not present at 9:00 a.m. will be reported to the state as absent for the day. If your child is absent, please notify the office by calling the school prior to 10:00 a.m. If we do not receive a call, it will be necessary to call you at home or at work. This is a safety precaution.

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

Compulsory Attendance

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

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

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

All parental notes/calls will only be accepted at the discretion of the campus principal. Each student will be allowed 8 excuses with a parental note. After the 8th excuse, that student will receive an unexcused absence for any absence not through a health-care professional. Parents will have 3 days to submit proper notes to the school for an excused absence.

Exemptions to Compulsory Attendance

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, including absences for recognized services for students diagnosed with autism spectrum disorders.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from 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.

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

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

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school.

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Parent’s Note after an Absence

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

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school.

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.

ACADEMIC PROGRAMS

Howe Elementary School offers the following Academic Programs:

- Title One Campus-wide support.
- Special Education Services
- Reading Services Classroom (R.S. C.)
- Math Services Classroom (M.S.C.)
- Speech
- P.P.C.D. and Pre-Kindergarten Program
- English as a Second Language (E.S.L.)
- Primary Enrichment Program (P.E.P.) or Gifted and Talented (GT)
- Dyslexia Services
- Accelerated Reading Intervention (A.R.I.)
- Accelerated Math Intervention (A.M.I.)

AWARDS AND HONORS

The last week of school an awards assembly is held each year to recognize each student for their accomplishments.

BULLYING

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

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

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

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or

another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus 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 manages 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.

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

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

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

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

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

BELL SCHEDULES

- **ARRIVAL AND DISMISSAL**

7:40 a.m. – 10:45 a.m.	Morning Pre-K
12:15 p.m. - 3:00 p.m.	Afternoon Pre-K
7:40 a.m. – 3:05 p.m.	Kindergarten
7:40 a.m. – 3:15 p.m.	First – Fourth Grades

- **BREAKFAST**

7:40 Breakfast served (Breakfast cannot be provided for late arrivals)

Kindergarten through fourth grade students will enter the building at 7:30 a.m. and will be supervised in the activity center until classes begin at 8:00 a.m. Pre-Kindergarten students will report to their classroom. Pre-Kindergarten students should not arrive prior to 7:40 a.m. Students that arrive early will remain outside and supervision will not be available.

Parents must inform teachers of their child's dismissal plan. When dismissed, all K - 4 bus students will report to the activity center and line up in their bus line. Pre-kindergarten students will be dismissed on the east side of the building. Students in K-1 will be dismissed on the northwest side of the building. Grades 2-4 will be dismissed on the south side of the building.

When students that ride together are dismissed at different areas, the older students will meet the younger students at their dismissal site. Students must cross the street at the crosswalks.

Parents must drive safely in our school areas. Please respect speed limits, no parking areas, childcare parking areas, and directions and assistance provided by school staff on duty. Patience is required. On the northwest side of the building, kindergarten students will be picked up next to the curb. Parents who are waiting to pick up a first grade student should park on the west side of the drive until kindergarten parents have left the curb area. The center lane is used only for leaving the area (not used to pick up students). Cars will not be allowed in childcare areas or no parking areas.

Students will not be able to remain at school after the 3:15 p.m. bell or wait at the middle school for the middle school to dismiss. The middle school and elementary school do not dismiss at the same time. Student safety is a priority.

Any student that has a change in his/her transportation plan must bring a note from home clearly stating those changes, or a call by 1:00 p.m. from the parent. If parents cannot be reached to confirm a change in plans, the student will go home in his/her usual manner. Students arriving late or leaving early must sign in/out in the office. **Students who arrive late or leave early will not be eligible for a “Perfect Attendance” Award at the end of the year.**

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy found in the district’s policy manual. A copy of this policy may be obtained in the superintendent’s office located in the Howe ISD Administrative offices.

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

COMPUTER RESOURCES

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

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and

consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

Disruptions

As identified by law, disruptions include the following:

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

Campus Consequences (for classroom rules)

	Kinder	First	Second	Third	Fourth
Green	Excellent	Excellent	Excellent	Excellent	Excellent
Yellow	Warning	Warning	Warning/Lose 5 min. of Recess	Warning/copy responsibility letter/Noted in planner	Warning/copy "The Gift" / Noted in planner
Orange	Miss Recess or note to parent	Miss Recess or note to parent	Miss Recess/copy rules in class	Lunch Detention/ Noted in planner	Lunch Detention/ Noted in planner
Red	Note to parent or loss of privilege	Note or call parent and miss recess	Student calls parent	Lose Bulldog day/ Noted in planner	After school detention assigned by teacher/noted in planner
Blue	Note to parent, loss of privilege,	Note to parent, loss of privilege,	Visit Principal	Visit Principal /	Visit Principal /

	visit Principal	visit Principal		Noted in planner -Afterschool detention for Teacher & Principal's Action	Noted in planner -Afterschool detention for Teacher & Principal's Action
--	-----------------	-----------------	--	---	---

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time during the instructional day, at school, is strictly prohibited.

A student who uses a telecommunications device during the school day will have the device confiscated. The confiscated telecommunications device may be picked up from the office after school and will be charged a fee of \$15 at time of pick up.

Confiscated telecommunications devices that are not retrieved will be disposed of at the end of the school year.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Other Electronic Devices

During school hours, students are not permitted to display or use such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The confiscated electronic device may be picked up from the office after school and will be charged a fee of \$15 at time of pick up.

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

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 may be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

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

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

A student with fever must be fever free for 24 hours without fever reducing medicines before returning to school.

COUNSELING

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment with their school's counselor.

Psychological Exams, Tests, or Treatment

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

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

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

For further information, see the counselor.

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. Exams are typically scheduled in August prior to the beginning of school and in late May as deemed appropriate by campus administration.

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

If a student plans to take an exam, the student (or parent) must register with the Dean of Students no later than 30 days prior to testing. The district will not honor a request by a parent to administer a test on a date other than August and May. If the district agrees to administer a test

other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. For further information, see the Dean of Students.

DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

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. A copy of the district's policy is available in the superintendent's office.

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Retaliation

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

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

Reporting Procedures

Any student who believes that he or she has experienced discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal or other district employee. The report may be made by the student's parent.

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 discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

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

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

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To

be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

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

A student may appeal a principal's decision in accordance with policy and must direct the appeal to the superintendent. Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except with prior district approval. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal 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 superintendent.

Prior review will not be required for:

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards.

Student grooming must comply with the following guidelines:

- All students must be clean and neatly dressed.
- Students in grades K-2 may wear shorts that are of reasonable length.
- Students in grades 3-4 may wear shorts that are at least long enough to touch the tips of the student's fingers when standing. The same applies to the length of girls' skirts and dresses.
- Spandex shorts must be covered with long tops or additional shorts.
- Leggings may only be worn with skirts or shorts.
- Midriffs, halter-type blouses, cheerleading uniforms (K-4), thin spaghetti strap tops, or other revealing garments will not be permitted. Thin strap garments must be worn

- over another top.
- Hair must be neatly groomed, kept out of eyes, and of a natural color (meaning that if it is dyed, it must be dyed a natural color).
 - **No Mohawks or hair styles that distract from learning are allowed.**
 - Shoes must be worn at all times unless otherwise instructed by the teacher. Shoes must be appropriate / safe for play activities. **No high heels, cleats, heelies or shoes having rollers/wheels will be permitted.**
 - Hats and caps are not to be worn in the building unless deemed appropriate for an activity.
 - Students may not wear articles of clothing or jewelry which displays pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited by board policy.
 - Students shall not have any visible body piercing except for the ears. Students will be asked to remove any jewelry that is considered a safety hazard during activities.
 - Any dress, clothing, or jewelry, etc. that represents gangs or is a recognized gang symbol is not allowed.
 - Gum chewing is not permitted under any circumstance.
 - Pants will be worn at the appropriate level around the waist. No sagging, pant length will not extend below the shoes.

If the principal determines that a student's grooming violates the guidelines, the parent will be contacted and arrangements will be made for the grooming to be corrected. If not corrected, the student will be assigned to in-school suspension for the remainder of the day. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

The principal will determine the appropriateness of any clothing or manner of dress not listed above. **These dress code regulations are in effect for ALL school activities.**

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law

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

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives, at the end of a grading period, a grade below 70 in any academic class—other than an Advanced Placement course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition; however, a student shall be permitted additional absences for this purpose, to a maximum of five, if the student has a grade average of at least 85 in the subjects to be missed. 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, cheerleading, flag corps, 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 local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.

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 school principal.

FUND-RAISING

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

GANG-FREE ZONES

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

GRADING GUIDELINES

Grading guidelines for each grade level 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 may be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Texas Essential Knowledge and Skills:

Instructional objectives shall relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of concerns.

Guidelines:

- The Site Based Decision Making Team and the Grade Level Teachers will develop each school year's grading policy.
- This policy will be available to parents at the Meet the Teacher Night, sent home the first week of school, and upon request.
- Each Grade Level Policy will follow State and Local Policy.
- Class work is expected to be done in class and turned into the teacher, in most cases.
- Class work is assigned during the day, and homework is specifically assigned to be done at home. Class work not completed during class may be allowed to take home to complete, but it is the teacher's discretion whether to count as a daily grade or not.
- Tests will not be allowed to go home for completion.
- Projects or Reports may be assigned with a clear criteria expectations and date of completion.
- No penalty will be imposed for suspension, excused absences, or unexcused absences.

Grade Level Standards for Promotion:

- All Students are required to perform on grade level TEKS (Texas Essential Knowledge and Skills) unless otherwise specified by an Individual Education Plan by Special Education.
- Promotion to next grade level will be based on overall average grade of 70 in core subject areas per local policy.
- Assignments modified below grade level TEKS will not receive a passing grade for that assignment.
- Modified work will be noted on assignments and grades based on modified work will be noted on the report card.

Progress Reporting:

Report Cards will be issued every six weeks. A progress report will be sent home each 3 weeks after the first six weeks. Grades are available upon request and online.

Citizenship Rubrics

Kindergarten	E - All greens, or 4 or less yellows, no orange, red or blue S - No more than 8 total cards pulled. No red or blue can be pulled. N - Combination of 9 or more cards pulled excluding blue U - Ever on blue and/or Principal referral during regular school hours
First	E - All greens, or 4 or less yellows, no orange, red or blue S - No more than 8 total cards pulled. No red or blue can be pulled. N - Combination of 9 or more cards pulled excluding blue U - Ever on blue and/or Principal referral during regular school hours
Second	E - All greens, or 4 or less yellows, no orange, red or blue S - No more than 5-8 total yellow cards pulled or 1 orange. No red or blue can be pulled. N - Combination of 9 or more cards pulled excluding blue U - Ever on blue and/or Principal referral during regular school hours
Third	E - 3 or less yellows and/or homework cards S - No more than 6 total cards pulled. No red or blue can be pulled. N - Combination of 7 or more cards pulled, excluding blue U - Ever on blue and/or Principal referral during regular school hours
Fourth	E - 3 or less yellows and/or homework cards S - No more than 6 total cards pulled. No red or blue can be pulled. N - Combination of 7 or more cards pulled, excluding blue U - Ever on blue and/or Principal referral during regular school hours

Excessive card pulls will warrant conference to discuss individual's citizenship grade.

Kindergarten

Grading Policy:

No Name on Paper

- First Semester will receive a warning.
- Second Semester will result in 5 point deduction.

Academic Performance

- First Semester, students making a 69 or below on an assignment will redo assignment for understanding of content. The original grade will be averaged with the redo grade. No more than a 70 will be recorded.
- Second Semester, students making a 69 or below on an assignment will redo assignment for understanding of content. The original grade will be recorded.

Reading Requirements

- Students will be responsible for returning Word Lists and Readers. A grade will be given every six weeks on the Word Lists that the student has read to the teacher.

First

Grading Policy:

No Name on Paper

- First Semester will receive a warning.
- Second Semester will result in 5 point deduction.

Academic Performance

- For the First and Second semesters, students making a 69 or below on an assignment student will redo the assignment for understanding of content. The original grade will be recorded.

Reading Requirements:

Students will be responsible for reading 10-15 minutes three nights a week. A reading log is provided and must be signed by a parent each night.

Homework Requirements:

Math homework will be assigned three nights a week. Parents are encouraged to review homework with their child.

Second

Grading Policy:

Students will be responsible for class assignments and homework assignments. Students are expected to use instructional time to complete their daily class work assignments.

- Class work is to be completed at school and due by 3:00 the day after it is assigned. Any assignment(s) not turned in will result in a zero (0). Any incomplete assignments will be graded based upon the amount completed.
- Assignments receiving a grade of 69 or below will be redone for understanding of content. Original grade will be recorded.
- No name on paper will result in a 5 point deduction

Reading Requirements:

The student is expected to read at home 60 minutes per week, Monday-Thursday. Student Planners will be provided and checked on Fridays. Student Planners must be signed by a parent in order to receive the weekly incentive. Students who do not have a parent signature on Friday will read.

Homework Requirements:

(Includes Math and Reading)

All homework is due the following day after being assigned. Students who do not return homework will do the assignment during recess. Parents are encouraged to review the homework with their child.

Third

Grading Policy:

No Name on Paper – Consequence – Pull card for not following directions & 5 point grade deduction.

- Late Papers – Any paper that there has been sufficient time to complete and not turned in by the following Friday at 3:00 receives a grade of 0 and will be sent home over the weekend to be completed.
- Neatness – Grade and redo for neatness
- Spelling – When copying from text; spelling, capitalization, & punctuation errors result in point reduction.

Recorded Grades:

Students making a 69 or below on an assignment will redo assignment for understanding of content. Original grade will be recorded.

Reading Requirements:

- 20 minutes a day Monday through Thursday
- One AR test taken weekly
- Accountability page in planner to be initialed by parent
- Reward – Reading game time on Friday
Consequence – 20 minutes of Reading

Homework Policy:

One grade each 6 weeks will be given for completion of homework.

- Math – 3 nights a week
- Spelling – Assigned on Monday & due on Thursday
- TAKS practice – Assigned on Monday & due at end of week

Fourth

Grading Policy:

- 10 point each day assignment is late/after 3 days 50 in the grade book. Student must still complete assignment.
- Neatness and legibility are required on all work. Assignments not meeting this standard will be redone by the student.
- Points will be taken off for misspelled words at the discretion of the teacher.
- Absent students are given assignments and work is due based on the number of days the student is out.
- No name on paper will result in card being pulled and 10 points off.
- Projects and reports assigned will have a clear explanation of expectations (rubric) and due date.

Recorded Grades:

Students making a 69 or below on an assignment will redo assignment for understanding of content. Original grade will be recorded.

Reading Requirements:

Students are required to read AR books a minimum of 80 minutes per week at home. Planners will be used to ensure reading takes place. Parents must monitor students AR reading by signing planners every day.

Homework Policy:

TAKS packets and other assigned homework will be assigned with a due date. Students are required to complete at home and return on or before due dates. Disciplinary action or reduction of grade is at the teacher's discretion. Work assigned in class is expected to be finished in a given time period. Work not completed during class time may be taken home to complete at the teacher's discretion.

HEALTH-RELATED MATTERS

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

Food Allergies

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

Physical Activity for Students in Elementary and Middle School

In accordance with national policies, 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, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

Information regarding the district's School Health Advisory Council is available by contacting Clay Wilson, Assistant Superintendent.

Other Health-Related Matters

Physical Fitness Assessment / Fitness Gram

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, the parent will receive the results of his or her child’s physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal.

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. For more information see the *Student Code of Conduct*.

Asbestos Management Plan

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

Pest Management Plan

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

HOMELESS STUDENTS

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Ritchie Bowling, Middle School Principal.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health

Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

For further information, go to the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

LIMITED ENGLISH PROFICIENT STUDENTS

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. 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 these decisions.

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 who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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.

MEDICINE AT SCHOOL

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

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Howe ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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 gender: Kevin Wilson, Superintendent, 105 W. Tutt St. Howe, TX, 75459 ; 903-532-3238.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Clay Wilson, Asst. Supt., 105 W. Tutt St. Howe, TX, 75459 ; 903-532-3238.
- All other concerns regarding discrimination: See the superintendent.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to pray, reflect, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

PRAYER

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

Pre-Kindergarten Policy

Qualifying Student Defined: A student that meets all eligibility requirements according to the Federal, State, and Local policy to participate in Prekindergarten services.

Non-Qualifying Student Defined: A student that does not meet all the Federal, State, or Local requirements for eligibility to participate in Prekindergarten services.

Qualifying / Non-Qualifying Students Eligibility:

1. Local policy shall adhere to all State and Federal eligibility criteria.
2. Qualifying and Non-Qualifying students must live within the Howe Independent School District.
3. Qualifying Students whose family's financial circumstances change within the year that causes them to no longer qualify, will be released at the end of the semester.
 - a. Non-Qualifying Students may pay tuition of \$1,000.00 per school year for Half-day Prekindergarten services.
 - b. This must be paid in full before attending classes
 - c. Tuition is non-refundable.
 - d. Students may only attend one session.
4. Non-Qualifying Student slots will be made available after the first day of school.
5. Non-Qualifying Student slots shall not enlarge the prekindergarten class to exceed 15 students per teacher, in order to maintain slots for future Qualifying and PPCD students needing services within the school year.

Howe ISD Employee's Children:

Full-time district employee's children may attend Prekindergarten services. Qualifying students will always be accepted first, then employee children, and finally Non-qualifying tuition paid students.

Delayed Start & Early Release for Pre-K Students:

In the event of inclement weather in which the school day begins later than 8:00 a.m. all students (a.m. & p.m.) will attend the afternoon session. Your child will be considered absent if not present for the afternoon session.

There will not be an afternoon pre-k class on scheduled early release days. All students (a.m. & p.m.) will attend the morning session. Your child will be considered absent if not present for the morning session.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades K-8 promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade level standards (essential knowledge and skills) for all subject areas, a grade of 70 or above in language arts and mathematics and a grade of 70 or above in either science or social studies.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her 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.

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, with the exception of the first six weeks, parents will be given a written progress report if their child's performance in any course 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.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, 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 campus's grading policy.

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

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

Report cards and unsatisfactory progress reports may be signed by the parent and returned to the school.

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school 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 each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SCHOOL FACILITIES

Use by Students Before and After School

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

The activity center is open to kindergarten thru fourth grade students before school, beginning at 7:30 a.m. using the main entrance on the east side of the building. Other building entrances will open at 7:40 a.m. Pre-kindergarten students will report to their classroom beginning at 7:40 a.m.. Pre-kindergarten classrooms will not be open to students prior to 7:40 a.m., please do not drop off pre-kindergarten students prior to 7:40 a.m.

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Contact Sally Abercrombie at 903-532-3346 to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

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 Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements set up by the principal in agreement with the groups' sponsors.

A list of these groups is available by contacting the 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.

Electronic Devices

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

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

SPECIAL PROGRAMS

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

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as STAAR: the State of Texas Assessments of Academic Readiness) 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
- Any other subject and grade required by federal law

STAAR Modified and STAAR Alternate, for students receiving special education services, 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).

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

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

Please call 903-532-3320 with any questions.

TARDINESS

Students who are not present at 8:00 a.m. will be considered tardy and will report to the office. A record of tardies will be maintained in the office. Tardies will count against perfect attendance and end of year attendance extravaganza. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. 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 paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

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.

Buses and Other School Vehicles

SCHOOL BUS RIDER'S SAFETY HANDBOOK

* This contract applies to all Howe ISD students due to Field trips and other extra-curricular activities.

General Rules

- 1 Obey the instructions of the bus driver. At no time will a student act toward, or address comments to the bus driver in a disrespectful manner, or refuse to cooperate with the driver.
- 2 **The bus driver will arrange seating assignments, and each student will be expected to remain in his/her assigned seat for the duration of the trip.**
- 3 Board and leave the bus at designated stops only.
- 4 **Only students who are eligible to ride may be transported.** Students must ride their assigned bus.
- 5 Do not ask to ride home on another bus with a friend without a note from home. A campus administrator must sign it.
- 6 It is the responsibility of the parents to provide transportation to school if a child misses the bus.
- 7 If you do not ride for three days, you must call the transportation office (903) 532-3238 or the bus may not come by again until contacted.

Procedure For Waiting For the Bus

- 1 Be at your bus stop five minutes before scheduled pickup time. The driver will not wait or honk.
- 2 Stand on the sidewalk or back from the roadway while waiting for the bus.
- 3 When the bus approaches form a line and be prepared to load immediately.
- 4 Stand clear of the bus until it comes to a complete stop and the red loading lights come on.
- 5 Parents should instruct their children on what procedures to follow if the bus is missed.
- 6 Students will abide by the individual school rules and regulations concerning bus students, including conduct and dress code.

Loading the Bus

- 1 Do not push or shove.
- 2 Use the handrail and steps. Carry large bags and objects in front of you.
- 3 Go to your seat. The bus will not move until all students are seated.
- 4 **Students will sit in their assigned seat at all times.**

Conduct on the Bus

- 1 Remain seated while the bus is moving. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door opens.
- 2 Do not change seats. **The driver is required to assign seats.**
- 3 **A student shall not refuse to sit in an assigned seat or deny another a place to sit.**
- 4 Normal conversation is permitted; any loud noises may distract the driver and create an

- unsafe condition.
- 5 Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
 - 6 Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
 - 7 Students will not be allowed to eat or drink on the bus.
 - 8 Do not mark, cut, or scratch any part of the bus. The person who is responsible will pay vandalism costs.
 - 9 The emergency door and exit controls should be used by pupils only during supervises drills or actual emergencies.
 - 10 Students will never attempt to sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
 - 11 Students shall face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and to yourself.

Getting off the Bus

- 1 Stay seated until the bus is completely stopped.
- 2 Use the handrail and take one step at a time when leaving the bus.
- 3 Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
- 4 You must use your assigned stop at all times. (A.M. and P.M. routes).
- 5 Stay clear of the bus when unloading. Do not chase or hang on to the bus at any time.
- 6 If any article drops or rolls near or under the bus, **do not** go after it. Go to the door of the bus and ask the driver for help.

Crossing the Street or Highway

- 1 All students living on the left side of the roadway shall exit the bus and move to a point 10 to 15 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
- 2 Check in both directions and walk directly across the road.
- 3 Never cross behind the bus.
- 4 **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
- 5 Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus stay in a group.
3. The student nearest the door will open the door and hold it open.
4. Leave the bus in a single file line as quietly as possible.
5. Evacuation will start with the seat closest to the door.
6. Once outside the bus, follow the driver's instructions completely.

Extra-Curricular Trips

- 1 Bus rider rules apply to all school-sponsored events.

- 2 Discipline will be the responsibility of the building principal and the trip sponsor.
- 3 The bus must return clean when returning from a trip.

Prohibited Items

- 1 Tobacco, alcohol, and glass containers.
- 2 Live animals or insects.
- 3 Weapons, explosive devices, matches or cigarette lighters, harmful drugs or chemicals.
- 4 Any object (musical instrument, shop project) too large to be carried by the student. All other items must be kept on the student's lap at all times.
- 5 Radios and tape players without headphones, skateboards, and pagers.

Discipline

The school bus is an extension of the classroom and the principal will administer discipline with assistance from the bus driver. All school board policies that apply to student conduct and other student related activities apply also to the school bus.

Bus driver reports all incidents to the campus principal. The following is an outline of the Bus Discipline Steps to be taken by the principal:

- | | |
|--------|--|
| Step 1 | -Written Warning |
| Step 2 | -Lose bus privileges for three days. |
| Step 3 | -Lose bus privileges for ten days. |
| Step 4 | -Lose bus privileges for remainder of semester |
| Step 5 | -Lose bus privileges for remainder of school year. |

(Note: All disciplinary actions are at the principal's discretion.)

Bus Facts

Buses cost from \$58,000-\$75,000 each and require one year for delivery.
Repair to vandalized seats cost up to \$100.00 per seat.
Operations are funded by the State of Texas based on approved mileage plus additional Howe ISD tax revenue.
All buses receive attention in an ongoing preventive maintenance program.
Howe ISD buses traveled in excess of 125,000 miles last year.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

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 principal's office and must comply with all applicable district policies and procedures.

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.

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

WITHDRAWING FROM SCHOOL

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

On the student's last day, the withdrawal form must be presented to 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 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.