

PEARSALL INTERMEDIATE
STUDENT HANDBOOK
2011-2012



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PREFACE

To 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 Pearsall Intermediate 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 other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Pearsall 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 as an attachment to this handbook and available in the principal’s office.

The student handbook is designed to be in harmony with Board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters or other communications. In case of conflict between Board policy including the *Student Code of Conduct* and any provisions of student handbooks, the current provisions of Board policy and the *Student Code of Conduct* 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.

Also, please complete and return to your child’s campus the following required forms included in this handbook:

1. Parental Acknowledgment forms;
2. Student Directory Information and Release of Student Information Form;
3. Consent/Opt-Out Form.

[See **Obtaining Information and Protecting Student Rights** on page 6 and **Directory Information** on page 13 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.pearsallisd.org.

SECTION I

Parental Rights and Responsibilities

This section of the Pearsall 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.

Ensure that your child completes all homework assignments and special projects. Be sure your child 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.

Monitoring your child's academic progress and contact 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 at (830)334-3316 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 12.]

Becoming a school volunteer. [For further information, see policies at GKG and contact the campus office at 334-3316.]

Participating in campus parent organizations. Parent organizations include: Grade level parent forums.

Serving as a parent representative on the District-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact the Intermediate School office.]

Serving on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies at BDF,

EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 30.]

Attending Board meetings to learn more about District operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

Political affiliations or beliefs of the student or the student’s parent.

Mental or psychological problems of the student or the student’s family.

Sexual behavior or attitudes.

Illegal, antisocial, self-incriminating, or demeaning behavior.

Critical appraisals of individuals with whom the student has a close family relationship.

Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or parents.

Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“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. [See policies EF and FFAA.]

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

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. However, the district will seek parental consent before displaying student's 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.

[See **Student Records** on page 11.]

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, 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 a Pledges to the U.S. and Texas Flags

You may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance** and **A Minute of Silence** on page 48 and policy EC (LEGAL).]

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

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

Requesting 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 non-custodial 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. [See policy FO (LEGAL) and the *Student Code of Conduct*.]

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Superintendent for more information. [See policy FDB.]

[See **Bullying** on page ____, and policy FFI (LOCAL).]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

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. [See policy FDB (LEGAL).]

Parents of Students with Disabilities

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCA).]

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 Services

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Alicea Campos at 334-3316 Ext. 4103.

Parents of Students Who Speak a Primary Language Other than English

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

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. The district will permit no more than 3 excused absences per year for this purpose.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

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.
- 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. The address of the principal's office is 415 East Florida Street, Pearsall, Texas 78061.

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 requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor 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 defined by policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See **FINALITY OF GRADES** at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 46 and **Student or Parent Complaints and Concerns** on page 53 for an overview of the process.]

Please note:

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the certain school-sponsored purposes. For these specific school-sponsored purposes, the district would like to use your child’s “directory information. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information.**

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

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 Kathryn Oliver @ 830-334-3316.

ABSENCES/ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build 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. **Attendance at Intermediate School will be taken twice a day: 10 A.M. and 3:15 P.M.** Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

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

A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

Is absent on three or more days or parts of days within a four-week period.

ABSENCES

Extended or planned absences:

1. Contact teacher to obtain assignments and make-up work prior to the absence.
2. Teacher will specify date work is due.
3. Academic penalties will result if work is not completed by the due date.

Unplanned absences:

1. On the day the student returns to class, it is the student's responsibility to obtain from the teacher a list of all assignments and make-up work.
2. Teacher will specify the date the work is due.

3. Academic penalties will result if work is not completed by the due date.

A student who is absent in excess of 18 days in a school year whether excused or unexcused, is subject to retention under current state law.

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;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the 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.

If the student is age 18 or older, the student's parents will not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See policy FEA (LEGAL).]

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 fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences.

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.

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 District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG (LOCAL).

The actual number of days a student must be in attendance in order to receive credit, will depend on 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. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. **After 10 days of absence, a handwritten excuse will not be accepted unless it is a medical excuse.**

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 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.

[See policy FEC (LOCAL).]

Awards and Honors

Students receive special recognition at the school through a variety of award programs. These awards are intended to promote and recognize academic skills, attendance, physical fitness and various aspects of good citizenship. Teachers and parents are

expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students.

End-of-Year Awards

For a student to be awarded the “Distinguished A” honor roll at the end of the year, she/he **must have all A’s** each six weeks for the entire year; for “A” honor roll all grades **must average** to an “A”. “B” honor roll all grades **must average** to a “B”. **Only core subjects** will count toward honor rolls (Reading, Language Arts, Math, Science and Social Studies.) Penmanship, Visual Arts, Theater Arts, Music and Physical Education will not count. **A student may not be on the honor roll if they receive an N or U in conduct.**

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 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 “cyber bullying.”

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred.

[Also see School Safety Transfers on page 11, Hazing on page 17, and policy FFI (LOCAL).]

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, which may be assessed at the counselor’s office. 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 at 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/PreventionandEarlyIntervention/ProgramsAvailableinYourCounty/default.asp>.

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

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

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

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

<http://www.oag.state.tx.us/AGPublications/txts?childabuse1.shtml>

<http://www.oag.state.tx.us/AGPublications/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>).

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 at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's office or on the district's Web site at www.pearsallisd.org.

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

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

Conduct

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy-even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules. Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the *Student Code of Conduct*.

Applicability of School Rules and Discipline

The District has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on District transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.
- While a student in attendance at any school-related activity, regardless of time or location.
 - For any school-related misconduct, regardless of time or location. This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
 - When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
 - When a student commits a felony, as described by Texas Education Code 37.006.
 - When criminal mischief is committed on or off school property or at a school-related event.

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

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

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In School Suspension (ISS)

Students are assigned to ISS for a serious violation of the school rules. ISS is part of the Pearsall ISD Alternative Education Program. Students must abide with the following rules while in ISS:

1. Line up quietly at the ISS classroom by 8:00 a.m.
2. Bring books and supplies needed to complete assignments. Students will not be allowed to return to their classrooms.
3. Students will not be allowed to leave ISS without being accompanied by the ISS instructor, except for bathroom breaks.
4. If the following rules are not followed, the student will be referred to the office for additional consequences:
 - Stay on task.
 - Raise hand to ask for help or permission.
 - Follow instructions immediately.
 - Stay in assigned seat.
5. If a student is absent, days of ISS missed will be made up as soon as the student returns to school. Serious personal illness or death in the family is the only acceptable reasons for being absent.
6. ISS students may bring their lunch from home, but no candy or carbonated drinks are allowed.

Suspension (Out-of-School)

Students may be suspended for the more serious offenses on campus. The following rules apply to suspensions:

1. When suspended, the parents must pick up the students' class work at the office by 10:00 a.m. the next day.
2. The students will have one day for each day suspended to return the work to the teacher. If a student's work is not completed and turned in, the result will be an unexcused absence and zeroes will be recorded for those assignments.
3. Students are not permitted on campus for any reason during the suspension and may not participate in any school activities.
4. The day curfew must be observed from 8:00 a.m. to 3:30 p.m., which would be normal school hours.

*A copy of the *Student Code of Conduct* is attached at the back of this handbook.

Academic Dishonesty/Cheating/Plagiarism

Academic dishonesty; cheating or plagiarism is not acceptable. Cheating includes the copying of another student's work- homework, class work, and test answers-as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the *Student Code of Conduct*.

Gangs and other Prohibited Organizations

Under state law, students are prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

The Board believes that the presence of gangs and gang activities causes substantial disruption of, or material interference with, school and school activities. A "gang" is defined as any group of two or more individuals whose purpose may include the commission of illegal acts. In addition, for purpose of this policy, a gang is a prohibited fraternity, sorority, or society as defined by Education Code 4.20 and 4.21 [See FMS]. The board prohibits the existence of gangs and gang activities on school property. Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing (for example, white undergarment T-shirt and baggy pants), jewelry, emblems, badges, symbols, signs, graffiti, or items that are evidence of membership or affiliation in a gang.
2. Committing any act or using any speech, verbal or nonverbal such a gestures, handshakes, and the like, that indicates membership or affiliation in a gang.
3. Promoting interest in any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of District policies.
 - d. Inciting other students to act with physical violence toward any other person.

- e. Engaging in concert with others: intimidating, fighting, assaulting, or threatening to assault others.

Alcohol, Drugs, Tobacco, and Weapons

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on District property is also prohibited. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

Loitering

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is no unnecessary "hanging around" before school, between classes, or after school. Non-students are not permitted on campus at any time unless they have been registered as official guests in the campus office.

Smoking

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity as provided by law. [See *Student Code of Conduct* for information regarding disciplinary sanctions.]

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and a student inviting a guest will share responsibility for the conduct of the guest.

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

Contagious Diseases/Conditions

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

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

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 report to the campus counselor's office.

Psychological Exams, Tests, or Treatment

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

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

Discrimination, Harassment, and Retaliation

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

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

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 principal's office and in the superintendent's office.

Examples of harassment may include, but are not limited to, offensive 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 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, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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, and principal or other district employee. The report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate district officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosure may be necessary to conduct a thorough investigation and to comply with the 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.

Discrimination

[See Discrimination, Harassment, and Retaliation on page 23.]

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.

[See **Directory Information for School-Sponsored Purposes.**]

Non- School Materials ...from students

Students must obtain prior approval from the Superintendent, before posting, circulating, or distributing more than ten 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

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

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

Non- school Materials ...from others

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

Prior review will not be required for:

Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB (LOCAL).

Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

Dress and Grooming

The district's student dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. **All employees of the district will enforce the dress code at Pearsall ISD.** Each campus will have a standing dress code committee to help the principal with the dress code only when needed.

The following dress code regulations supplement the Board policy FNCA (LOCAL). That Board policy establishes various rules connected to the implementation of a school uniform consisting of khaki bottoms and a dark colored green top. Beginning in school year 1998/99, it shall be mandatory that all students must wear a school uniform as specified below. Only students with approved waivers on file pursuant to Board policy FNCA (LOCAL) shall be exempt from the mandatory uniform requirement.

The School Uniform Policy is part of the Student Dress Code and is not inconsistent with it. Although the School Uniform Policy is more restrictive, all general provisions of the Student Dress Code also apply to the School Uniform Policy. Although some students will be exempt from wearing the school uniform due to the opt-out policy, they will nevertheless be expected to comply with other general provisions of the Student Dress Code. Those provisions will be strictly enforced. Parents have a responsibility to make

sure that students are properly dressed for school. Parents are expected to cooperate with school officials to ensure that the Student Dress Code is followed. The Student Dress Code was written with the intention of being as specific as possible. Nevertheless, it is recognized that some of the terms used herein, such as “appropriate”, “properly”, “modest”, “excessive” and “well groomed” are subject to interpretation. In those cases, persons who enforce the dress code shall have the authority to interpret those terms using reasonableness and community standards as a guide.

Administration is expected to provide guidance to staff members to ensure that enforcement standards are consistent from campus to campus.

Part I: MANDATORY SCHOOL UNIFORM POLICY:

A. Application: The school uniform shall be mandatory for all grade levels, pre-kindergarten to grade 12, except for students who have received an exemption from the School Board based on valid religious or philosophical reason, pursuant to Board Policy FNCA (LOCAL). The school uniform may be worn Monday through Thursday during the regular school year, except that one day per week may be designated “School Spirit Day.” On “School Spirit Day” students may wear approved shirts depicting school colors, as further outlined by campus regulations. During summer school, the uniform will be required. During those days that the school uniform is not required, the remaining provisions of the Student Dress Code are still applicable.

B. Recommendations: Recommendations included in this policy that are not requirements are intended to serve merely as suggestions and as guides for parents. No students shall be disciplined, nor shall any other action be taken against any student, for failure to follow any recommendations of this policy.

C. Description of Official School Uniform: The Official District Uniform for boys is a dark colored green shirt and khaki or blue denim/blue jean pants. The Official District Uniform for girls is a dark colored green top and khaki or blue denim/blue jean skirt or pants. Each student must own at least one Official District Uniform. The Official District Uniform may be worn at anytime, but shall only be required at specific times or events, as determined by the Superintendent or his designee, and only when parents are given at least two days notice. Except for those days when students are required to wear the Official District Uniform, boys may choose to wear khaki or blue denim/blue jean shorts in lieu of pants and girls may choose to wear khaki or blue denim/blue jean shorts, pants, jumpers, Capri pants, or skorts, in lieu of a skirt.

D. Description of Required School Uniform: The required school uniform for boys and girls shall be a dark colored green top and a khaki or blue denim/blue jean bottom.

- **TOPS:** Tops for boys and girls **must have** sleeves and a collar. Long or short sleeves are acceptable. Tops may be any style that is not excluded by the general dress code but **may not have prints, stripes, lettering, or pictures except for the manufacturer’s small label or monogram or school adopted patch (explained in #4 below).** Undershirts may not be worn as tops. All boys’ and girls’ tops must be tucked in. No excessive ornamentation may be worn on the top. Examples of ornamentation include, but are not limited to: fringe, excessive buttons, sequins, appliqués or tassels. Turtleneck shirts may be worn only when under the uniform shirts.

- **COLOR:** The acceptable colors for boys' and girls' tops are dark colored greens like Olive, Hunter, and Kelly green.
- **FABRICS:** Acceptable fabrics for boys' and girls' tops shall be cotton or a cotton blend, acrylic, wool or a wool blend, polyester, rayon, or a like fabrics, but not denim, lycra, nylon, satin, taffeta, crepe, chiffon, gauze, lace, vinyl, plastic, suede, fur or leather. (Mesh or see-thru fabrics are specifically prohibited.)
- **BOTTOMS:** Boys may wear khaki or blue denim/blue jean pants or shorts. Girls may wear khaki or blue denim/blue jean skirts, pants, shorts, Capri pants, skorts (culottes), or khaki jumper over the dark colored green top. **Bottoms may not have prints, stripes, leather trim, laces, lettering or pictures, except for the manufacturer's insignia or monogram that cannot exceed two inches square.**
- **COLORS:** The acceptable color for boys' and girls' khaki bottoms shall be beige, tan, or light brown, but not green, blue, black, white, or any other color.
- **FABRICS:** The acceptable fabrics for boys' and girls' khaki bottoms shall be cotton or a cotton blend (i.e. with gabardine, wool, polyester or rayon), but not, lycra, nylon, satin, taffeta, crepe, chiffon, gauze, silk, lace, vinyl, plastic, suede, fur, or leather.
- ✘ **Pants and Shorts:** The style shall be slacks or walking shorts, or khaki jeans, but not hip huggers, cut-offs, bicycle pants, or riding pants. Pants with slight flare leg (not bell-bottoms) and loose-fitting Capri pants are allowed. Cargo or carpenter type pants (not baggy or oversized) are allowed with the pockets sewn shut. A zipper, buttons, elastic, or snaps must secure pants and shorts. Stretch pants or string-tied pants, skateboarding style pants, bell-bottoms, or overalls are not acceptable.
- ✘ **Skirts and Skorts (for girls):** Girls may wear skirts, which are pleated or non-pleated; full, or straight A-Line styles jumpers or other styles not inconsistent with the dress code.
- ✘ **SHOES:** The uniform does not require a specific uniform shoe, either in style, material, or color. Steel-toed boots, flip-flops or house shoes will not be allowed.
- ✘ **JACKETS/SWEATERS:** When jackets and sweaters are worn, green collar must be out and visible at all times. **Students will be asked to unzip his/her jacket at all times while in the building and/or during instructional time.** Other colored zippered jackets and sweaters that are not oversized will be allowed. **No pull over sweaters will be allowed.** Upon request, students must

make belt and tucked in shirt visible to faculty and staff. Hoods will not be worn in the school buildings. **School personnel reserve the right to ask students to remove their jackets.**

OPTIONAL PIECES OF CLOTHING: Optional pieces of clothing shall be considered items, which are merely recommended, but not required. Campus committees may select optional pieces of clothing that will be permitted to be worn as part of the school uniform at their campus. Campus committees will have the discretion to select none, one, or more, of the following items for inclusion as options for their campus: ties, blazers, vests, or one alternative colored top. The campus committee may also adopt a school patch, emblem, or insignia, and determine its placement on the uniform top. Students may wear standard jeans of one color and of a style to be determined by the campus committee.

PART II: GENERAL PROVISIONS OF THE CODE (SUPPLEMENTING THE MANDATORY UNIFORM POLICY)

A. Enforcement: The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems or writing that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under Board policy.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, will regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action. Students and sponsors will be dressed appropriately on all UIL literary trips, and co-curricular activities.

Guidelines for responsibility in compliance and enforcement should include these factors: **(A) cleanliness, (B) decency and (C) appropriateness.**

Cleanliness explained: The classroom is a situation, in which students and teachers are in close proximity, often times on a one-to-one basis. In order to create a pleasant, comfortable (inoffensive), and healthy setting, the student is requested to observe standards of cleanliness constantly in all activities.

Decency and appropriateness explained: Dress and grooming should not distract students and teachers from classroom work or other school activities. Dress and grooming should not restrict or hamper performance in an extracurricular activity. Dress and grooming should cause no embarrassment.

Inappropriate dress - The regulations below address students whose parents have elected to “opt out” of the uniform policy. The regulations **also** pertain to all students for those areas of dress not covered by the uniform regulations:

- Shoes and socks will be worn. **Sandals, worn with socks, are allowed.** Shoes and sandals must be worn with socks and must have a back or a back strap.
- Undergarments must be worn at all times. Undergarments shall be defined as follows: socks and underwear for boys; and socks or stockings, underwear, and bras, for girls. Slips are strongly recommended for girls, when appropriate. Except for socks, undergarments are not to be visible.
- Pants, skirts, shorts, skorts and jumpers must be appropriately sized, worn at the waistline, and properly secured. No baggy oversized pants will be allowed.
- Shirts, pants, blouses, and skirts with buttons, zippers or snaps, must be modestly buttoned, zipped or snapped. Shirts and blouses must be appropriately sized. No excessively oversized or undersized shirts or blouses will be allowed.
- No extremely tight or short dresses, skirt, low cut, backless or string tie top will be worn.
- Belts must be worn with all clothing designed to be worn with a belt (i.e. with belt loops). Belt must be the appropriate length for the waist. Belts are optional for grades PK-2. Belts will not be provided by school.
- Boys and girls will not be allowed to wear spacers, strings or other objects in facial and body piercing. Adornments on pierced body parts are not permitted except for a maximum of two pairs of earrings on girls. Girls are **not** allowed to wear large hooped earrings.
- No white t-shirts (i.e. undershirts) will be worn (unless used as an undershirt). Undershirts must be solid white or hunter green. **(All shirts will be tucked in.)**
- No make-up will be worn in elementary grades. At Intermediate School no colored nail polish is allowed. Only clear or natural color is allowed. **For safety issues, no fake nails will be allowed either (even if professionally done).**
- No long tights will be worn with a shirt over them.
- No shirts or tops (short or long sleeve) of any kind will be worn over the uniform shirt.
- Girl’s uniform shirts will **not** be low-cut and must be buttoned up, so as not to be revealing.
- No tank tops or muscle shirts will be worn.
- No shower thongs or house slippers will be worn.
- No “flip flops” or house slippers will be worn.
- No headdress or bandanas will be worn.
- Flannel shirts/jackets may not be worn as outer garments during the school day.
- Pants and other garments shall not be adorned with chains, laces, designs or other such items.
- No clothing with pictures, insignias, or language that is suggestive or displays bad taste will be worn. (skulls, wrestlers, dragons, wizards, etc.)
- No tight fitting shorts of any type material will be worn; no drawstring shorts or cut off sweat pant short will be worn.
- No raw or ragged hemlines will be worn.
- No gang related clothing (including baggy pants, handkerchiefs, bandanas, tattoos, etc.) will be worn.
- No skid marks or shaving of eyebrows are allowed.

All other decisions regarding the appropriateness of the dress will be made at the discretion of the principal, or designee.

B. Specific regulations concerning dresses/skirts/skorts/shorts:

When dress, skirt, shorts or jumpers length are in question, a student will be asked to stand erect and place hands at side. The dress, skirt, skorts, shorts or jumpers must be no shorter than where the tip of the middle (long) finger rests against the leg. Shorts may be worn in the elementary grades with longer shorts being worn in the third, fourth, and fifth grades. The following restrictions apply to Junior High and High School: Shorts may be worn if they are walking shorts and loose fitting. Tight fitting shorts or shorts that are considered too short will not be permitted.

C. Specific regulations concerning hair:

A student's hair should be kept trimmed and/or groomed at all times while attending school. It should also be kept in a manner that will keep it out of the student's eyes and not obstruct one's vision. A block-cut or box-cut is permitted provided the hair is neatly styled and layered and does not extend beyond the middle of the ear. Boy's hair on the neck will be cut or trimmed so as not to extend past the tip of the shirt collar when the student is standing erect. Sideburns will be limited to the bottom of the ear lobe in length. Goatees, mustaches, or extremely long hair are not allowed for male students. Students shall not cut sidewalls, half long/half short, skid marks in the hair, or any other combination of unusual hairstyles like Mohawks, fauxhawks, punked and/or spiked hairstyles. Ponytails on boys are prohibited. Shaving large portions of the head, while leaving other portions unshaved is prohibited. Unusual coloring/dying of the hair is prohibited (greens, purples, orange, blue, etc.). Boys and girls will be allowed to dye or highlight their hair with natural colors, as long as it is not a distraction.

D. Permitted Clothing:

Students are permitted to wear approved activity uniforms used by participants in Pearsall I.S.D. extracurricular activities such as Band, Cheerleaders, Sports Teams, Drill Team, Girl Scouts, Boy Scouts, and others, at times **only** when approved by the campus administration.

Students will be allowed to wear the following on the last school day of each week:

1. Blue jeans or khaki bottoms with a belt. (Bottoms must follow dress code regulations and may not be black, plaid, or any other color.)
2. Spirit T-shirts that support a school team, club or organization may be worn. If a student chooses not to wear a spirit shirt, he/she must wear the school uniform shirt. All shirts must be tucked in.

Note: Parents of students who are financially unable to provide the necessary clothing for their children may apply for assistance from the school district. Questions on this program should be directed to the campus at 334-3316.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of

the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources

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, pagers, radios, CD players, camcorders, DVD players, cameras, Ipods, MP3 players or any electronic devices or games at school.

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

A student who uses a telecommunications device during the school day shall have the device confiscated. The first time one of the above is violated, the student will be given a choice of (1) three days ISS, or (2) allow the administrator to keep the device for three days or (3) the parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15 (no exceptions).

After the first violation, the student may choose five (5) days ISS, the administrator may keep the device for five (5) days, or pay a \$15.00 administrative fee, and the device must be picked up by a parent.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches on page 51 and policy FNF.]

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.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes,

all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes: specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

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 participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> 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 a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse.

A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [For further information, see policies at FM and FO.]

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Student Council.

Fees

Materials that are part of the basic educational program are provided with state and local funds and are 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.

Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

Personal apparel used in extracurricular activities that becomes the property of the student.

Fees for lost, damaged, or overdue library books.

Fees for optional courses offered for credit that requires use of facilities not available on District premises.

Summer school for courses that are offered tuition-free during the regular school year.

A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

Fund-Raising

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Superintendent at least 30 days before the event. [For further information, see policies at FJ and GE.]

Gang-Free Zones

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

Grading Guidelines

In grades 2–5, achievement is reported to parents as:

A-90-100	E-Excellent (90-100)
B- 80-89	S-Satisfactory (80-89)
C-75-79	N-Needs Improvement (70-79)
D-70-74	U-Unsatisfactory (69 and below)
Below 70 is failing	

As part of the process of student evaluation in grades 2-5, and in an effort to assure consistency in student progress report procedures, the following teacher grading guidelines shall apply:

1. Teachers shall record a minimum of 10 grades per six-week period for courses that meet each day of the week. First six weeks grades may vary.

2. Physical education, health and fine arts courses shall record a minimum of six grades per six-week period.
3. Principal's discretion shall be used for all other courses that meet fewer than five days per week.
4. Semester grades shall be determined by averaging the three six-week grades.
5. Yearly averages shall be determined by averaging the two semester grades.
6. Numerical grades shall be used for reporting purposed for the following subject areas:
Reading, Language Arts, Math, Science, Social Studies, Health
7. Letter grades (E, S, N, and U) shall be used for reporting purposes for the following areas: **Penmanship, Conduct, Fine Arts, Visual Arts, Music, & Physical Education**
8. The language arts grade shall consist of English grammar, spelling and writing.

Harassment

[See Discrimination, Harassment, and Retaliation on page 23.]

Hazing

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

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

[Also see Bullying on page 17 and policies FFI and FNCC.]

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 Texas Department of Health 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 Texas Department of Health, <http://www.tdh.state.tx.us>.

Physical Activity for Students in Elementary Grades

In accordance with policies at EHAB, EHAC, and FFA the district will ensure that students in elementary school engage in at least 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary student physical activity requirements, please contact the office at (830) 334-3316.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council, held several meetings. Additional information regarding the district's School Health Advisory Council is available from the principal. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to Intermediate Coaches to obtain 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 campus 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. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

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 Walter Whitwell, Director of Maintenance and Transportation at 830-334-8001.

Homework

Homework is important and is an extension of the learning that takes place in school. It can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

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 Health, Immunization Branch, can be honored by the District.

The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the 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 rises what the principal considers to be a valid objection.

The principal ordinarily will be present unless the interviewer rises 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 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 rises 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.

[For further information, see policies FL (LEGAL) and GRA (LEGAL).]

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. [For further information, see policy EIAB (LOCAL).]

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.

A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.

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

A student more than 15 minutes late to class is tardy and will be assigned to lunch detention to make up the lost time or ISS. Repeated instances of tardiness will result in more severe disciplinary action.

A parent wishing to withdraw a student from school must present a signed request to the principal stating the reason for the withdrawal and the effective date. For further information. [See policies at EHBC, EIA, FDC, and FDD.]

DAEP Makeup Work

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

In-School Suspension (ISS) Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO (LEGAL).]

Medicine At School

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the District's medical advisor and
 - When the parent has previously provided written consent to emergency treatment on the District's form.

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

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

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

Psychotropic Drugs

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

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

Nondiscrimination Statement

In its effort to promote nondiscrimination, Pearsall 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.

Nurse

The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children. The nurse's office is open daily from 8:00 a.m. to 4:00 p.m. school days only. School health personnel are on call if any emergency should occur.

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC (LEGAL) for more information.]

Prayer

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

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

*Because the 2011-2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 for this one year only in order to be promoted to the next grade level.

Parents of a student in grade 3-5 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.

With the exception of the 2011-2012 school year, a student in grade 5-8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee (GPC), consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be **unanimous** and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

Release of Students From School

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

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

For safety reasons, the office will no longer take phone calls or verbal messages regarding changes in plans for transportation. Parents may fax, e-mail, or bring in their message.

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

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

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL). The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days. Students receive report cards each grading period (6 weeks). All report cards are given out on the Wednesday following the end of the six weeks period, or during scheduled parent conferences. Report cards and unsatisfactory progress reports must be signed by the parent or guardian and returned to the teacher the next day.

The following are possible report card dates:

1st six-weeks: October 5, 2011

2nd six-weeks: November 16, 2011

3rd six-weeks: January 18, 2012

4th six-weeks: February 29, 2012

5th six-weeks: April 18, 2012

6th six-weeks: June 06, 2012

Retaliation

[See **Discrimination, Harassment, and Retaliation** on page 23.]

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

Under State Law, school districts are not liable for accidents which occur in schools. The school “IS NOT” responsible for medical payments or bills for your child. If your child is injured during ANY athletic or UIL sponsored event or school activity all medical charges are “YOUR RESPONSIBILITY”.

Soon after school opens, 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.

Fire Drill Bells

- | | |
|---------|--------------------------|
| 3 bells | leave the building |
| 1 bell | halt; stand at attention |
| 2 bells | return to the classroom |

Tornado Drill Bells

- | | |
|-------------------|--|
| 1 continuous bell | move quietly but quickly to the designated locations |
| 2 bells | return to the classroom |

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may need 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.

For weather emergencies:

1. The Director of Maintenance and Transportation will examine conditions prior to 6 a.m. and report his finding to the Superintendent immediately.
2. The decision to cancel school for the day will be made by the Superintendent after consulting with the Director of Maintenance and Transportation, other officials as necessary, and with any other relevant information sources.
3. After the Superintendent has made the decision, he will notify KXTN - (Tejano 107.5) Radio Station. He will also attempt to notify other prominent radio and T.V. stations, including WOAI, KTSA, and KMOL - TV.
4. The Superintendent will also immediately notify the principals and directors.
5. Principals shall notify office personnel, who will then notify other teachers.
6. In turn, the principals and directors shall ensure that commuters from San Antonio and other "high risk" travelers are notified, if possible. Each principal should design (in advance) a calling network whereby one or more commuters in San Antonio are called who can in turn inform others.
7. Unless otherwise decreed, the employees of Pearsall I.S.D. should not report to work on days when school is canceled.

If weather conditions worsen after school is in session:

1. The Superintendent will consult with the Director of Maintenance and Transportation. He will then make the decision that is safest and most beneficial for all students.
2. Personnel should ensure that all students are safely on their way home before departing themselves.
3. The Superintendent will contact the local radio and T.V. stations so that information on the early release is immediately and widely disseminated to the general public. The Superintendent, if possible, will release such information at least one hour prior to the release time.
4. An attempt will be made by campus personnel to contact those parents who have left specific bad weather instructions.

CAMPUS PRINCIPALS SHOULD REQUEST THAT PARENTS WHO NEED SPECIAL ARRANGEMENTS (BECAUSE OF THEIR OWN WORK SCHEDULES OR OTHER DIFFICULTIES) LEAVE SUCH INSTRUCTIONS WITH THE PRINCIPALS IN THE EVENT OF A BAD WEATHER EMERGENCY.

Standardized Testing

Grades 3-8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state mandated assessments, such as the STAAR, in the following subjects:

Mathematics, annually in grades 3–8

Reading, annually in grades 3–8

Writing, including spelling and grammar, in grades 4 and 7

Science in grades 5 and 8

Any other subject and grade required by federal law. [See policy EKB (LEGAL).]

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011-2012 school year only, this requirement will be waived. See Promotion and Retention on page 44 for additional information.

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).

School Facilities

The taxpayers of the community 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 in the coming years littering, defacing, or damaging school property is not tolerated. Students will be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the *Student Code of Conduct*.

HOURS

Office Hours: 7:30 a.m. - 4:30 p.m.

School Hours: 8:00 a.m. - 3:30 p.m.

Lunch Hours

11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:00
2nd Grade	5th Grade	3rd Grade	4th Grade

Use by Students before and after school

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

The following areas are open to students before school beginning at 7:30 a.m.

- Cafeteria
- Playground
- Hallway (only during bad weather)
- Gym

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 rehearsal, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways during Class Time

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

Cafeteria Services

The District participates in the School Breakfast Program and 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. See Cafeteria Director to apply.

Students will only be allowed to charge up to \$10 for lunches – alternate meals will be provided for those who fail to pay their bills.

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students are encouraged to read, and they should learn the responsibility of caring for library materials. Fines and fees will be assessed for lost or damaged books.

The library is open for independent student use during the following times with teacher permission:

- Monday-Friday from 7:45- 3:30

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 of policy FNAB (LOCAL). A list of these groups is available in the principal's office.

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*. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

Searches

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

Students' Desks

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

Students are fully responsible for the security and contents of their assigned desks.

Searches of desks 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.

Electronic Devices

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

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

[See policy FNF (LEGAL) for more information.]

Special Programs

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English Language Learners, 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 the Assistant Superintendent of Programs and Services, Mr. Victor Vinton at (830)334-8001.

Gifted/Talented Program

Nomination

Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons. The District has the option of setting dates for opening/closing nominations.

Identification Criteria

Criteria to identify gifted and talented students shall be established in the Board-approved program for the gifted and talented program. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Parental Consent

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Selection

A selection committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted program placement is the most appropriate educational setting. The committee shall be composed of at least three

professional educators who have received training in the nature and needs of gifted students and shall be established for the District.

Assessments

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not be limited to the following:

1. Achievement tests.
2. IQ tests.
3. Behavioral checklist completed by teachers and parents.
4. Teacher nominations based on classroom observation.
5. Student work products, if available.

Speech Therapy

Speech therapy is a Special Education service. Speech therapy services are delivered through a Speech therapist who visits the school two days per week. Students who are referred by their teachers can work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development they should contact their child's teacher to see about obtaining an evaluation from the therapist.

Student or Parent Complaints or 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 at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the district's Web site at <http://www.pearsall.k12.tx.us/>

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.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. **Any child who arrives at school after 8:05 a.m. is considered tardy.** A student who is tardy to class by more than 15 minutes will be assigned to lunch detention hall to make up the time lost or ISS. Three tardy arrivals in one semester will prompt a call to the student's parents. 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 book 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. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

Further information may be obtained by calling the Director of Maintenance and Transportation at (830) 334-8001.

See the *Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program (DAEP).

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.

- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended.

Truancy

New state law doubles the fine for parents of children who violate the compulsory attendance requirements, and directs that half of the fine collected be deposited with the school district and half with the county or municipality, depending on where the complaint is filed. The law also states that a parent can no longer claim as a defense that he or she was unable to compel the child to attend school.

House Bill 1575 – The amendments to Sec. 25.0951, Education Code, require a court to dismiss a complaint regarding absences if the school fails to file the complaint within 7 school days of the student's last absence.

Unauthorized Articles at School

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom. In the event that unauthorized toys or items are brought to school and damage occurs to such property, neither the teacher nor the school district can be held liable for damages.

Additional items not to be brought to school:

- | | |
|-------------------------------|---------------------------|
| 1. Trading Cards | 7. Laser Pointers |
| 2. Heelys Footwear | 8. Nail Polish |
| 3. Hard balls & baseball bats | 9. White out |
| 4. Skateboards | 10. Knives |
| 5. Roller blades or skates | 11. Permanent Markers |
| 6. Toy guns, pistols, etc. | 12. Backpacks with Radios |

Video Cameras

For safety purposes, video/audio equipment may be used to monitor student behavior 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. **All visitors must apply and pass a background check prior to asking to visit any campus facilities.**

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 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 placed in the student's permanent record.

GLOSSARY

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

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

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

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

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

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

GPC (Grade Placement Committee)- in addition to local policy relating to grade advancement, students in Grade 5 shall demonstrate proficiency in the subjects required by TEC, §28.0211(a), in order to advance to the next grade. Demonstrated proficiency is defined under this section as meeting the passing standard on the appropriate assessment instruments specified by §101.2003(a). A student who does not demonstrate proficiency as described in this section may only advance to the next grade if the student's Grade Placement Committee, as specified in §101.2007 of this title (relating to Role of Grade Placement Committee), determines by unanimous decision, in accordance with the standards for promotion established by the local school board, that the student is likely to perform at grade level at the end of the next year given additional accelerated instruction.

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

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and

placement in a Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

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

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

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

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

APPENDIX I

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Pearsall Intermediate Student Handbook and the *Student Code of Conduct* for 2011-2012. 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 code. If I have any questions regarding this handbook [or the Code], I should direct those questions to the principal at Intermediate School at 334-3316.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Dates of attendance,
7. Grade level,
8. Enrollment status,
9. Honors and awards received in school,
10. Most recent previous school attended, and
11. E-mail address.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX II ACKNOWLEDGMENT FORM

I certify that my child and I have read and fully understand the rules and regulations set forth in this handbook, pertaining to Pearsall Intermediate School.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

This form must be signed, detached from the handbook and returned to the Principal's Office.

LIBRETA de REGLAS de ESTUDIANTE

Yo verifico que yo, _____ he leído completamente y comprendemos las reglas en esta libreta.

Firma de Estudiante: _____

Firma de Padres: _____

Fecha: _____

Esta forma debe ser firmada y regresada a la oficina del Principal.

Pearsall Intermediate School

Parent Involvement Program

Campus Parent Involvement Policy

The Pearsall Intermediate School will strive to provide an equitable and quality education for all students. In order to achieve this goal, we need the school, parents, and community to come together as partners to ensure that all students are given all available opportunities to learn.

Expectations for learning will be set and communicated to students and parents at grade level orientation. All students will be expected to work towards mastering the TEKS, some with support from programs such as Title I. The campus compact will lay out the responsibilities of the school and those of the parents in helping the students are successful in their academic endeavors. The compact will be included within the Student/Parent Handbook which is distributed to all parents at the beginning of each school year. The following are some initiatives that will be implemented in ensure input from the parents:

- Parents will be involved in the joint development of the Title I plan and the process of school review and improvement. An adequate number of parents will work collaboratively with Pearsall Intermediate School Campus Educational Improvement Committee (CEIC) in an organized, ongoing, and timely way, in the planning, review, and improvement of all programs, including the Title I program. This committee will periodically review and revise the Campus Parent Involvement Policy.
- Annually the school will convene a meeting to which all parents of participating students are invited to inform the parents of the school's participation in the Title I program and the parents' right to be involved. (Parent Forums, Parent-Teacher Conferences, Meet the Teacher Night)
- Parents will be provided timely information about available programs. (Newsletters, flyers, cable television)
- Parents will be provided with the school performance profiles and assistance with interpreting their child's individual assessment results when the school report card is distributed each year in January.
- Parents will be provided a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficient levels students are expected to meet. (Meet the Teacher Night, Parent-Teacher Conference, Parent Forums)

- Parents will be provided with opportunities for regular meetings to formulate suggestions, share experiences with other parents, and to participate in decisions relating to the education of their children. (CEIC Meetings, Parent Forums)
- Parents will receive a timely response to their suggestions.
- The school will coordinate, provide technical assistance, and other support necessary to assist parents in actively participating in the planning and implementing of a parent involvement program. (Parent Advisory Council Team)
- Parents will have the opportunity to meet at least twice a year, once in the fall and another in the spring, to discuss any new information about Title I guidelines and other state mandates.
- Parents will be surveyed each spring to gauge the effectiveness of existing programs, such as Title I, and take those survey results to the campus committee (CEIC) to discuss identified programs in need of improvement.
- Parents will have the opportunity to evaluate and suggest revisions to the Campus Parental Involvement Policy and Campus Improvement Plan.

NOTICE REGARDING DRUG-FREE SCHOOLS

The Pearsall Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as parts of any school activity, regardless of its time or location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

The district's policy on alcohol and drug use mandates that a student be removed to the Alternative Educational Program for first time offenses that do not constitute a felony charge. A student will be expelled for first time offenses that constitute a felony charge or for a repeated offense. In addition, they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the district's *Student Code of Conduct*. The principal of your school will be glade to provide information or a copy of these policies.

Depending on the nature and severity of a drug or alcohol related offense; a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The principal or counselor of your school can provide you with information about re-entry programs that are available in our community or within reasonable access to our community.

My child (ren) and I have read the district's notice regarding drug-free schools and understand that my child (ren) will be subject to school discipline and possibly to criminal prosecution if found to have violated the district's code of student conduct, which prohibits the use, possession, sale, or distribution of illicit drug and alcohol on school premises or at any school activity.

Parent's Signature

Student's Signature