

**Fort Stockton Elementary School
2009-2010
Student Handbook**



**Reviewed by the Fort Stockton ISD Board of Trustees
July 27, 2009**

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PURPOSE AND ORGANIZATION

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

The Handbook is organized in the following sections:

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

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

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

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

ACKNOWLEDGEMENT

Dear Student and Parent:

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

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

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



We acknowledge that we have received the Fort Stockton Elementary Student Handbook for the 2009-10 school year, and that we are responsible for reading and understanding the information contained here.

Student's Name: _____

(Please print)

Student's Signature: _____ Date: _____

Parent's Name: _____

(Please print)

Parent's Signature: _____ Date: _____

School: _____ Grade Level: _____

REQUIRED LEGAL NOTICES

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

The Title IX Coordinator for the school district is Paula Traynham, whose office is located at 101 W. Division St. and who can be reached by telephone by calling 336-4000.

The Section 504 Coordinator for the school district is Gwen Duncan whose office is located at 1200 W. 2nd St. and who can be reached by telephone by calling 336-4040.

Homeless Liaison and Title I Participants

Paula Traynham is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact her at 336-4000.

Paula Traynham is our Parent Involvement Coordinator who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact her at 336-4000.

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

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

If a parent wants to see or obtain a copy his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative

offices during regular office hours, from 8:00 a.m. to 4:00 p.m., and someone will be available to answer questions about the records.

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

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

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

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

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

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

DIRECTORY INFORMATION

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

If you do not want Fort Stockton ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 8, 2009.

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

If you DO NOT want us to release ANY information about your child without your written consent, check this box and return the form by September 8, 2009.

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

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

- If you CONSENT to the use of all of the above-listed items for limited school-sponsored purposes ONLY, check this box and return this form to us by September 8, 2009.
- If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us by September 8, 2009.

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

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

Student's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian's Signature

Date

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

1. political affiliations or beliefs of the student or his or her parent;

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

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

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

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and

the report within 60 calendar days of the date of 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 their rights if they disagree 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 is:

Contact Person: Mrs. Gwen Duncan

Phone Number: 432-336-4040

GENERAL INFORMATION

2009-2010 School Calendar

The 2009-2010 School Calendar is attached at the rear of the handbook.
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Student's Legal Name

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

Admission, Release, Withdrawal

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student's parents lives in the district, even if the student does not live with that parent.
 - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge

and showing a file stamp from the court, designating the parent as a managing or possessory conservator.

2. The student is under age 18 and, subject to District policy at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. "Substantial amount of after-school care" means the grandparent provides after-school care for the student at least four days each school week.
4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

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

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

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Attendance Zones

The Board of Trustees has established geographic boundaries for each school, and students generally must attend the schools in the zone for their street address. You can make a written request for your child to attend a particular school and will have a chance to explain to the principals of Alamo and Apache Elementary Schools why you think your request should be granted. Contact the superintendent for further information if you are not satisfied with the principal's decision.

Certain Transfers—Victims of Bullying and Sexual Assault

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

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

Release During the School Day

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

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

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

Withdrawing from School

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

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

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

School officials aggressively enforce the state compulsory attendance laws. If your child is absent from school on 10 or more days or partial days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, you will be prosecuted for contributing to truancy and your child will be prosecuted for failure to attend school. You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

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

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

We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

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

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

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

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

Attendance and Credit Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law generally requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance for credit requirements.

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

In the 2009-2010 school year, we require students to be in class for 72 days in the Fall Semester and 88 days in the Spring Semester to meet the 90% attendance for credit requirements. Each campus has an attendance committee that will review

student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal's plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course.

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

Conduct and Discipline

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

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

Dress and Grooming Code

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

APPROPRIATE ATTIRE	Male students must wear clean clothing (shirt, slacks, jeans, trousers, shorts) that is not torn or damaged. Female students must wear clean clothing (dress, blouse, skirt, slacks, jeans, capris, shorts) that is not torn or damaged. Pants must be worn with the waist at waist level, and shirts or blouses must be buttoned. All students must wear shoes and appropriate undergarments.
APPROPRIATE	All students will exemplify grooming standards that project a positive image for the student, school, and District. Hair must

GROOMING	<p>be clean and neatly groomed and worn in a style that does not cover the eyes or eyebrows.</p> <p>Male students' hair must be neatly trimmed and worn in a style above the eye brows that exposes the earlobes and has a length above the top of the collar of a button-up shirt or crew-neck tee-shirt.</p>
INAPPROPRIATE GROOMING	<p>The following hair styles or colorings are inappropriate grooming for any student at school:</p> <p>Spikes or other sculptured hair styles.</p> <p>Neon or other hair colorings or bleaching, whether permanent or temporary, in a shade or tone that the principal determines to be unnatural, for example, neon orange, neon pink, magenta, any shade of blue, any shade of green, violet, purple, white.</p> <p>Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between sections of individual strands of hair or areas of hair on the head, e.g., "tips."</p> <p>Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between the student's natural and original hair color and the colored or bleached color, shade, or tone.</p> <p>Patterns or designs shaved or cut into the hair, e.g., "mohawks," partially shaved heads, etc.</p>
INAPPROPRIATE OR UNACCEPTABLE ATTIRE	<p>The following clothing and accessories are inappropriate attire for any student at school or a school-related or –sanctioned activity:</p> <p>Shorts or skirts must extend below the length of all fingertips, unless the student is in a primary grade (K-3).</p> <p>Pants worn below the natural waistline or sagging or extremely loose pants ("baggies").</p> <p>Shirts or blouses that reveal undergarments or cleavage, midriff length tops that leave exposed skin, or halter tops.</p> <p>Exposed undergarments.</p> <p>Bedtime attire, pajamas, undershirts, or undergarments worn as outerwear, e.g., boxer shorts.</p> <p>Clothing made of any see-through material, fish net, or very loosely-woven fabric, unless other clothing is worn underneath.</p> <p>Shirts or blouses that are split up the side such that the vent or split is unfinished and extends above the natural waistline.</p> <p>Unhemmed or cut-off clothing of any kind.</p>

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

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify

you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately.

Harassment of Students

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

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual or other harassing comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, p. 6) protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part.

A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix of this handbook.

Searches of Students, Lockers, and Vehicles on School Property

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

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

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

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

Questioning Students at School

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

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

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

Pledges, Minute of Silence, Prayer, and Meditation

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

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

CURRICULUM AND PROGRAMS

General Curriculum Information

Fort Stockton ISD operates a Pre-K–12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (pre-K–grade 5), middle school (grades 6-8), and high school (grades 9-12).

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

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

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

Structured Physical Activity

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

Special Programs

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

Special Education: Fort Stockton ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Mrs. Gwen Duncan, Special Education Director at 432-336-4040, or your principal to receive full information about our special education programs. See also the required Notice at the beginning of this Handbook.

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

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

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

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504

accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

Counseling Programs and Services

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

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or counselor.

Testing and Assessment Programs

Once again, the statewide assessment program is in transition. Students and parents will be informed of changes in the program affecting them as those changes are implemented. The current transition will eventually eliminate TAKS for high school students and implement instead a state-developed end-of-course examination in core curriculum courses. Students in grades 3-8 will continue to be assessed using TAKS.

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

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

Grading and Report Cards

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus

principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child's campus under the state's Student Achievement Indicator System, along with a definition and explanation of each performance rating.

Promotion, Retention, Award of Credit

Students are promoted from grade to grade, based on their mastery of the knowledge and skills that will let them be successful at the next grade level.

If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the TAKS examination in the fifth and eighth grades—or pass an alternate test if he or she does not pass after three tries on the TAKS—in order to be promoted to the sixth and ninth grades. If your child does not pass the TAKS after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL).

Library Facilities, Hours, and Access

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a certified librarian / library aide.

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

Educational Technology and Acceptable Use

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You

will have the choice to prevent your child from having access to the Internet on school computers.

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

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

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

OF SPECIAL INTEREST TO STUDENTS

Student Publications/Distribution of Materials

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

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

Before nonschool materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

OF SPECIAL INTEREST TO PARENTS

Parent Rights

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

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

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

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

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

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

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

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction; or
- media coverage of the school.

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

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

Campus Performance and Accountability: We will keep you informed annually of your children’s campus ratings and whether the campus has been

identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child's report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

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

Visiting School

You are welcome to visit your children's schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

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

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

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

Complaint Process

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for

pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

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

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

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

Student Health Concerns

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

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

The district's student health advisory council met 4 times during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child's physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the

beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Student Illness or Injury at School

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

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

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

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

Administering Medicine at School

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with

severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

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

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

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

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

Telephone Use

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

First Offense: The telecommunication device will be confiscated and turned in to the campus administration. The device will only be returned to the parent or guardian

Second Offense: The telecommunication device will be confiscated and turned in to the campus administration and shall not be returned to the student, parent, or guardian until the end of the school year. A campus administrator may consider disciplinary consequences for the second offense and any other subsequent telecommunication violations.

Radios, CD Players, Games, and Other Electronic Devices

Students are not permitted to carry such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, games, or electronic devices at school, during the school day unless prior permission has been obtained from the principal.

Parent Organizations/Volunteer Opportunities

Every campus in the district has an active Parent-Teacher Association/Parent-Teacher Organization/Parent-Teacher-Student-Organization, and we encourage you to actively participate in the group at your child's or children's campus(es).

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

Transportation Program

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

Authorized Fees

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

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Voluntarily purchased student accident insurance
- fees for items of personal use or products a student chooses to purchase, such as student pictures, publications, class rings, annuals, and graduation announcements.
- Fees for lost, damaged, or overdue library/text books

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

Food Service/Free and Reduced-Price Food Program

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

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

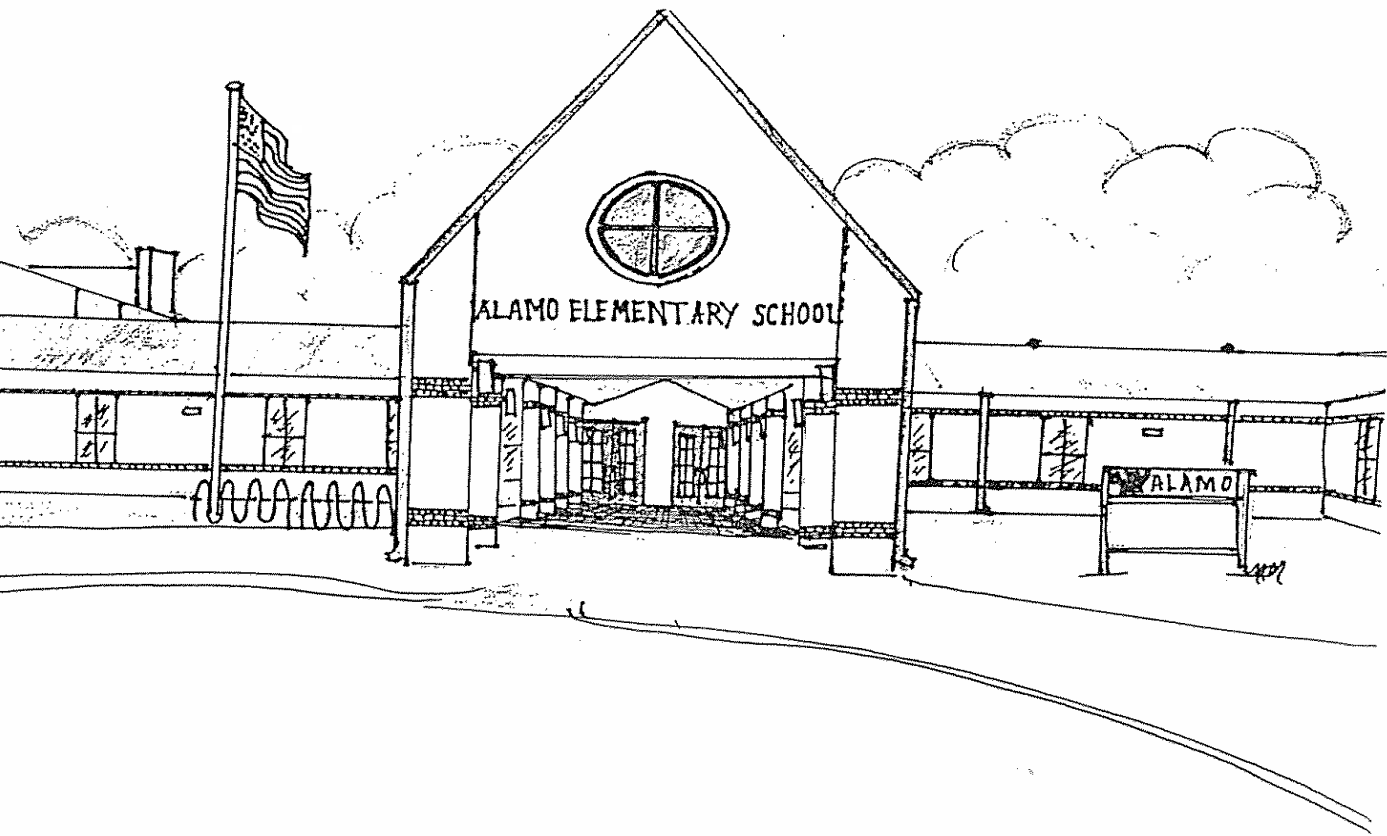
Students may pay for their lunches either with cash or check. We do not allow any students to charge meals.

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

ALAMO

STUDENT

HANDBOOK



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ALAMO ELEMENTARY

VISION STATEMENT

The vision of Alamo Elementary is to have a student body achieving its potential while developing a love of learning which will continue throughout life.

MISSION STATEMENT

Alamo Elementary accepts the challenge to raise the educational level and positive self concept of all students. Teamwork fostered by staff, students, parents, and community will ensure the success of this mission.

ACHIEVEMENT AND AWARDS

Texas Recognized Campus 1997, 1999-2009
Master School Reading Renaissance 2003
Texas Recognized Campus 2002
Model School Reading Renaissance 2002
Texas Exemplary Campus 1998

PHILOSOPHY

Alamo Elementary's program is dedicated to establishing a pattern for successful learning in each student. In order to achieve this goal, the faculty recognizes individual differences and provides learning experiences which seek to develop the child's intellectual, emotional, physical, social, and moral potential.

Alamo's educational program will establish a pattern of success and satisfaction in learning, and foster inquiry, creativity, and an appreciation of the variety existing in our world, including variety in ideas, cultures, and values.

The staff shall continue to strengthen each student's ability to function effectively in his environment and to recognize his responsibility to himself, to his community, to his country, and to mankind.

The objectives of Alamo Elementary are:

- (1) to provide learning experiences in the classroom which will insure that students master the Texas Essential Knowledge and Skills; offer enrichment activities;
- (2) to provide a positive school climate in which each child feels emotionally secure;
- (3) to provide a comfortable and safe environment conducive to learning; and
- (4) to foster school pride and high morals among students, staff, and community.

Message from the Principal

I can't tell you how excited I am to have your child at our school. You can be assured that the learning of your child is our number one job. I want you to know that we can't do it without your support. If you have a question or a concern, please feel free to come by and talk to me. You can call me any time at the numbers below.

Joe Baker
336-4016 (School)
290-4206 (School Cell)
940-1676 (Personal Cell)
336-5662 (Home)

ALAMO ELEMENTARY
STUDENT HANDBOOK
2009 - 2010

OFFICE STAFF:

Principal	Joe Baker	Counselor	Karina Pacheco
Secretary	Doris J. Morris	Nurse	Su Su Dyess
Receptionist	Maria Velasco		Purina Humphrey

ADDRESS AND TELEPHONE NUMBERS:

804 S. Hwy 385, Fort Stockton, Texas 79735

Telephone number: (915) 336-4016

Fax number: (915) 336-4028

ARRIVAL AND DEPARTURE:

School starts at 8:15am. Students late to school or checked out before 3:25pm will not be considered for perfect attendance.

School dismisses at 3:10p.m.for Kindergarten and at 3:25pm for grades 1, 2, & 3.

Kindergarten dismissal 11:30am August 24-28, 2009. If you will be late or someone other than you will pick up your child, please call the school office so we can tell your child. Please discuss with your child before you drop him/her off at school in the morning what arrangements have been made to get home at the end of the day.

Before taking your child out of school for lunch, doctor visits, or for the remainder of the day, please sign your child out in the Office.

Please bring slips from the doctor when you go for appointments. (If your child has been in school only part of the day and goes to an excused doctor's appointment, your child will be counted present for the day.) But, doctor visits should be scheduled after school, if at all possible.

CAFETERIA:

Pupil lunches are \$1.50 each. Students wishing to pay for lunches for a week or month can do so before the week or month begins. ***Students are allowed only two(2) charges in the cafeteria.***

Breakfast will be served each morning from 7:30 - 8:05 am.

THE ***LUNCH HOUR*** IS AS FOLLOWS:

PPCD	11:30 - 12:15	Second Grade	12:15 - 1:00
Kindergarten	11:30 - 12:15	Third Grade	12:30 - 1:15
First Grade	11:45 - 12:30		

Please do not request that your child leave early for lunch. If you plan to eat in the cafeteria with your child, please notify the teacher or call 336-4155 by 9:00 a.m..

People applying for free or reduced lunch will complete one form for the family and return it to the ***Intermediate School / CAFETERIA OFFICE***. Documentation could be required at any time during the school year. The children's name, ages, school campus, date of birth and Food Stamp number, if applies, are necessary. We ask all parents to fill out an application. School funds are determined by the number of students who qualify. These funds pay for any of our school programs.

ENROLLMENT AND WITHDRAWALS:

Students must be officially enrolled through the school before they can attend classes. If you are planning on withdrawing your child, the office must have at least two days notice in order to properly prepare the records.

EMERGENCY DATA:

The school **MUST** have a **current home address and emergency telephone number**. It is essential for the school to have this information in case of accident or illness and for other parent contacts. **Please advise the office of changes IMMEDIATELY.**

MONEY:

If you send money to school for lunches, pictures, and etc., please put it in an envelope and write your child's name, the child's teacher's name and what the money is for on the envelope.

RECOGNITION / AWARDS:

We encourage every student to be in school all day, every day. If you sign your child out early, your child will not be eligible for perfect attendance. (But: A doctor's appointment with excuse counts toward perfect attendance.)

Perfect Attendance: Awarded T-Shirt at end of semesters. 6-week Perfect Attendance-name in drawing for stereo at end-of-year. Perfect attendance trophy at end-of-year.

A/AB Honor Roll: A/AB Honor Roll Pin and class party every 6 weeks. 2nd & 3rd grade students honored with certificates for A/AB honor roll every 6-weeks. A/AB trophy at end-of-year.

TAKS Commended: Students who achieve "commended" on TAKS reading and/or Math will receive a medallion for each at end-of-year.

Students must be on the A/AB honor roll for all 6-week periods in order to be eligible for the end-of-year award.

FOOTBALL TICKETS:

We will sell student/adult football tickets for all home games for \$2.00/students - \$4.00/adults. We sell the tickets in the office. All tickets at the gate sell for \$5.00. First come, first served.

PERSONAL BELONGINGS:

Do not allow students to bring items to school which are not part of the educational program unless specifically asked for by the teacher. **Toys & Electrical Equipment** should ***not*** be brought to school unless there is a real purpose. Children should ***never*** bring knives to school. Parents are urged to **print full name on items such as coats, sweater and lunch pails.**

BIRTHDAY:

When flowers are sent to school they will not be sent to the classroom. The student will receive them at the end of the day. We celebrate birthdays by announcing them daily on the P.A..

DAILY ARRANGEMENTS:

Please make all arrangements with children before they leave home in the morning as to how they will get home, especially if changes are made.

Please see that students get off to school with all things they will need (***library books, supplies, homework assignment, and materials, etc.***)

SCHOOL PARTIES:

Kindergarten and 1st: ***Christmas, Hundredth Day, Valentine***

2nd, 3rd Grade: ***Christmas, Valentine Day, Easter***. Contact the teacher for party plans.

Celebrations-NOT ALL teachers choose to have the traditional party, but some type of activity may be planned. *Birthday parties are considered a function of the home.*

LOST AND FOUND:

Students may claim lost items which are in the box located in the Cafeteria & Gym.

VISITATION OF SCHOOL GROUNDS:

Check in at the Principal's Office ***anytime*** you are on campus. You must come in through the front doors and wear a **Visitors Sticker**. ***Parents are encouraged and welcome to attend academic assemblies, plays, motor skills days, and school meetings.*** The office will attempt to take care of any needs between you and your child during the day. Instruction should be disturbed as little as possible.

STUDENT PROGRESS:

A tutorial program will be offered at Alamo School for those students who are having difficulty with the major academic subjects. You will receive a Progress Report at the mid-point of each six-weeks. All students may be sent reports. You will be notified about the need for tutorials on the report card in the "Comment Section".

(AIM) - ACADEMIC INTERVENTION MEETINGS:

Academic intervention meetings will be held each 6 weeks beginning with the second six-weeks of the school year concerning grades, attendance, health, behavior, and/or any problems related to the educational success of students. The principal will meet with each classroom teacher, counselor, resource, or Special Ed. teacher and any special teacher or staff member who can contribute to the student's academic success. Parents will be requested to meet with the committee the following week. These meetings will be conducted in a friendly and helpful manner. We want to work with parents by sharing information to promote success for all students.

Kindergarten and first grade may wait until the 4th six-weeks for Academic Intervention meetings, if desired. A teacher or parent may request an AIM meeting at any time.

DISCIPLINE AT ALAMO ELEMENTARY:

"Discipline" does not mean punishment. "Discipline" means learning. Students will be taught five Basic Campus Rules that will apply in all areas of Alamo's Campus from the classroom, playground, cafeteria, office area, gym, restrooms ---- anywhere on the campus.

THESE RULES ARE:

- 1) Students are expected to be regular in attendance and ***ON TIME*** to all classes;
- 2) Students are not to do anything that will damage property;
- 3) Students are not to do anything that will hurt other people physically or verbally;
- 4) Students are not to do anything that will disturb someone's learning;
- 5) Students are to use common courtesy and good behavior in all areas of Alamo's campus.

There are four *Classroom Rules* that should be obeyed in all classrooms:

- 1) Students will bring all necessary and proper materials to class;
- 2) Students must begin work as soon as the teacher has made the assignment;
- 3) Students must complete and turn in all classwork and homework;
- 4) Students must respect the personal and property rights of others.

There will be an extensive *Awareness Program* so that students will know what is expected of them. If the student should still choose to break a campus or classroom rule, the following steps will be followed:

- 1) Verbal reminder of the rule and warning as to consequences if the rule is broken again;
- 2) Second infraction will result in the loss of a privilege;
- 3) Parents will be notified and a conference requested on the third infraction;
- 4) Corporal punishment will be administered if the child breaks a rule the fourth time; in accordance with the Student Code of Conduct.

