

Fort Stockton Elementary School
2011-2012
Student Handbook



Reviewed by the Fort Stockton ISD Board of Trustees
July 25, 2011

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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.

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We acknowledge that we have received the Fort Stockton Elementary Student Handbook for the 2011-12 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 **Paula Traynham** whose office is located at 101 W. Division St. and who can be reached by telephone by calling 336-4000.

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 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 limitation 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

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

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, 2011.

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

If you DO NOT want us to release ANY information about your child without your written consent, check this box and return the form by September 8, 2011.

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
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> Electronic school 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
<input type="checkbox"/> STAAR Commended performance recognition	

- 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, 2011.
- 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, 2011.

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. Please note that you may not selectively withhold this information from military recruiters but provide it to institutions of higher education.

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

Student's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian's Signature

Date

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

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

Invasive Examinations or Screenings: We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, 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. Paula Traynham](#) Phone Number: [432-336-4000](#)

Bacterial Meningitis Information: What is meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord---also called meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic meningitis) is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical and life support management.

There are two common types of bacteria that cause meningitis:- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness – *Neisseria meningitidis*-Meningococcal meningitis; there are 5 subtypes that can cause serious illness – A, B, C, Y. W-135.

What are the symptoms? Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, joint pains, drowsiness or confusion.

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

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

How serious is bacterial meningitis? If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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

How can bacterial meningitis be prevented? Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

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

For more information – Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

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

Asbestos Management Plan: The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in District facilities, is available in the Superintendent's office during regular business hours, 8:00 a.m. to 5:00 p.m.; Monday through Friday. If you have any questions, please contact Mr. Ralph Traynham at 432-336-4000.

GENERAL INFORMATION

2011-2021 School Calendar

The 2011-2012 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 or who is a grandparent, adult aunt or uncle, or adult sibling who has accepted responsibility by an Authorization Agreement in compliance with Texas Family Code § 34.002. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. "Substantial amount of after-school care" means the grandparent provides after-school care for the student at least four days each school week.
4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be

admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

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

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

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

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 significant factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child 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, if age 12 or older 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 2011-2012 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

Students will follow the Fort Stockton Independent School’s standard dress policy DRESS FOR SUCCESS GUIDE (please see below for details). 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.

FORT STOCKTON ISD

DRESS FOR SUCCESS GUIDE

GENERAL GUIDELINES

- All Standard Attire clothing may be purchased only one size larger than the student currently wears to allow for growth.
- Logos, artwork, or embroidery must be no larger than the size of a quarter coin.
- No oversized clothing is allowed.
- No tight fitting clothing is allowed.
- All clothing must be hemmed.
- No torn, cut, or ripped clothing is allowed.
- All Standard Attire clothing will follow the FSISD Student Code of Conduct dress code.
- Shirts must be tucked in at all times.
- Shorts are only permissible in grades PK-5.

Students that violate the dress code are issued consequences through the principal's office. Any item not specifically addressed will be left to the discretion of the building administrator.

SHIRTS, SWEATSHIRTS, SWEATERS & CARDIGANS

- Colors allowed are khaki, royal blue, navy, white
- Shirts must be polo or oxford with collars
 - o Long or short sleeves only (no sleeveless)
 - o First button starting at collar (only top two buttons are allowed to be unbuttoned)
- Can be solid or striped
- Shirts must be tucked in all the way around
- Logos must be smaller than a quarter; No other artwork/lettering permitted
 - o Exception – School Logo/Lettering: may be larger than a quarter
- Undershirts:
 - o Solid crew neck t-shirts, turtlenecks, or thermals without writing or logos are allowed under collared shirts
 - o Undershirt sleeves may be longer than outer shirt sleeves
- No hooded attire

- No pockets allowed on sweatshirts
- Panther clothing is allowed
- Not to be oversized, baggy, excessive in length (one size rule applies/can use shirt size as a rule)

PANTS OR CAPRIS

- Colors allowed are khaki, navy, and black
- No denim of any color, no cargo and no carpenter attire
- Corduroys are allowed
- No Cargo pockets of any kind on the legs
- All attire must fit properly on waist no more than one size larger than correct fit
- Length should not be longer than heel of shoe
- Pant/Capri legs must be fully extended; may not be rolled up

SHORTS, SKORTS, JUMPERS or SKIRTS

- Colors allowed are khaki, navy, and black
- Solid colors only
- Shorts, skirts, and skorts must fit properly on waist no more than one size larger than correct fit
- Shorts/Skirts/Skorts length needs to extend to the top of knee when clothing is correctly positioned at waist and standing
- No denim of any color, no cargo and no carpenter attire
- Collared shirt must be worn under jumper
- Shorts are only permissible in grades PK-5

BELTS

- Must be solid black or brown leather
- Must be worn in the belt loops with pants, skirts, and shorts that have belt loops
- No visible brands or logos

OUTERWEAR

- Must be stored in locker upon entering the building

MISCELLANEOUS

- Ripped or torn clothing is not permitted
- Writing or embroidery is regulated by rules that apply to logos
- Leggings and tights permitted in solid khaki, navy, royal blue, black or white

SHOES

- Shoes must be worn at all times

SPIRIT DAYS

- Spirit Days are on Fridays and other days as designated by the campus principal
- Panther shirts or college shirts may be substituted for the regular standard attire shirt
- Girls may wear a Panther cheerleading outfit and boys may wear a Panther jersey
- Shirts must be tucked in at all times and worn with standard attire pants, skirts, shorts, and jumpers
- Spirit shirts do not have to be collared
- No homemade spirit shirts or pants will be allowed

BEFORE YOU BUY

Parents are ultimately responsible for making sure their child follows the Standard Attire Policy. If you are in doubt or have any questions about the Standard Attire Policy, please call the campus office. The campus principal may revise or adjust the dress code as necessary at her/his discretion for special situations.

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.
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APPROPRIATE GROOMING	All students will exemplify grooming standards that project a positive image for the student, school, and District. Hair must be clean and neatly groomed and worn in a style that does not cover the eyes or eyebrows.
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INAPPROPRIATE GROOMING	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.
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INAPPROPRIATE GROOMING	The following hair styles or colorings are inappropriate grooming for any student at school: Spikes or other sculptured hair styles. Neon or other hair colorings or bleaching, whether permanent or temporary, in a shade or tone that the principal determines
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<p>INAPPROPRIATE OR UNACCEPTABLE ATTIRE</p>	<p>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> <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> <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 WITH WORDS OR PICTURES</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;

JEWELRY, TATTOOS, BODY PIERCING	<p>that promote hate or violence in general or are directed at any specific person or group of persons; or</p> <p>that are related to or depict the use of drugs, alcohol, or tobacco.</p> <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, religion, 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, **if warranted based on the allegation**. 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 ordinarily disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of 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 3), intermediate school (grades 4-5), 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 a policy 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. Paula Traynham, Special Education Director at 432-336-4000](#), 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 secondary 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 now be assessed **using the State of Texas Assessment of Academic Readiness ("STAAR")**.

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

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.

If your child has a food allergy or a severe food allergy that, in your judgment, could require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary

precautions for the child's safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

Lost, Damaged, or Stolen Personal Items

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

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

Telephone Use

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off during instruction 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-**Mr. Raymond Matta at 432-336-4030. His office is located at 1101 West 2nd.**

Fort Stockton
Apache Elementary
Student Handbook
Addendum
2011-2012



208 W. 18th Street
432-336-4161

Apache Elementary School

www.fsisd.net

432-336-4161

Fax 432-336-4167

Student Handbook Addendum

Office Staff

Principal.....Estela Casas Counselor..... Adrienne Horton
Secretary.....Priscilla Casas Office Clerk.....Marina San Miguel
Nurse.....TBD

Bell Schedule

7:30.....Aides arrive
7:45.....Teachers arrive
8:10.....All Students and Staff to Gym
8:15.....Morning Assembly (on Monday)
8:20.....Tardy Bell
11:15.....PK Morning Session Dismissed
11:10.....Kindergarten Lunch
11:30.....First Grade Lunch
11:50.....Second Grade Lunch
12:00.....PK Lunch/Afternoon Session
12:00.....Kindergarten Entrance Bell
12:05.....Third Grade Lunch
12:15.....First Grade Entrance Bell
12:35.....Second Grade Entrance Bell
12:50.....Third Grade Entrance Bell
3:25.....Students Dismissed
4:00.....Teachers Dismissed
4:15.....Aides on Morning Duty Dismissed
4:30.....Aides dismissed

Keep us Updated

If there are any changes in the family such as a divorce, restraining order, change in guardianship, etc. - Please notify us and bring the appropriate documents to the office. We need to keep your address and telephone number updated at all times in case of an emergency. We need to be aware of any health issues and/or allergies that your child has or develops during the year.

Dress Code Mission Statement

To maintain an orderly and safe learning environment, increase the focus on instruction, promote safety and life-long learning, and encourage professional and responsible dress for all students.

Dress Code Addendum

- ❖ Spirit Days are on Fridays
 - Apache shirts may be substituted for the regular standard attire shirt.
 - Spirit shirts do not have to be collared
 - Shirts must be worn with standard attire pants, skirts, shorts, and jumpers
 - No homemade spirit shirts or pants will be allowed
 - Cheerleader outfits will be permitted for girls during football season- **skirt length needs to extend to the top of knee.** A jersey depicting the panthers or a college will be permitted for the boys.

- ❖ No high heel shoes

- ❖ No fake/synthetic nails

Recognition/Awards

- ❖ Honor Roll
 - A Honor Roll-Ribbon or pencil every six weeks and a certificate for a Happy Meal at McDonald's. There will be a drawing for a laptop computer at the end of the year.
 - A/AB Honor Roll-Ribbon or pencil every six weeks and an ice cream sundae. There will be a drawing for an iPod at the end of the year.

- ❖ Perfect Attendance
 - Perfect Attendance ribbon or pencil every six weeks. A drawing will be held every six weeks for each grade level for books. There will be a class party for the class with the best attendance at each grade level every six weeks. At the end of the year, there will be a drawing for a laptop computer and other prizes.

- ❖ Positive Behavior
 - A drawing every Monday during assembly for a prize from the positive behavior coupons for each grade level. At the end of the year, we will have a drawing for movie tickets.

Prizes may be subject to change depending on our grant award for incentives. Apache School will accept any prizes that are donated and are appropriate for our students.

Distribution of Materials Addendum

- ❖ Party Invitations
 - Homeroom Classroom-Can be distributed only if you provide invitations for the whole class and/or for all boys or all girls for gender specific party.
 - Other Classroom-Distribution of invitations for students in other classrooms needs to be done after school.
- ❖ Other material need Central Office approval

Party/Celebration Addendum

- ❖ Any other celebration in addition to the scheduled celebrations, will be held the last thirty minutes of the day.
- ❖ Not all teachers choose to have the traditional party, but some type of activity may be planned.

Field Trips

- ❖ Apache staff members will accompany the students on the bus.
- ❖ Any parent is welcome to follow the bus in their private vehicle and meet the students at their designated place as long as the school has a criminal background check on file.
- ❖ Criminal background check will be done every year.
- ❖ Checking out a student to take on sibling's field trip will not be permitted.
- ❖ The school is not responsible for lost items on any field trip.

Cell Phone Usage

- ❖ Cell phone usage will not be permitted in the hallways, gym, classroom, or the cafeteria.
- ❖ Cell phone usage will be permitted in the foyer in front of the office.

Football Tickets

- ❖ We will sell student/adult football tickets for all home games. Please call the office for price.

Parking

Please do not park in designated parking spaces such as the nurse, principal, secretary, and bus loading and pick up area. You need to have a handicapped sticker in order to park in the designated handicapped parking.

Teacher Request

The practice of teacher request by the parents at the end of the school year will be discontinued.

“Drop Off” and “Pick Up” Guidelines

We will use the drive-through on the north side of the school. This is a much safer system for the children as we have had many children almost hit by cars when being dropped off or being picked up in front of the school. The procedures are very simple and should be successful with your cooperation:

- **All** children are to be dropped off or picked up on the north side of the school. Only buses will pick up and drop off children in front of the school.
- Before school, doors on the east sidewalk of the school will be open until 8:15 a.m. If you are dropping off your child later than that, you must go to the front office and sign your child in to receive a tardy slip.
- After school, all children, except bus riders, will be dismissed on the north side.
- You should enter the drive-through from Young Street and park next to the curb to wait for your child. As soon as your child is in your vehicle, you may drive away to exit onto 18th Street. **No child will be allowed to walk in front of parked cars to go to a car that is not parked next to the curb.**
- 2nd grade and K will exit from the northwest door, 3rd grade will exit on the northeast sidewalk, and PK and 1st grade will exit on the east door.
- See diagrams provided at the end of this handbook.

Arrival and Departure

Before you drop your child off each day, please discuss with him/her what arrangements have been made to get them home at the end of the day. Also please come by the office and sign your child out of school **before** you take him or her off campus for lunch, doctor's appointments, or the remainder of the day. Please bring doctor's slip when you take your child to the doctor.

School dismisses at 3:25 p.m. Please be on time to pick up your child. If you will be late and cannot make it, please call the school office so we can inform your child. **If students are not picked up by 3:40 p.m., you will need to come in and pick up your child from the library and sign the child out from the staff member on duty. If the child is late in being picked up daily, a parent conference will be scheduled with the principal.** Staff members have school obligations such staff meetings and instruction preparation for next day.

Bus Transportation

If your child needs bus transportation, you will need to go to the Bus Barn located at 800 South Rio to fill out the required forms. Their telephone number is 432-336-4033.

If a parent of a bus student needs to pick up their child up from school instead of him/her riding the bust home:

- Please call the office **before 3:00 p.m.** so that we can inform your child.
- Send a note to the office and we will inform the bus driver.
- Failure to do the above will result in your child not being allowed to leave the campus with anyone other than the regular bus route.

Cafeteria Information

Breakfast will be served each morning from 7:45 a.m. to 8:05 a.m.

Please do not request that your child leave early for lunch. If you plan to eat in the cafeteria with your child, please call the cafeteria at 336-4166 by 9:00 a.m.

Full Price Meals:

Student Lunch.....\$ TBD

Student Breakfast.....\$ TBD

Reduced Price Meals:

Student Lunch..... \$ TBD

Student Breakfast.....\$ TBD

Adult Meal Price

Lunch..... \$ TBD

Breakfast.....\$ TBD

The school encourages parents to pay for their child's meals in advance. The cashier for the cafeteria is on duty each day from 7:30 a.m. to 9:00 a.m. and from 11:15 to 2:00 p.m. for your convenience.

People applying for free and reduced lunch will complete one form for the family and return it to the Intermediate School/Cafeteria Office at 1100 West Second Street. Their telephone number is 432-336-4031.

Parents eating in the cafeteria will need to sign-in and get a visitor pass in the front office. Your visitor's pass needs to be on display.

Response to Intervention Meetings

Response to Intervention (RTI) meetings will be held each six weeks or when a teacher requests a meeting. We will start our meetings after collecting the data from the Texas Primary Inventory (TPRI) and other assessment that will be administered at the beginning of the school year to all students in K through third grade. Student grades, attendance, health, behavior, and any concerns/or problems related to the educational success of students will be addressed. The RTI team is composed of the principal (Mrs. Casas), the counselor (Mrs. Horton, resource teacher (a designee from HR), Interventionist (Mrs. Suarez), and the classroom teacher. Decision made at these meeting will determine which parents will be requested to meet with the committee the following week. We want to work with parents by sharing information and suggestions to promote success for all students.

Apache PTO Officers for 2011-2012

President:	Mrs. Marina San Miguel
Co-President:	Mrs. Sarah Cantu
Vice – President:	Mr. Sam Calderon
Secretary:	Heather Young
Treasurer:	Ms. Flor Villa
Publicity:	Mrs. Norma Arcides

PTO Meetings – Second Wednesday of every month at 4:00 p.m. in the parent involvement room.

**Fort Stockton Independent School District
Department of Special Services
1200 West Second Phone (432) 336-4040 or 4041
Fort Stockton, Texas 79735**

**General Notice of Rights to Parent(s)
Regarding Special Education Services**

The school district is striving to provide appropriate special education and related services to all eligible children free of cost. Those services will be provided in the educational setting which causes the least possible changes from "regular" academic classes. We intend to honor your rights to receive prior written notice before any special services are begun or before any subsequent changes are made; we will get your consent in writing before comprehensive testing or changes in class assignments relating to special services.

You have the right to be involved in the planning of the special education program for your child and annual review progress under the program. You will be notified when and where those meetings will occur. We thus invite you to be contributing member of the team trying to do what is best for your child.

You have a right to access your child's relevant records with 45 days with respect to identification, evaluation, and educational placement. You have a right to make copies of records at cost. If you have any questions about in item in the records, we will provide an explanation. You have the right to challenge any information in those records which you believe inappropriate or inaccurate and request that the information in question be deleted from the records. You further have the right to obtain an independent evaluation of your child.

If at any time you wish information, needs assistance, or care to complain about any aspect of your child's program, please contact the person(s) named below who will attempt to resolve the matter informally. If a complaint is not resolved to your satisfaction, you will have the right to a full hearing. If you request a hearing in writing, we will suggest a time and place and send you a full explanation of your rights at that time.

Please be assured that is our intent to work with you in an open, cooperative relationship to promote the best possible education for your child.

**Paula Traynham, Director of Special Services
Tara Bowman, Educational Diagnostician
Dalila Lara, Licensed Specialist in School Psychology (LSSP)
Address: 1200 West Second (Room 35, 3-Story Building)
Telephone: 432-336-4040, 336-4041, 336-4000**

**Fort Stockton Independent School District
Department of Special Services
1200 West Second Phone (432) 336-4040 Or 4041
Fort Stockton, Texas 79735**

**Noticia General De Derechos De Padres
En Respecto Ha Servicios De Educacion Especial**

Este distrito escolar esta tratando de proveer educacion apropiada y servicios relacionado gratis a cada estudiante eligible. Esos servicios se ofreceran en el ambiente educativo que sea lo mas igual posible a las clases regulares. Pensamos cumplir con su derecho de recibir noticias escritas antes de empezar cualquier servicio especial o de hacer cualquier cambio. Necesitaremos su permiso escrito antes de haces pruebas comprensivas o cambiar las clases relacionadas a servicios especiales.

Usted tiene el derecho de participar en la planificacion del program escolar de su nino y en la revista anual de progreso bajo ese programa. Sera notificado donde y cuando estas juntas se llevaran acabo. Asi que, lo invitamos que sea un miembro contribuyente de un grupo formado para hacer lo mejor posible para su nino.

Usted tiene el derecho de repasar documentos escolares dentro 45 dias tocante a la identificacion, evaluacion, y colocacion educativo de su nino. Tiene derecho de hacer copias de los records a costo. Si tiene cualquier pregunta tocante los records, se le explicara. Tiene derecho de desputar informacion inadecuado o erroneo, tambien puede pedir que esta informacion sea eliminado de los records. Ademas tiene el derecho de conseguir un evaluacion educativa independiente para su nino.

A cualquier tiemp desea informarse, asistencia, o quejarse tocante cualquier aspecto del programa de su nino, favor de contactarse con la persona(s) nombrada aqui mismo, la cual tratara de resolver el asunto con sencillas. Sis u queja no es resolvable ha su satisfaccion, usted tiene el derecho ha una audiencia. Si su suplica es hecha escrita por carta, se le ofrecera una cita y se le mandara un explicacion completa de sus derechos.

Deseamos asegurarle que proponemos cooperar con usted en una manera receptiva para amejorar la educacion de su nino.

**Paula Traynham, Directora de los Servicios Especiales
Tara Bowman, Educadora de Diagnostico
Dalila Lara, Especialista titulado en Escuela de Psicologia (LSSP)
Domicilio: 1200 de la Calle Segunda (Cuarto 35, Edificio de tres pisos)
Telephono: 432-336-4040, 336-4041, 336-4000**

**Fort Stockton Independent School District
Department of Special Services
1200 West Second Phone (432) 336-4040 or 4041
Fort Stockton, Texas 79735**

NOTICE OF NONDISCRIMINATION

You are hereby notified that pursuant to the requirements of the Rehabilitation Act of 1973, the Fort Stockton Independent School District does not discriminate on the basis of handicap in any of the programs and services offered by the District. Qualified students with handicaps are entitled to be provided with regular or special education and related aids and services that are designed to meet individual educational needs as adequately as the needs of nonhandicapped persons are met. An eligible student is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity. Major life activities are considered to be activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A substantial limitation on learning must be demonstrated by an education need, i.e., a serious academic deficit and/or serious behavior problems resulting from the student's disability and not from other causes. You may contact the school counselor, Mrs. Horton at 432-336-4161 or the 504 Coordinator Mrs. Traynham (432-336-4000) for more information.

**Fort Stockton Independent School District
Department of Special Services
1200 West Second Phone (432) 336-4040 or 4041
Fort Stockton, Texas 79735**

NOTICIA-NO SE DISCRIMINA

Se les da a saber que en conformidad con los requisitos del Acto de Rehabilitacion de 1973, el Distrito Escolar Independiente de Fort Stockton no discrimina sobre impedimentos en ninguno de los programas ni de los servicios que ofrece el distrito. Los estudiantes con impedimentos que califican tienen derecho a una educacion especial o regular y la ayuda y a las ayuda y a los servicios relacionados a esa educacion, los cuales estan disenados para satisfacer las necesidades educativas del individuo tan adecuadamente como las necesidades de las personas sin impedimentos. Un estudiante elegible es uno quien (a) tiene, (b) tiene una historia de haber tenido, (c) se considera que tiene un impediment fisico o mental, el cual limita en gran forma alguna actividad mayor de la vida. Las siguientes se consideran como actividades mayores de la vida: el cuidado de si mismo, el hacer tareas manuales, el caminar, el mirar, el oir, el hablar, el respirar, el trabajar, y el aprender. Una gran limitacion sobre el aprendizaje debe ser demostrada con una necesidad educative, es decir, una falta seria academico o problemas serios de comportamineto, loas cuales resultan solamente por el impedimento del estudiante y no por otras causas. Para mas informacion, se puede poner en contacto con las consejera, Sra. Horton (432-336-4161) o con la coordinadora del programa 504, Sra. Traynham (432-336-4000).

**Fort Stockton Independent School District
Department of Special Services
1200 West Second Phone (432) 336-4040 or 4041
Fort Stockton, Texas 79735**

**Options and Requirements
For Providing Assistance to Student Who Have Learning
Difficulties of 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 from 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 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-Right 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:

**Director of Special Services
432-336-4040, 336- 4041, or 336-4000**

**Fort Stockton Independent School District
Department of Special Services
1200 West Second Phone (432) 336-4040 or 4041
Fort Stockton, Texas 79735**

**Opciones y Requisitos
Para Proporcionar Ayuda al Estudiante que Tienen Dificultades de
Aprendizaje or que Necesitan o Pueden Necesitar Educacion Especial**

Si un niño esta experimentando dificultades de aprendizaje, el padre puede contactar a la persona escrita abajo para aprender sobre la remision total de la educacion general del distrito or system de servicios de ayuda. Este system liga a estudiantes a una variedad de opciones de la ayuda, incluyendo la remision para una evaluacion de educacion especial. Los estudiantes que tienen dificultad en clase regular deben ser considerados para los servicios de ayuda de tutoria, compensatorios, y otros servicios de apoyo que estan disponibles para todos los estudiantes.

En cualquier momento, el padre tiene derecho para solicitar una evaluacion para los servicios de educacion especial. Dentro de una cantidad de tiempo razonable, el distrito debe decidir si la evaluacion es necesaria. Si la evaluacion es necesaria, el padre sera notificado y seran pedido de proporcionar el consentimiento para la evaluacion. El distrito podria completar la evaluacion y el informe dentro de 60 dias de calendario de la fecha del distrito que recibira el consentimiento escrito. El distrito debe dar una copia del informe al padre.

Si el distrito determina que la evaluacion no es necesaria, el distrito proveera del padre un aviso escrito que explique porque el niño no sera evaluado. Este aviso escrito incluire una declaracion que informe al padre de sus derechos si no estan de acuerdo con el distrito. Además, el aviso debe informar al padre como obtener una copia *Del Aviso de Derechos Procesales de Salvaguardia-Derechos de Padres y de Estudiantes con Inhabilidades*.

La persona senalada para contactar con respecto a las opciones para un niño que experimenta dificultades de aprendizaje o una remision para la evaluacion para educacion especial es:

**Paula Traynham, Director of Special Services
432-336-4040, 336-4041, or 336-4000**

Apache Elementary School Parent Involvement Policy

The Apache Elementary staff seeks to involve parents in an effective school-home partnership in order to provide the best possible education for our students. These parent involvement activities are integrated into the school master plan for academic accountability. Elements of this policy include:

1. Regular Communication With Parents:

In order to build consistent and effective communication between the home and the school, and to train teachers and administrators to communicate effectively with parents in a timely manner, regular communication will include the following:

- *Teacher Welcome Letters
- *Annual School Calendar
- *Six Weeks Report Cards
- *Parent Nights School Assemblies (Parents Invited)
- *Parent-Teacher Compact
- * Interim progress reports for students who are below standards
- * Superintendent's Newsletter
- *Marquee Announcements
- *Special Event/Reminder Notices
- *Yearly Parent Conferences
- *TEA School Report Card AEIS Report

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 of the parents' rights to be involved. (Annual Parent Meeting, Teacher-Parent Conferences) Campus Improvement Plan meetings provide opportunities for parents to formulate suggestions that the school may consider.

2. **Parent Trainings:** These are opportunities to help parents develop skills to use at home that support their children's academic efforts & social development. They provide parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home. A Parent Needs Assessment survey is conducted at the first Parent Night and some of these activities may include:

Math Games Reading Skills/Games
Kinder Orientation Community Resources
Bullying, Other Student Risk Issues
District Standards & Assessment
Helping With Homework

3. Parent Support:

a) Homework

Homework is assigned each school night and serves a number of purposes: to practice and extend classroom learning, to develop responsibility and work habits, and to provide parents an opportunity to interact with their children and their education. Parents can support the school and their child's success by helping with homework in the following ways:

- 1) Help your child get organized. Remind him/her to bring home the necessary pencils, binders, books, and papers.
- 2) Agree upon a regular study time and stick to it.
- 3) See that your child has a regular, suitable study place, with good light, plenty of room, and no distractions (TV, Phone, Family Noise, Etc.)
- 4) Ask to see what your child has done each night, and ensure that the work is returned to the teacher. Show interest in what he or she does in school.
- 5) Contact the teacher if your child has difficulty understanding an assignment. Our goal is to help your child reach grade level standards and beyond.

b) Citizenship and Student Behavior

Students are to display good citizenship in the cafeteria, on the playground, on the bus, and in the classroom. Staff and parents should work together to help children understand the meaning and importance of good citizenship. Specific rights, rules and responsibilities regarding student behavior are detailed on the Student Rights and Responsibilities page of the Student/Parent Handbook.

Each student is provided with a copy of this handbook at the beginning of each school year.

c) Parent Visitations

A wonderful way to show your child you are interested in his/her life at school is to visit the classroom, and the school welcomes any parent who wishes to help or simply observe.

The following visitation guidelines will help minimize disruption of the class.

1. Schedule your visit with the classroom teacher and school office in advance, if possible.
2. Leave younger children at home, to lessen distractions if possible unless arrangements are made with the teacher.
3. The day you visit, stop by the office to sign in as a visitor and receive a visitor's badge.

4. When in the classroom, do not engage the teacher in conversation that would prevent her/him from supervising and interacting with the students.
5. Before leaving campus, please check out through the office.

d) Parent Participation

Parents are urged to involve themselves in one or more school or district committees. These committees meet periodically throughout the year to plan for student activities and academic programs, to discuss parent and staff concerns, to approve categorical program budgets, and to enhance parent understanding and skills. Without parent participation, our many extra programs could not exist, and our students would not be nearly so successful. Notices about meetings and of the activities listed below will be sent home regularly. Parents wishing to participate may contact the school office to volunteer or can normally just show up at the announced time and place.

- Parent Teacher Organization (PTO) – Plans student activities and raises funds for the "extras" needed at the school sites.
- Campus Improvement Plan and District Improvement Plan Committees– Determine school improvement goals and prioritize budget expenditures for some categorical programs.
- Migrant Parent Advisory Council (PAC) – Assists in planning district programs for farmworker families. Information is provided to parents concerning school programs, community resources, health concerns, legal rights, child development, etc.
- Language Proficiency Assessment Committee (LPAC) – Assists in planning the program to serve English Language learners at the school site and explore opportunities for all students to learn English. The district LPAC helps set district English Language Learner program goals and plans for the spending of extra funding provided by the state for this purpose.

Other opportunities for participation include:

- Crosswalk Safety Patrol
- School Site Activities
- Family Science Night
- Family Math Night
- Family Reading Night
- Classroom Volunteer
- School Volunteer

Poliza del Envolvimiento de Padres

El personal en la escuela Apache tratan de envolver a los padres en un efectivo asociación de casa-escuela para proveer la mejor educación posible para nuestros estudiantes. Estas actividades de envolvimiento de padres son intregados sobre el plan superior escolar para academicos explicables. Elementos de esta poliza incluyen:

1. Comunicación Regular con los Padres:

Para construir comunicación consistente y efectivo sobre el hogar y la escuela y para entrenar a los maestros y administradores para comunicar efectivamente y de una manera puntual con padres la comunicación regular va incluir lo siguiente:

- * Cartas de Bienvenidas por maestros
- * Anuncios en el marquee
- * Calendario Escolar Anual
- * Notas de recordatorios para Eventos Especiales
- * Libreta de Calificaciones cada seis semanales
- * Conferencias de Padres una vece por año
- * Noche de Padres
- * Asambleas Escolares (Padres son invitados)
- * Compactos de Padre-Maestro
- * Reportes de progreso Provisionales para estudiantes que estan trabajando bajo
- * Boletin del Superintendente
- * Reportes del AEIS

1.Juntas de Padres de Titulo I:

Juntas anuales del programa Titulo I para los padres de hijos que estan designados en el programa Titulo I seran dados para informar a los padres de la participación escolar en el programa y para explicar sus requisitos y derechos de padres que seran envueltos. Padres de estudiantes participando en el programa Titulo I seran animados en ayudar organizar, planear, y revisar, los programas de Titulo I para propósitos de mejoramiento. Juntas regulares del Concilio Sitio Escolar (Campus Improvement Plan) suministran oportunidades para que padres puedan formular sugerencias que el sitio escolar pueda consider.

2. Entrenamiento para Padres:

Estos son oportunidades para ayudarles a los padres en desarrollar habilidades para usar en casa que apoyaran a los esfuerzos y desarrollo social academico de sus hijos. Ellos suministraran a los padres con técnica y estrategia's que ellos puedan utilizar para mejorar el éxito academico de sus hijos y para asistir a sus hijos en el aprendizaje en casa. Una encuesta de Evaluación de La Necesidades de Padres es administrado en la primera Noche de Padres y algunos de estas actividades puedan incluir:

- *Habilidades y Juegos de Lectura
- * Juegos de Matematicas

- * Orientacion de Kinder
- * Habilidades de Escritura
- * Pandillas, O otros Puntos de
- * Recursos de la Comunidad
- * Ayudando con la Tarea
- * Evaluación y Norma's del Distrito
- * Conocimiento de Colegio's, Colocación de Metas para Carreras

3. Apoyo de Padres:

A) Tarea

Según la poliza de la escuela Apache, se asignara tarea cada día escolar y y servira para un número de propósitos: para ejercitar y extender el aprendizaje en el salon, para desarrollar la responsabilidad y habitos de hacer tarea, y para proveer a los padres una oportunidad de afectar uno a otro mutuamente con sus hijos y su educación.

Padres pueden apoyar a la escuela y el logro de su hijo por ayudar con la tarea de las siguientes maneras:

1. Ayude a su hijo organizarse. Hacer acordar a su hijo/a de traer a casa las materias necesarias: cuaderno, lapiz, papel, etc.
2. Estar de acuerdo de un horario regular para estudiar y no abandonarlo.
3. Encontrar el modo de que su hijo/a tenga un lugar regular, adecuado para estudiar, bien alumbrado, lugar amplio, y no distracciones (T.V., Telefono, Ruido Familiar).
4. Preguntale a su hijo/a que ha hecho cada noche y que se le regrese a la maestra/o. Exhibir interes en lo que el/ella hace en la escuela.
5. Ponerse en contacto con el maestro si su hijo/a tiene dificultad comprendiendo la tarea. Nuestra meta es de ayudar a su hijo/a alcanzar el nivel estandarte de su grado o mas.

B) Ciudadanía y Comportamiento Estudiantil

Los estudiantes deben exhibir buen ciudadanía en la cafetería, en la área de jugar, en el autobús, y en la clase. Personal y padres deben trabajar juntos para ayudar a los niños comprender el significado y la importancia de buen ciudadanía

Derechos específicos, reglas y responsabilidades tocante el comportamiento estudiantil son detallados en la página de Derechos Estudiantiles y Responsabilidades del Libro Estudiant/Padres. Cada estudiante esta proveido con una copia de esta libreta al principio de cada año escolar.

C. Visitas de Padres

Un modo maravilloso de enseñarle a su hijo/a que usted esta interesado con la vida de el/ella en la escuela es de visitar su clase, y la escuela le da la bienvenida a cualquier padre que desea ayudar o simplemente observar.

Las siguientes guías de visita le ayudaran minuir la interupcción de la clase.

1. Fijar la hora de su visita con el maestro y la oficina por adelantado, si posible.
2. Dejar niños chicos en casa, para disminuir interupcciones solamente si se han puesto de acuerdo con la maestra/o.
3. El día de su visita, parar por la oficina para reportarse como un visitante y recibir un pase.
4. Cuando en la clase, no comprometer a el maestro en conversaciones que puedan impedir el de supervisar y obrar recíprocamente con los estudiantes.
5. Antes de alejarse de los terrenos de la escuela, favor de pasar por la oficina.

D. Participación de Padres

Se le urge a los padres de involucrarse en uno o mas comites de la escuela o del distrito Estos comites se juntan mensualmente (en casi todo los casos) para planear actividades estudiantiles y programas academicos, para discutir preocupaciones de padres y personal escolar, y para aprobar presupuestos del programa categórico, y para aumentar comprensión y habilidades de padres. Sin la participación de padres, nuestros programas extras no podrian existir, y nuestros estudiantes no serian cerca de ser tan exitosos. Noticias tocante juntas y actividades de las actividades en la lista de abajo se mandara a casa regularmente. Los padres que desean en participar pueden ponerse en contacto con la oficina de la escuela para ofreserse

como voluntario o puede normalmente solo llegar a el tiempo y lugar anunciado.

* Organizacion de Padre Maestro (PTO) - Proyectar actividades estudiantiles y llevar fondos para los "extras" necesarios en los sitios escolares.

*Concilio del Sitio Escolar - Determina metas de mejoramiento escolar y da prioridad a gastos de costo reducido para unos programas categoricós.(Campus Improvement Plan and District Improvement Plan)

* Concilio Consejero de Padres Migrantes (PAC) – Ayuda en planear programas del distrito para familias agricultoras. Se provee información a los padres tocante programas escolares, recursos de la comunidad, preocupaciones de salud, derechos legales, desarrollo estudiantil, etc.

* Concilio Consejero del Estudiante del Idioma Inglés (LPAC) - Ayuda en planear el programa de asistir a los estudiantes del lenguaje Inglés en el sitio escolar y explorar oportunidades para que todos estudiantes aprendan Inglés. El distrito LPAC ayuda colocar metas del programa Estudiante del Idioma Inglés y proyecta los gastos dede fondos extras proveidos por el estado para este propósito

Otros oportunidades para participación incluyen:

- o Noche de Padres de Todo el Distrito
- o Actividades de Sitio Escolares
- o Noche Familiar de Ciencia
- o Noche Familiar de Matematicas
- o Noche Familiar de Leer
- o Educación Migrante Comienzo Plano (MEES)
- o Voluntario de Salon
- o Concilio's de Consejeros de Desarrollo Niñez
- o Voluntario Escolar

Fort Stockton Independent School District School-Parent Compact

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The purpose of the school-parent compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your child's learning.

School's Responsibility:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards (Assist all students in meeting the PASS Standards and Objectives as well as making Adequate Yearly Progress (AYP)).
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.
- Provide opportunities for ongoing communication between you and teachers through:
 - a. Semi-annual parent/teacher conferences
 - b. Frequent reports regarding your child's progress, and
 - c. Opportunities to talk with members of the staff, volunteer in class, and observe classroom activities.
- Provide the staff with appropriate professional development activities.
- Maintain highly qualified teachers.
- Provide a safe and secure learning environment.

Parent's Responsibility:

- Ensure that my child attends school daily and arrives to school on time.
- Encourage my child to follow the rules and regulations of the school.
- Monitor my child's homework
- Attend parent/teacher conferences and participate, when appropriate, in discussions relation to the education of my child.
- Volunteer in my child's school and classroom if time or schedule permits.
- Communicate positive information regarding teachers, principals, coaches, and other campus personnel when discussing school with my child.
- Seek information regarding my child's progress by conferencing with teachers, principals and other district personnel.

Students' Responsibility:

- Attend school regularly.
- Complete and turn in all classroom and homework assignments on time.
- Accept responsibility for my own actions
- Show respect for myself, other people, and property.
- Make the effort to do my best to learn.
- Resolve conflicts peacefully.

School, Parents, and Student Responsibilities:

- High student expectation.
- Improve student academic achievement.
- Build and develop a partnership to assist the children of the community achieve high academic standards.

Please review this compact with your child. The contents of the compact may be discussed with you during a parent/teacher conference as it relates to your child's school progress.

Thank you for your support and involvement in your child's education. For more information, please contact me.

Estela Casas

Apache School Principal

432-336-4161

Estela.casas@fsisd.net

I have read and discussed the contents of the document with my child as it relates to his/her education the Fort Stockton Public School System

Districto Escolar de Fort Stockton

Convenio Entre Escuela-Padres-Estudiante

Estimado Padre/Guardiano:

Nosotros valorizamos su participacion en ayudando a su hijo/a para proveer estudios de alta calidad. Es un esfuerzo para creer y desarrollar una asociacion fuerte y responsable que ayuden a los ninos/as obtener los niveles academicos altos del Estado. El siguiente convenio ha sido acordado:

Promesa de la Escuela

Nosotros, como personal de la escuela Apache, prometemos proveer cursos de estudio y instruccion de alta calidad en un ambiente suportivo y efectivo para aprender. Ofreceremos confencias entre padres y maestro y les informaremos con frecuencia acerca del progreso de sus ninos/as para mantener comunicacion entre padres y maestros. Nuestra meta es que su nino/a tenga exito Localmente, Estatalmente, Federalmente en acuerdo con los mandamientos educativos que pertenece a cada etapa.

Promesa de los Padres

Como padre de un estudiante en Apache, prometo aceptar la responsabilidad de ayudar a mi nino/a a aprender, vigilando los siguiente: su asistencia a la escuela, asegurar que complete la tarea, limitar el timeo que emplea viendo television, y las actividades de recreo. Tambien participare en el entrenamiento de los padres y tomare parte en las oportunidades de hacer deciciones. Actuare como voluntario tan frecuente come sea posible.

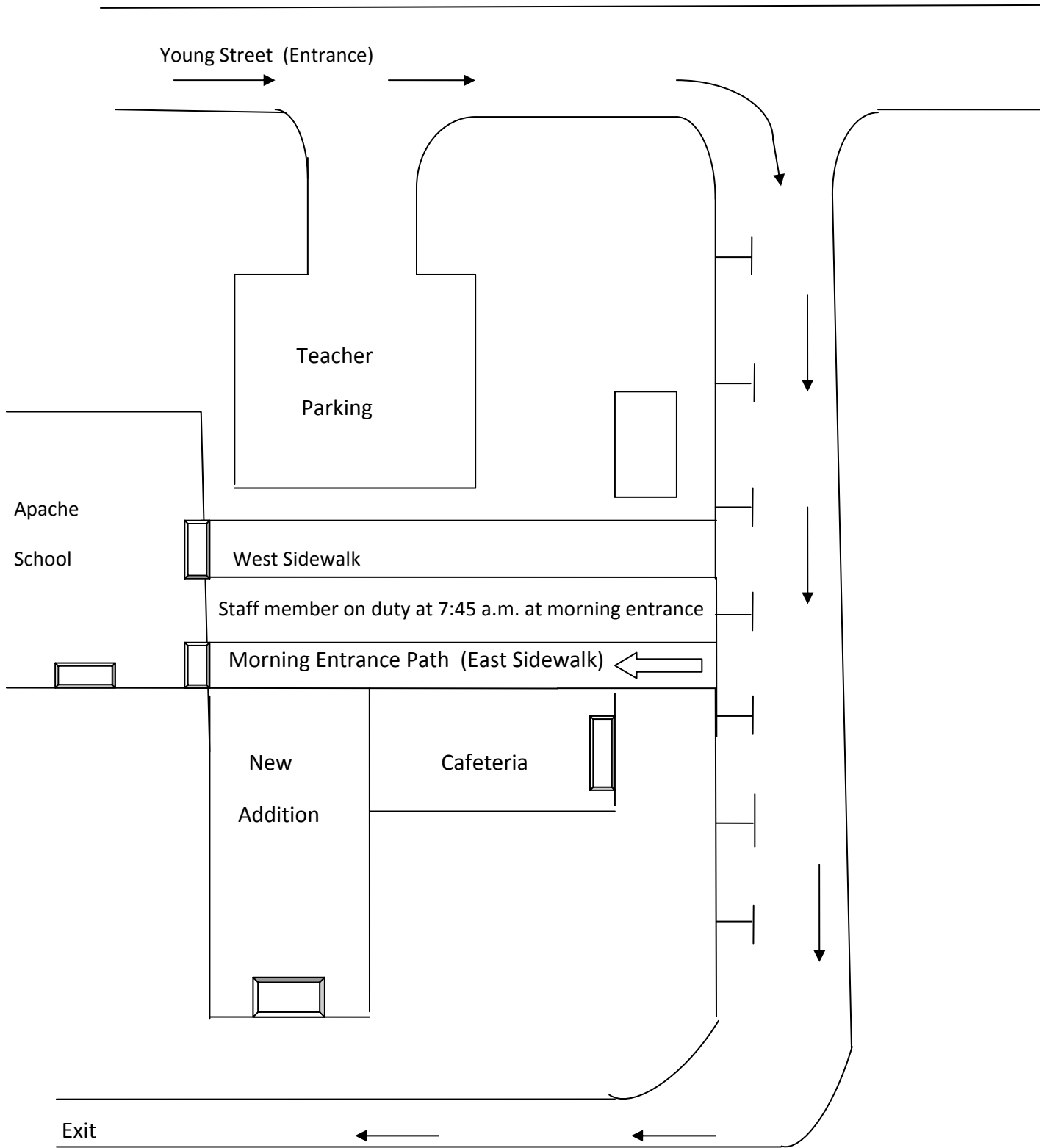
Promesa del Estudiante

El estudiante promote asistir a la escuela regularmente. Completar el trabajo de la escuela, hacer la tarea en la casa en la mejor manera posible. Promete seuir las reglas y tartar a todos con respect y cortesia.

Se va discutir en convenio en conferencias con la maestro. Gracias por su apoyo y participacion en la educacion de su hijo/a. Para mas informacion, por favor de llamarme.

Estela Casas
Directora de la Escuela Apache
432-336-4161
Estela.casas@fsisd.net

Apache Morning Student "Drop Off"



After-School Student "Pick-Up"

