

Derry Elementary and
Garriga Elementary

STUDENT HANDBOOK



2019-2020

Derry Elementary School Telephone Numbers

Main Number: 943 – 0070

Nurse's Office: 943 – 0073

Cafeteria Office: 943 – 0079

Fax Number: 943 – 0074

Principal: M. Valdez

Assistant Principal and

Campus Behavior Coordinator: M. Gonzalez

Dean of Instruction: L. Flores

Counselor: L. Stathopoulos

Office Health Assistant: N. Sanchez

Garriga Elementary School Telephone Numbers

Main Number: 943 – 0080
Nurse's Office: 943 – 0086
Cafeteria Office: 943 – 0089
Fax Number: 943 – 0640

Principal: R. Salinas

Assistant Principal and
Campus Behavior Coordinator: C. Treviño

Dean of Instruction: A. Ruvalcaba

Counselor: C. Wolcott

Nurse: C. Camacho

Welcome to Derry and Garriga Elementary Schools
in the Point Isabel Independent School District!

We are happy to have your child in our schools.
We know that by working together, we can make a
positive impact
on his/her educational experience.

Please assist us in making this goal a reality by bringing your
child to school
every day and on time.

Classes begin at 7:40am.
Dismissal time for Pre-Kinder - 5th grade is 3:15 p.m.

Again, daily attendance is a crucial part of your child's
education.

We look forward to a successful school year.

Point Isabel I.S.D.

Mission Statement

The mission of the Point Isabel School District is to produce graduates who have mastered the academic skills and developed the strong moral and ethical values necessary for success at the next level of life's experience, and to provide customized, positive real-world learning experiences by capitalizing on our precious Laguna Madre environment, unparalleled facilities, and an exemplary tourist oriented tax base.

Derry and Garriga Elementary Schools

Mission Statement

The mission of the administration, faculty, staff, students, parents and the community of Derry and Garriga Elementary School is to provide quality education in a safe and positive learning environment that welcomes and encourages parental/community involvement and is conducive to creating productive thinkers who can excel academically, socially, and emotionally. Additionally, our mission is to produce responsible, well rounded students who are capable of thinking independently, communicating effectively, pursuing a secondary education and succeeding in a competitive, multi – cultural, multi – lingual world unifying school, home, and community with a commitment to excellence in education, and by providing equal educational opportunities for all students.

Philosophy

We believe that all children can learn and that all students will achieve the success necessary to become productive citizens. We believe that a positive school climate, a strong instructional program, parental involvement, and support are essential for student achievement. Derry Elementary School and Garriga Elementary School are committed to achievement and success for all students.

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

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want PIISD to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing within 10 days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 13 for more information.]

For all purposes, Point Isabel ISD has designated the following information as directory information:

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

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PREFACE

To Students and Parents:

Welcome to the 2019-2020 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members working together can make this a wonderfully successful year for our students.

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

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

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Derry/Garriga Elementary Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at www.pi-isd.net and is available in hard copy upon request.

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

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

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

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

If you or your child have questions about any of the material in this handbook, please contact your child’s principal.

Also, please complete and return to your child's campus the following forms:

1. Acknowledgment Form OR Acknowledgment of Electronic Distribution of Student Handbook form (found in the Student Code of Conduct);
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information form (found in the Student Code of Conduct).

[See **Obtaining Information and Protecting Student Rights** and **Directory Information** for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. The district's official policy manual is available for review in the superintendent's office, and an unofficial electronic copy is available at www.pi-isd.net.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Derry/Garriga Elementary Student Handbook includes information related to the rights and responsibilities of parents as specified in state or federal law and provides parental notices required by law.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 943-0070 for Derry and 943-0080 for Garriga for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**.]

- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers**]
- Participating in campus parent organizations. Parent organizations include: Parent/Teacher Organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Kirstie Ramirez at 943-0000.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**] Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting the school’s counselor if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Kirstie Ramirez and may be contacted at 943-0000.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

[Also see **Removing a Student Temporarily from the Classroom**]

Displaying a Student’s Artwork, Projects, Photos, and Other Original Work

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication. The district will also seek consent before displaying or publishing an original video or voice recording in this manner.

Accessing Student Records

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

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

[See **Student Records**]

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

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

Removing a Student from Human Sexuality Instruction

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

Removing a Student from Class for Tutoring or Test Preparation Purposes

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

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

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

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

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

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

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

Requesting Limited or No Contact with a Student through Electronic Media

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

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

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

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

Requesting Notices of Certain Student Misconduct

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

Request for the Use of a Service/Assistance Animal

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

Parents of Students Who Speak a Primary Language Other than English

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

Accommodations for Children of Military Families

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

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

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

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

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

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

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- Individuals or entities granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent's office is 101 Port Road, Port Isabel, TX.

The address(es) of the principals' offices are: Derry – 1702 Second Street, Port Isabel, TX
Garriga – 200 West Adams, Port Isabel, TX

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

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

The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the district's website at www.pi-isd.net.

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

Please note:

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

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

Directory Information

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

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

The district has identified the following as directory information:

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

If you do not object to the use of your child’s information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

If you object to the release of the student information included on the directory information, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.

The acceptance or denial form to release student directory information can be found in the district’s Code of Conduct.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

All students must be following district policy when it comes to attendance. Excused absences require a medical excuse. *Handwritten notes will be reviewed by the administrators (as per policy FEA Legal p. 4 of 7).* Please verbally report all absences by 8:00 a.m. to the office. The official attendance must be reported through TX Gradebook at 9:30 am. Attendance sheets must be verified and signed by the teacher every six weeks. The attendance policy must be shared and reviewed with all parents at the beginning of the year.

The District accepts the following extenuating circumstances for the purpose of granting credit for a class:

- An excused absence based on personal sickness, illness, or death in the family
- Excused absence due to a quarantine, weather, or road conditions making travel dangerous
- Days of suspension
- Participation in court proceedings or child abuse/neglect investigation
- A migrant student's late enrollment or early withdrawal.
- Days missed as a runaway
- Homelessness as defined in federal law
- Completion of a competency-based program for at-risk students
- Late enrollment or early withdrawal of a student under Texas Youth Commission
- Teen parent absences to care for his or her child
- Participation in a substance abuse rehabilitation program
- Any other unusual cause acceptable to the superintendent or principal

A student may be counted as present for any of the following circumstances:

- The child is in his/her classroom prior to 9:30 A.M.
- The student misses only a portion of the school day because of an appointment with a health care professional (the professional provides written confirmation of the appointment).
- The purpose of observing religious holy days (including one day of travel to and one day from an observance site).
- Due to a screening, diagnosis, or treatment of a Medicaid eligible student (if the student is absent no more than a day at a time for this purpose).
- Participation in a Board approved and appropriately supervised extra – curricular activity or performance.

Absence Notification by Telephone:

- When the student is absent, parents should notify the school by 8:00 a.m.

Derry Elementary 956-943-0070 and Garriga Elementary 956-943-0080
- Please state the child's name and the teacher's name when reporting an absence to the office.

Absence Notification in Writing:

- Students returning to school after an absence **must have a written note**. The note should explain the reason for the absence and be signed by the parent. Failure to do this may result in truancy charges being filed because of excessive unexcused absences.
- The note should be brought in on the day the student returns to school.

The PI-ISD elementary campuses work hard to also provide attendance incentives, recognitions, and honors to those students that achieve outstanding attendance percentages for each marking period.

School Hours: 7:40 a.m. – 3:15 p.m. for PK-5th Grade Students

For safety purposes:

Children must **not** be dropped off at school **before 7:15 a.m.** **Staff members are not on duty until 7:15.**

Students **must** be picked up by **3:45 p.m. on a daily basis**. When students attend UIL practices, tutorials, TPSP (GT) or other extra-curricular activities they **must be picked up by 5:00 p.m.**

Bus Riders: During dismissal parents or other authorized adults must be at home and **visible** to receive Special Transportation, Pre-Kinder, Kinder, First, and Second grade students.

School Attendance Zones: Students may only attend schools within their zone. Proof of residence such as a utility bill is required upon registration.

Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child’s attendance affects the award of a student’s final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student 19 or older has more than five unexcused absences in a semester, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

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

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

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

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s arrival or return to campus; and

For students in the conservatorship (custody) of the state,

- Mental health or therapy appointments; or
- Court-ordered family visitations or

- Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the district's board of trustees has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences.

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

An absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Failure to Comply with Compulsory Attendance

The district has adopted truancy prevention measures. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

- Is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent without excuse on three or more days or parts of days within a four-week period.

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

If a student age 12 through age 18 violates the compulsory attendance law, both the parent and student could be charged with an offense.

[See policy FEA(LEGAL).]

Attendance for Credit or Final Grade

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

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

OR

To receive credit or a final grade in a class, a student must attend **at least 90 percent** of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

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

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

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

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

Official Attendance-Taking Time

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

Official attendance is taken every day at 9:30 a.m.

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

Documentation after an Absence

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

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

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A school Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;

- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district’s evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Hard copies of any reports are available upon request from the district’s administration office. TEA also maintains additional accountability and accreditation information at TEA Performance Division and the TEA homepage at <https://tea.texas.gov>

ADMISSION

The student’s parent should contact the attendance clerk, Derry at 956-943-0070 or Garriga at 956-943-0080.

ADDRESS CHANGES

Parents should notify the teacher and the school office of a change of address and/or telephone number. A correct and current listing is critical in case of an emergency. Parents should also make sure the school office has an emergency phone number listed for their child.

BATTLEBALL

During the school year students will be provided the opportunity to play “battleball” or “dodgeball”. However, in order for students to participate, a permission slip must be signed by the parent. Permission slips will be distributed through your child’s P.E. class.

BULLYING

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

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

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

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

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

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

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

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

[Also see **Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

CAFETERIA SERVICES

The District participates in Provision 2 of the National School Lunch Program and offers breakfast and lunch at no cost to all students. Breakfast is served from 7:40 - 8:00 a.m. in the classroom. It is free of charge to all students.

CAFETERIA RULES AND PROCEDURES

During the morning and lunch period or at any other time, students will adhere to the campus rules and the Student Code of Conduct. Students will follow the verbal directives of school personnel regarding cafeteria procedures. Student consequences for a violation will result in either a telephone call to the parent, a student-parent conference, lunch or afterschool detention, a discipline referral or any other consequence as determined appropriate by campus administrators.

The rules are as follows:

1. Speak Quietly
2. Eat with Manners
3. Clean Up

CELEBRATIONS

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to give the teacher a 24-hour notification a cake or cupcakes will be dropped off at the office. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

However, all food provided for any celebration must be store bought unless authorized by administration.

Also see **Food Allergies**.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism is considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

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

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

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

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

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- <http://www.taasa.org/member/materials2.php>
- http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
- http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports of abuse or neglect may be made to:

The CPS division of the TDFPS (1-800-252-5400 or on the web at <http://www.txabusehotline.org>).

COMMUNICATIONS-AUTOMATED

It is important that you notify us with any changes to your telephone numbers in file. The school will rely on this contact information to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may consist of early dismissal, delay of the school day due to severe weather, restricted access pertaining to a security threat. As well as, upcoming special events, meetings, or important news related to the students' education.

Prompt notifications of any changes in contact information is crucial to maintain timely communication with you.

COMPLAINTS AND CONCERNS

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

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

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

Students and parents **should be familiar** with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

By law, each campus must have a coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each campus is your campus Assistant Principal.

Disruptions of School Operations

Disruptions of school operations are *not tolerated* and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

Social Events

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

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

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

Please refer to the Student Code of Conduct for a detailed list of offenses and consequences.

CONFERENCES

Students and parents may expect teachers to request a conference if the student

- 1) is not maintaining passing grades,
- 2) is not achieving the expected level of performance (data reports),
- 3) is having attendance issues,
- 4) has been having behavior problems, or
- 2) presents any other concern for the teacher.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

CONTACTING YOUR CHILD DURING THE SCHOOL DAY

If you need to contact your child for messages regarding coats, medicine, forgotten homework, or books, etc. please come by the office or do so during the teacher's conference. Only messages of an emergency nature can be relayed to students. It is hoped that parents should plan ahead with their children and inform them of any change in the method of returning home. If you want your child to go home with a friend, the adult must be listed on your child's release card.

NOTE: Changes to dismissal for bus or pick-up and all other modes of transportation must be done before 1:30 p.m.

CONTAGIOUS DISEASES / CONDITIONS

[See **Student Illness** under **Health-Related Matters**.]

CONTROLLED SUBSTANCES

In addition to being a violation of state law, no student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are defined by law), or over the counter drugs.

- A. On school grounds during any school term
- B. Within 300 feet of school property
- C. Off school grounds at a school activity, function or event

This policy shall apply in the event that pills or other substances are represented as any of the above- mentioned narcotic and shall apply to any type of drug paraphernalia. [Education Code 47.007/Board Policy FNCF(Legal)]

COUNSELING

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should contact their classroom teacher or school counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance. The counselor may provide available information about community resources to address concerns. In addition, regular scheduled classroom counseling sessions will be provided throughout the school year.

[Also see **Substance Abuse Prevention and Intervention** and **Suicide Awareness.**]

Psychological Exams, Tests, or Treatment

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

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

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

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

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

DETENTION/ISS

A student may be assigned detention on one or more days if the student violates the Student

Code of Conduct. The detention will not begin, however, until the student's parents have been notified of the reason for the detention. Parents must make arrangements for the student's transportation on the day(s) of the detention.

DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Discrimination

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

Harassment

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

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

Two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social

relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

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

Reporting Procedures

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

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

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

Investigation of Report

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

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

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

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

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

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

DISCIPLINE

The District has developed a Student Code of Conduct as required by law. The revised District Student Code of Conduct adopted by the Board, contains the current federal and state statutes, and will govern student discipline. This code of conduct will supersede policies adopted by the Board within the context of previous law. The principal or other appropriate administrator will continue to be authorized to consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense.
2. The student's age
3. The frequency of misconduct.
4. The student's attitude.
5. The potential effect of the misconduct on the school environment.

2019-2020 Elementary Discipline Management plan

Infractions and Consequences

Purpose: To have fair and consistent consequences for infractions of school rules and policies.

Procedures: Every teacher and administrator will be required to post and follow the infraction and consequences list.

- In addition to the level of infraction, the student’s prior conduct and behavior will be weighed by the administration in administering the consequences.
- Consequences for Level 2-5 infractions can only be administered by the Principal or Administrator in charge.
- The district police may become involved in any infractions if requested by administration.
- The Principal or Administrator in charge may file a complaint against a student, 10 years of age or older and/or parent.

Examples of infractions:

Level One (1) Infractions:	Level One (1) Consequences:
Excessive talking	All Campus Personnel
Off-task behavior	1. Verbal and/or Documented warning
Littering	Classroom Teacher
Disturbing/disrupting class	2. Student/teacher conference
Not prepared for class	3. Calling parent/guardian
Eating/drinking in class	4. Refer to counselor
Sleeping in class	5. Documented parent/teacher conference
Cheating/Plagiarizing	6. 5 plus infractions in one week = behavior referral
Horse playing	7. Lunch Detention 1 day
Dress Code violation	8. 3 plus Level 1 infractions –upgrade to Level 2 consequences
Entering a restricted area	
Level Two (2) Infractions	Level Two (2) Consequences
Administration	
Continued Level 1 offenses	1. Parent contact by administration
Leaving classroom w/out permission	2. After school detention
Leaving campus w/ out permission	3. 1 day ISS-parent contact is required
Bus referral	4. 3 plus level 2 infractions-upgrade to level 3
Insubordination	
Level Three (3) Infractions	Level Three (3) Consequences
Administration	
Continued Level 2 infractions on 3 rd offense	1. 1 st offense = ISS

Using vulgar language and/or gestures	2. 2 nd offense = upgrade to level 4
Damaging property	
Verbal altercation	
Severe disruptive behavior in class	
Level Four (4) Infractions	Level Four (4) Consequences
Administration	
Any Level 3 second offense	1. ISS
Inflicting physical assault/abuse	2. DAEP if applicable
Fighting	
Starting/participating in a food fight	
Stealing	
Falsely setting off an emergency alarm	
Level Five (5) Infractions	Level Five (5) Consequences
Administration	
Repeated offense of Level 4 Infractions	1. ISS or DAEP if applicable
Possession of firearms	1. Mandatory DAEP
Possessing, concealing and/or using any instrument that inflicts serious bodily injury or death	
Illegal knife	
Setting a fire	

After school detention will be held from 3:00-4:00 pm and must be approved by an administrator prior to the assignment. **Transportation will not be provided.** Parents must be given proper notification (minimum of 1 school day) preceding placement.

State law requires certain disciplinary actions for certain offenses. The Point Isabel I.S.D. has adopted a “No Tolerance” policy for certain offenses. Offenses that require placement in an alternative education program are:

1. Conduct that contains elements of simple assault or terrorist threats.
2. Selling, giving, delivering to another or possessing, using or being under the influence of alcohol.
3. Conduct containing elements of public lewdness or indecent exposure.
4. Conduct that is a felony that occurs on or off school property.
5. Retaliation against a school employee, either on or off school property.
6. Gang-related activity or participation in a gang.

Offenses that require expulsion are:

1. Using, exhibiting, or possessing a firearm, prohibited knife, club, or prohibited weapon.
2. Conduct containing elements of aggravated assault; sexual assault, aggravated sexual assault; arson; murder; capital murder or criminal attempt to commit murder or capital murder; indecency with a child; aggravated kidnapping; conduct related to alcohol or

- drugs that is punishable as a felony.
3. The District will expel a student for retaliation against an employee involving any of the offenses listed above.
 4. Selling, giving, delivering to another or possessing, using, or being under the influence of:
 - a. Marijuana or controlled substance in the amount not constituting a felony.
 - b. Dangerous drug in the amount not constituting a felony.

The District may expel for:

1. Continued serious or persistent misbehavior following placement in an alternative education program for disciplinary purposes.
2. Criminal mischief, if punishable as a felony on or off campus.

In addition, the principal may expel a student immediately on an emergency basis if the principal reasonably believes the action is necessary for the protection of persons or property.

A student who violates the District's Student Code of Conduct will be disciplined. The District's disciplinary options include using one or more programs, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. A student who brings a weapon, as defined by state law, or a firearm, as defined by federal law, will be reported to the authorities. In addition, when a student commits a drug and/or alcohol related offense or any reportable criminal act, he or she may also be referred to legal authorities for prosecution. Legal implications and additional information can be found in the District Student Code of Conduct Handbook.

Please note that according to the Derry and Garriga Elementary Discipline Plan of Action, a student's participation in dances, class parties, field trips, and Field Day will be determined by administration based on the student's discipline record. Any time a student is in In-School Suspension, the student will not participate in any extracurricular activities for that day.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

Non-school Materials...from students

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

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

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

Non-school Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. **Dress Code will be strictly enforced, and disciplinary action will be taken. At the Principal's discretion, any article of clothing that is deemed inappropriate will not be permitted.**

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

The Derry and Garriga Elementary School Dress Code requires neat, clean, and appropriate dress for school attire. The emphasis is on health and safety, hygiene, and personal grooming that will not distract from the learning environment in the classroom. The uniform policy is a mandatory policy to which all students will be required to adhere.

Students should be groomed in such a manner that their appearance in the classroom contributes to the positive learning environment of any classroom.

Students who are out of compliance with the dress code **will be placed in ISS** until parents bring their child the proper attire that follows the district's dress code.

Derry and Garriga Elementary Schools have adopted a standardized dress for all students for the 2019- 2020 school year. Students will need to be in compliance with the policy on the first day of school. New and/or transfer students shall have two (2) weeks from the 1st day they enroll to be in compliance with wearing the school uniforms.

Shirts

The following types of shirts will be allowed: (Color – Royal Blue, White, and Grey)

- Solid color polo-style with a collar
- Solid color turtleneck
- Solid color knit shirt
- Solid color t-shirts
- Shirt logos should be no larger than 1" X 1"

Pants/Shorts

Pants, slacks, and shorts must be **made of twill type of material** and must be khaki or navy in color. **Knit (soft/stretchy material) pants, tights, leggings, leotards, or knit shorts are not allowed** unless they are worn under a dress, skirt, or shorts. No denim or jean material is allowed. No jeggings allowed. An acceptable example of a pant/short is the "Dockers" style. Cargo pants with small flat pockets are allowed.

Skirts

Skirts are allowable for girls, but must be khaki or navy in color and **made of a twill type material**. **Knit (soft/stretchy material) skirts are not allowed**. No denim or jean material is allowed. Skirts may be straight, pleated, or full.

Sweater/Sweatshirts

Students are allowed to wear sweaters/sweatshirts/windbreakers as part of standardized dress. Sweaters/sweatshirts/windbreakers are preferred not to have a sports' team logo (except "Tarpons"). Sweaters/sweatshirts/windbreakers can have a Derry or Garriga Elementary logo or slogan respective to school attended.

Jackets/Coats

Students may wear a jacket or coat to school. Jackets/coats without logos are preferred.

College Awareness Day

The 1st Monday of each month is designated as College Awareness Day and students may wear a college shirt with khaki pants. If the 1st of the month falls on a weekend, the following Monday will be the designated day.

Tarpon Pride Day

Friday will be assigned as Tarpon Pride Day at Derry and Garriga Elementary. Students may wear any solid color or style of pants including jeans with a Tarpon Spirit, royal blue or white shirt. If students do not wear this, they must wear their uniform.

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

School board policy prohibits any clothing or grooming that in the principal's judgment may be reasonably expected to cause disruption or interference with normal school operations.

The district prohibits pictures, emblems, or writings on clothing that:

1. Is lewd, offensive, vulgar or obscene.
2. Advertises or depicts tobacco products, alcoholic beverages, drugs or any prohibited substance.

Students will adhere to the following standards of dress and grooming:

1. Transparent blouses, bare midriff blouses, halters, tank tops, or spaghetti strap blouses and dresses **may not** be worn to class. Male students shall be required to wear shirts with sleeves.
2. Shorts or skorts may be worn if:
 - a. They are no shorter than four inches above the top of the knee.
 - b. They are not bicycle/exercise/gym/cut off shorts; and
 - c. They are not to be **stretch fabric such as spandex.**
3. Skirt/dress length shall be no shorter than 3 inches above the knee when the student is standing, and skirts are not to be of stretch fabric such as spandex.
4. Student's hair shall be kept or cut neatly and often, enough to ensure good grooming. Style shall not be extreme to the point of creating a distraction. Unconventional colors or hairstyles (e.g. Mohawks, spiked hair, fauxhawks, or designs) are not allowed. Students with ungroomed hair will be given 5 days to cut their hair to meet the requirement of being neat.
5. Caps/hats shall not be worn inside the school building during instructional hours except for head gear that is worn as a religious observance such as a yarmulke or a head scarf. Hats and caps may be worn during extracurricular activities in places such as the gym and outdoor activities.
6. Bandannas and gang related attire is prohibited.
7. Long and loose fitting shirts and pants shall not be allowed. Pants should fit at the waist and/or blouses/pants must cover the midriff area at all times. No jeggings. Tights, leggings, or leotards worn as pants are not allowed.
8. Worn out clothing with holes shall not be permitted.
9. Mustaches shall be kept neat and trim. Beards shall be prohibited.
10. Visible body piercing is not permitted. Earrings may be worn. Males may wear one earring or small stud. Females are allowed to wear no more than 3 earrings per ear. No

articles of jewelry with obscene content or words will be allowed on any campus.

11. School uniforms are mandatory for Derry and Garriga Elementary. The campus PTO and SBDM shall recommend guidelines for the use of school uniforms and the board will approve the guidelines. If there is a bonafide religious or philosophical objection to the requirements, the Student Uniform Waiver Form must be completed by the second Tuesday in August.
12. Footwear shall be worn to school. Shoes with metal taps or noise-making devices are prohibited. Light-up shoes should be kept off. Shoes with wheels or rolling devices are prohibited. Shoes with a back or heel strap are strongly encouraged due to safety reasons. The District will not be held liable for injuries caused by platform shoes, thongs/ flip-flops or the like.

A student enrolled in a campus where the Board of Trustees has approved the uniform policy will adhere to the requirements of the Uniform Policy.

If the principal determines that a student's grooming violates the dress code, the student will be given an opportunity to correct the problem at school. Parents will be notified immediately to bring an acceptable change of clothing to the school.

Students who are not in compliance will be asked to contact their parents for clothes and could be subject to isolation from the student body (ISS room). Repeated offenses of the Student Dress Code may result in more serious disciplinary action. The classroom teacher and the administration will follow appropriate discipline procedures.

Extracurricular activities:

1. Students shall conform to the uniform requirements established by the director or sponsor of school-related programs.
2. In school-sponsored activities, the principal and sponsor shall determine proper dress.

Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

The Superintendent shall establish a committee for the purpose of formulating and reviewing the dress code for the District at periodic intervals. The committee shall be composed of students, parents, teachers, and school administrators. The committee will make recommendations to the Board regarding the dress and personal grooming code.

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

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Cell Phones

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

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

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

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

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

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

Possession and Use of Other Personal Electronic Devices

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

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

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>; a hard copy can

be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the Texas Education Agency at (512) 463-9581 or curriculum@tea.state.tx.us.

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

PIISD EXTRACURRICULAR CODE OF CONDUCT

The Point Isabel Independent School District (“PIISD” or “the District”) encourages student participation in extracurricular activities. PIISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the District whether or not they are actively performing, competing, or participating in extracurricular activities and whether or not they are wearing uniforms or other clothing that identifies the student to the community or public in any setting as PIISD students. For this reason, their behavior must be exemplary and reflect the finest attributes of the total PIISD student body at all times and places. Important goals of the extracurricular program are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits.

Extracurricular Activities

The term “extracurricular activities” means, without limitation, all interscholastic athletics, cheerleading, drill team, clubs, special interest clubs, extracurricular fine arts, student government and any other activities or group that participates in contests, competition, community service projects or performances on behalf of or as representatives of PIISD. The term includes any non-curricular event or membership or participation in groups, clubs, and organizations recognized or approved by the Board of Trustees and the school district and sponsored by the district or campus.

Jurisdiction

Because participation in extracurricular activities is a privilege and not a right, PIISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. Therefore, this *Extracurricular Code of Conduct* extends beyond the *PIISD Student Code of Conduct* not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. In case of a conflict between this *Code* and the activity or sport specific campus handbook, this *Code* will prevail.

This *Extracurricular Code of Conduct* will be enforced with all students participating in extracurricular activities:

- regardless of whether school is in session;
- regardless of whether the student is directly involved with the extracurricular activity at the time the prohibited conduct occurs;
- regardless of whether the extracurricular activity is in-season; and
- regardless of where or when the conduct occurs.

It is possible that a student who violates the *PIISD Student Code of Conduct* will incur consequences from both the appropriate school administrator and from his or her coach or sponsor for the same particular violation. It is also possible that a student participating in extracurricular activities could violate the *PIISD Extracurricular Code of Conduct* and be subject to discipline by a coach or sponsor without having violated the *PIISD Student Code of Conduct*.

Prohibited Conduct

PIISD students who participate in extracurricular activities are prohibited at all times from willfully:

- Possessing or drinking alcoholic beverages illegally.
- Possessing or consuming illegal drugs or possessing or using any drug paraphernalia.
- Misusing prescription drugs or non-prescription drugs or other mood-altering substances.
- Attending or remaining at any activity where illegal alcohol consumption is occurring.
- Attending or remaining at any activity where illegal drugs are present or being used.
- Attending or remaining at any activity where prescription or non-prescription drugs are being misused, or where other mood-altering substances are being used.
- Being arrested for a crime or remaining at any activity where illegal actions are taking place.
- Inappropriate use of social media to include but not be limited to possessing, sending, forwarding, posting accessing or displaying electronic messages that are abusive, obscene,

sexually oriented, threatening, harassing, damaging to another's reputation or the district's reputation or illegal.

- Any behavior deemed to be inappropriate and/or that would reflect poorly on the District based on the standards set forth in this Code.

Notice of Due Process

Before a student is suspended or removed from participation in an extracurricular activity, and before any other consequence is imposed as provided in this Code, the alleged infraction of the rule will be documented and a reasonable investigation of the allegation shall occur. The Principal or designee shall then schedule a conference with the student and the student's parent to explain the reasons for which the action is being taken and to offer the student an opportunity to present their side.

Individual Activity/Extracurricular regulations and handbooks

In cooperation with the campus administration, activity coaches/sponsors are authorized to develop individual activity codes of conduct and handbooks to address minor infractions or offenses identified as "General Conduct Violations" in the PIISD Student Code of Conduct. A student's participation in a particular extracurricular activity is conditioned upon the student's compliance with the requirements and standards of behavior set forth in the individual extracurricular activity regulations, the PIISD Student Code of Conduct, and the Extracurricular Student Code of Conduct. Activity coaches/sponsors with approval of the Principal may take disciplinary action, up to and including dismissal from the activity, against a student who violates any required standard of conduct. The program coach/sponsor in cooperation with the campus Principal has the authority to develop the specific guidelines for membership within their individual extracurricular activity regulations. Final approval of the individual extracurricular activity regulations in each area will be given by the appropriate PIISD Administrator or designee. Due to the vast differences among the various extracurricular groups, the individual program codes of conduct are developed for the purposes of defining the specific requirements within the organization.

Equipment

Any District equipment issued to a student is the financial responsibility of the student and for the student's use while participating in a school-related activity/organization. Students must care for District-issued equipment as if it were their own. Equipment must be properly stored, in the proper location, and shall be kept clean and maintained. Students who lose or damage District equipment will be required to pay for the cost of replacement. All District equipment must be returned at the end of the season or school year, as directed by the coach/sponsor. Exceptions would be for musical instruments issued to the student over the summer. Individually owned equipment is the sole responsibility of the student; PIISD will not be responsible for any loss or damage that occurs to student-owned equipment. If uniforms are required for an activity/organization, the student shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, competition, or game/tournament. A fee for the maintenance, dry cleaning, or laundering of the uniform may be collected.

Travel

Students who have the opportunity to travel in connection with the PIISD extracurricular activity/organization are representatives of the District and must exhibit exemplary behavior at all times. Students who dress or act inappropriately while traveling to or from a PIISD activity may be suspended or removed from the activity or organization, depending upon the nature of the misconduct. When feasible, such action should be taken in consultation with the principal or designee. All students who participate in school-sponsored trips are required to ride in school sponsored transportation when provided to and from the event. Students may be released to the parent prior to the end or at the end of the trip if the parent has submitted the request in writing 24 hours prior to the event to the coach/sponsor. Exceptions may be made at the discretion of the coach/sponsor or administrator.

Students involved in travel shall:

- Be on time for all trips;
- Dress neatly and in compliance with the District dress and grooming code;
- Be on their best behavior in restaurants and hotels;
- Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
- Be on their best behavior while on the bus or other vehicle; and
- Promptly obey all instructions given by the coach/sponsor or any adult chaperone.

General rules of conduct

Students who participate in extracurricular activities shall comply with the following rules of conduct at all times. Students who participate in extracurricular activities shall:

- Show respect for all officials and staff.
- Participate in every practice, competition, performance, game, tournament, and event required by the coach/sponsor, unless the coach/sponsor has granted an excused absence.
- Arrive promptly, properly attired, for every practice, competition, game, tournament, etc., unless the coach/sponsor has granted an excused absence/tardy.
- Adhere to the grooming standards established by the individual activity sponsor's regulations.
- Demonstrate a sportsmanlike behavior.
- Demonstrate a positive attitude.
- Be polite to others.
- Exemplify honesty in all school work.
- Maintain good conduct in their classes.
- Demonstrate appropriate behavior while engaged in school-related travel.

- Follow all rules, policies and procedures set forth by the extracurricular activity coach/sponsor

Students who demonstrate a lack of ability to adhere to the General Rules of Conduct will be subject to suspension or dismissal from the activity. The school Principal, acting in consultation with the coach/sponsor can suspend/dismiss a participant at their discretion.

Attendance and tardies

Students engaged in extracurricular activities are expected to participate in all practices, performances, competitions, games, tournaments, and other events identified by the coach/sponsor. The coach/sponsor will identify times for required practices, performances, competitions, games, tournaments, etc., at the start of each semester for fine arts or at the beginning of the sport or program activity season. The coach/sponsor has the discretion to modify the schedule as needed.

Extracurricular activity conflicts:

Activities sponsored by PIISD

In the case of a conflict between PIISD sponsored student activities, extracurricular or otherwise, coaches/sponsors will work together to accommodate the student so that the student may participate in all activities to the extent possible. UIL and other PIISD sponsored performances, games, or competitions will take precedence over clinics and/or practices. Students involved in multiple PIISD sponsored activities shall not be penalized by a grade reduction or limitation on further participation based upon such a conflict.

Activities sponsored by outside organizations

In the case of a conflict between PIISD-sponsored student activities and student activities sponsored by outside organizations, UIL and other PIISD sponsored performances, games, competition, clinics and/or practices will take precedence over the activity sponsored by the outside organization. Absences or tardies to PIISD extracurricular activities due to schedule conflicts with activities sponsored by outside organizations will be unexcused. Consequences for unexcused absences or tardies due to participation in outside organizations will be at the discretion of the PIISD coach/sponsor.

Extracurricular absences in a school year

For participation in an extracurricular activity sponsored or sanctioned by the District, UIL, or an organization sanctioned by the Board, the District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed a maximum of ten extracurricular absences during a school year; however, the District shall permit a student unlimited absences for extracurricular activities from a class in which the student is passing and has no more than two other absences to date for the current semester.

Participation in activities on a day/partial day of absence

Students should be in attendance at school to participate in practice/competition after school that day or to participate in an extracurricular activity that day/night. A student absent from school for any portion of a school day shall provide a note from a parent/guardian that describes the reason

for the absence. Students may not participate in extracurricular practice or any event on the day of an absence or partial absence without permission of the campus principal in consultation with the coach/sponsor. Failure to attend school the day after an extracurricular event can result in suspension from the next scheduled event.

Students who fail to appear for a scheduled event without a written excuse from the student's parent may be prohibited from participating in the next scheduled activity. Students' absences from extracurricular activities shall be excused for only those reasons set forth by the coach/sponsor. Excessive unexcused absences may result in suspension or dismissal from the activity/organization. Students under a doctor's care for an injury are expected to attend any practice, performance, game, or other event relating to the activity/organization but will be allowed to participate only to the extent authorized by written order of the student's physician.

Students should make every effort to schedule health care appointments at times that will not interfere with school or extracurricular activity participation. If a conflict is unavoidable, the student shall inform the coach/sponsor prior to the appointment and provide written documentation from a health care provider or parent/guardian, acceptable to the coach/sponsor.

Disciplinary infractions and loss of extracurricular privileges

In addition to obeying rules set forth in the PIISD **Student Code of Conduct**, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations, if any, or rules otherwise communicated to the student by the activity's coach/sponsor, participating in any PIISD extracurricular activity shall comply with the **Extracurricular Student Code of Conduct** will be disciplined as outlined below:

General Conduct Guidelines

Students participating in extracurricular activities are prohibited from minor infractions, as outlined in the PIISD Student Code of Conduct. Disciplinary action will be applied by coaches/sponsors of extracurricular activities, as deemed appropriate, for any minor offenses.

Removal from the Regular Education Setting

Students participating in extracurricular activities are prohibited from the following behaviors as outlined in the PIISD

Student Code of Conduct:

1. Behaviors resulting in In-School Suspension (except for Tardy)

Disciplinary action as outlined below represents the **minimum** consequences that may be administered. Any student removed from the regular educational setting and assigned to In-School Suspension, shall be suspended from all extracurricular activities as outlined below:

- For the term of the ISS the student can participate in a practice but cannot participate in any form of competition/performance. ISS assigned on a Friday, or the day before holiday would result in the student not participating in competition/performance until the

completion of the next regular school day. The coach/sponsor may take additional disciplinary actions.

The principal shall make all final disciplinary action decisions in consultation with the coach/sponsor.

2. Behaviors resulting in Out-of-School Suspension from School.

Disciplinary action as outlined below represents the **minimum** consequences that may be administered.

Any student suspended from school, shall be suspended from all extracurricular activities as outlined below:

- 1st Offense Suspension: The student shall be suspended from further participation in all extracurricular activities for the term of the suspension.
- 2nd Offense Suspension: The student shall be suspended from further participation in all extracurricular activities for up to 10 school calendar days, at the discretion of the principal in consultation with the coach/sponsor.
- 3rd Offense Suspension: The student shall be suspended from further participation in all extracurricular activities for the remainder of the semester.

The principal shall make all final disciplinary action decisions in consultation with the coach/sponsor.

3. Behaviors resulting in Disciplinary AEP Assignment (Mandatory or Discretionary)

Disciplinary action as outlined below represents the **minimum** consequences that may be administered.

Any student removed from the regular educational setting and assigned to DAEP shall be suspended from all extracurricular activities as outlined below:

- 1st Offense Suspension: The AEP assignment will be followed by campus counseling, campus-based community service, and no participation in all extracurricular activities for the term of AEP plus an additional period of nine weeks.
- 2nd Offense Suspension: The student shall be suspended from further participation in all extracurricular activities for one school calendar year after returning from AEP.

The principal shall make all final disciplinary action decisions in consultation with the coach/sponsor.

Off Campus Behavior

Any student that participates in an extracurricular activity within PIISD represents the District and the community and is held to a high standard of conduct. A student can be suspended or dismissed from extracurricular activities at the discretion of the Principal in consultation with the coach/sponsor for behavior including but not limited to:

- A situation involving possessing, sending, forwarding, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Any offense involving drugs, alcohol, weapons, violence.
- Any arrest for any offense regardless of time or location.

The campus Principal shall make all final disciplinary action decisions. Any appeal of the decision is subject to the District grievance policy [FNG (LOCAL)] Student/Parent Complaint/Grievance Policy.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Voluntarily purchased pictures, publications, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to your child's principal. For further information, see policy FP.

FIELD TRIPS

During the school year, students may have the opportunity to participate in school-sponsored field trips. These trips may be educational in nature or serve as a reward.

NOTE: Participation in such trips will be determined by administration and student's discipline record.

FIDGET SPINNERS

Only those students who have a diagnosis that requires a fidget spinner for them to focus will be allowed to have them on campus. A letter from a doctor stating that a fidget spinner may be used for the student to focus will have to be on file for the student to use it in the classroom. Fidget Spinners used inappropriately will be confiscated and will not be returned.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class.

Restricted Foods include:

- Soda water – any carbonated beverage
- Water ices – any frozen, sweetened water, such as “.....sicles” and flavored ice with the *exception of products that contain fruit or fruit juice*
- Chewing gum
- Certain candies – any processed foods made predominately from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
 - Hard candy
 - Jellies and gums
 - Marshmallow candies
 - Fondant
 - Licorice
 - Spun candy
 - Candy coated popcorn

FMNV and Candy Exemptions:

- **School Nurse** – This policy does not apply to school nurses using FMNV’s or candy during the course of providing health care to individual students
- **Accommodating students with special needs** – Special Needs students whose Individualized Education Program plan indicates the use an FMNV or candy for behavior modification or other suitable need) may be given FMNV or candy items
- **School events** – Students may be given FMNV or candy items during the school day for up to five different events for the school calendar. The Point Isabel ISD events consist of a Halloween, Christmas, Valentine’s, Easter, and an End-Of-Year Party. These items may not be given during meal times in the areas where school meals are being served or consumed.

This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents may provide FMNV or candy items for their child’s consumption, but they may not provide restricted items to other children at school. A school may adopt a more restrictive rule, however, as local policy.

Exemptions inside and outside the classroom, include:

- **Test Days** – Schools and parents may provide one nutritional snack per day for students taking the State Assessments
- **Field Trips** – School approved field trips are exempt from the nutritional policy
- **Athletic, UIL and Band Competitions** – The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band, and other competitions. The school day is considered to have ended for these students. School activities,

athletic functions, etc. that occur after the normal school day are not covered by the policy

- **Classroom birthday parties** – TDA recognizes that celebrating student birthdays with a classroom party is a time – honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents and teachers. Birthday celebrations must take place the last 30 minutes of the school day. **However, birthday cakes and food provided for classroom parties must be store bought unless authorized by administration.**
- **Classroom: daily** – Elementary classrooms may serve one nutritional snack per day in the morning or afternoon (not during lunch time) under the teacher’s guidance. The classroom snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students.
- School teachers may use food for instructional purposes as long as the food items are not considered FMNVs or candy.

Recommendations for Nutritional School Snacks include:

- Fruit juices or smoothies
- Fruit snacks
- Pretzels
- Animal crackers
- Graham or wheat crackers
- Vanilla wafers
- English muffin (whole wheat)
- Rice cakes or mini – rice cakes (flavored)
- Baked tortilla chips with salsa
- Fruit or grain muffin (low fat)
- Dry cereal (individual servings)
- Fig bars
- Fresh seasonal fruit or vegetables w/ low fat dip or salad dressing

FUND-RAISING

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

GANG-FREE ZONES

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

GENDER-BASED HARASSMENT

[See **Discrimination, Harassment, and Retaliation.**]

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These

guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Also see **Report Cards/Progress Reports and Conferences** or access the District Grading Guidelines at www.pi-isd.net for additional information on grading guidelines.

GRADUATION

Students in Kindergarten must meet eligibility requirements in order to participate in promotion ceremonies. Students must earn passing grades in their report card and meet the Kinder Graduation Requirements to participate in the graduation.

HARASSMENT

[See **Discrimination, Harassment, and Retaliation.**]

HAZING

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

Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes or requires the student to violate the Penal Code.

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

[Also see **Bullying** and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness

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

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

Emergency Medical Treatment

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions. Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis

State law requires the district to provide information about bacterial meningitis:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- What are the symptoms?

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

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both

children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. * The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

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

* Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year

period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to **Immunizations** for more information.

Communicable Diseases/Conditions

Parents of a student with a communicable or contagious disease are asked to telephone the office or principal, so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

Food Allergies

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed using the doctor's instructions to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at pi-isd.net.

The district requests notification of any non-food allergy that exposure could result in dangerous or possible life threatening reaction either by inhalation, ingestion, or skin contact with allergen.

Also see policy FFAF and **Celebrations**.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

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

Physical Activity for Students in Elementary

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students who are not able to comply with this policy must provide a doctor's excuse.

For additional information on the district's requirements and programs regarding elementary students' physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

Information regarding the district's School Health Advisory Council is available from the Office of Special Programs. [See also policies at BDF and EHAA.]

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

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–5 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to their child's PE coach to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Tobacco Prohibited

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

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

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Central Office at 943-0000.

Pest Management Plan

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Central Office at 943-0000.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Kirstie Ramirez 943-0000.

HOMEWORK

The school encourages that students study independently, establish good work habits, and reinforce skills learned in class by assigning homework. Not all homework assignments have to be written, but could be in a form of studying, reviewing for a quiz/test, reading a book, researching a topic, working on a special project, or doing a book report. Parents should be aware of the purpose of homework and encourage and support the school in completion of all assignments.

It is the teacher's decision when and how much homework will benefit the student.

Students who fall behind or fail to complete classroom assignments in time may have assignments sent home for completion in addition to their assigned homework.

HURRICANE PLAN

Upon receipt of a "HURRICANE WATCH" status for the city of Port Isabel, staff members will be alerted and initial preparations will begin. The Superintendent's office will establish contact with the American Red Cross and Brownsville Emergency Operations Center.

CLASSES WILL CONTINUE during this period.

Upon receipt of a "HURRICANE WARNING" status, the PIISD Operation Center will be activated. CLASSES WILL CONTINUE until ordered dismissed by the Superintendent. (This will usually be 8 to 12 hours preceding anticipated landfall.) After the hurricane has passed, immediately clean up and repair will commence. Classes will not resume until ordered by the Superintendent.

Emergency School Information

Local weather-related information or other emergency procedures might be obtained

from:
KGBT TV Channel 4
KGBT Radio
KRGV TV Channel 5
KZSP Radio
KVEO TV Channel 8

ILLNESS

[See **Student Illness** under **Health-Related Matters**]

IMMUNIZATION

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

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

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.

- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

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

LEAVING CAMPUS

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

NOTE: Children will not be dismissed after 2:00 p.m.

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

- For students in elementary, a parent or otherwise authorized adult must come to the office and sign the student out. Be aware that if an authorized adult in the student's release card signs a student out, a courtesy call will be made to parents to verify and notify child is leaving the premises. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- Parents and all other visitors are required to enter the campus through front door only, and they must sign in at the campus' main office to receive a visitor's pass. The district will use the computerized central database maintained by the Texas Department of Public Safety or any other database accessible to the district to determine whether campus visitors are registered sex offenders. No person who has pled guilty, has pled nolo contendere, has been found guilty of a reportable conviction or adjudication, or is required to register with the sex offender registry may enter or be present on any district campus or property. Visitors must present an ID at all times.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult

must follow the sign-out procedures as listed above. Under no circumstances will a child in elementary be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

Derry and Garriga Elementary Schools are closed campuses and no students are allowed to leave during lunch.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Dismissal Procedures

- Parents who come for their children at the end of the day must make sure that the student's instructional day is not disrupted. No student will be dismissed between 2:00 P.M. and 3:15 P.M.
- To assist with student supervision and for the safety of our students, parents will be asked to please wait until all students are dismissed and/or halls are cleared before allowing parents into the campus.
- All students picked up by their parents will report to a designated area and must be picked up promptly no later than 3:45; supervision is limited.
- We will call all contact numbers to try to reach parents of Pre-Kinder-2nd grade students with who are returned to school by their bus driver or not picked up by 3:45. If we cannot reach you, your child will be taken to the appropriate authorities.
- Students will be supervised as they walk to the designated pick-up area or to the bus.
- **TRANSPORTATION CHANGES MUST BE MADE IN ADVANCE BEFORE 1:30 P.M. BY CALLING THE SCHOOL'S OFFICE**
- Once the students have boarded the bus, they will not be released without an administrator's approval.
- Students who are to walk home must have a signed and dated permission note from their parents on file at the school.

LIMITED ENGLISH PROFICIENT STUDENTS

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

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of

proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

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

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

LOST AND FOUND

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

MAKEUP WORK

Makeup Work Because of Absence

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

[See also **Attendance for Credit or Final Grade**

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

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

DAEP Makeup Work

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

In-school Suspension (ISS) Makeup Work

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

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with doctor's orders. Contact the nurse for the appropriate form.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

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

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

Psychotropic Drugs

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

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

MOVIES

On occasion, students may view movies at school for instructional purposes or as a reward. 4th and 5th grade students may view appropriate PG movies unless otherwise specified by the parent.

NONDISCRIMINATION STATEMENT

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

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Mr. Lopez, Special Programs Coordinator, 943-0000.

- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Lopez, Special Education Director, 943-0000.
- All other concerns regarding discrimination: See Ms. T. Alarcon, Superintendent, 943-0000.

[See policies FB(LOCAL) and FFH(LOCAL).]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

Also see policy FFAA.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**]

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

[See policy EC for more information.]

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student in grades Kinder-5th, must receive a grade of at least 70 on a scale of 100 based on course-level or grade-level standards.

Derry and Garriga Elementary will adhere to the District's Standards, Policies, Rules, Regulations, and Procedures as directed by the Superintendent and Board of Trustees. These policies may be accessed at www.pi-isd.net. Also see board policy EIE(LOCAL) under the heading: Attendance.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a

public Texas school on any day between January 1 and the date of the first administration of the STAAR.

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

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

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

[See **Standardized Testing**]

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

[See **Leaving Campus**]

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks. Progress reports are issued once every 3 weeks.

If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.]

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

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

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

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

RETALIATION

[See **Discrimination, Harassment, and Retaliation**]

SAFETY

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

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

Accident Insurance

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

Health Insurance

The Patient Protection and Affordable Care Act of 2010 requires that all persons, including school-aged children, have health insurance. The District does not provide health insurance for students. Parents are encouraged to include their children under their health insurance policy or to apply for the Texas Children's Health Insurance Program (CHIP). Please call the Texas Health and Human Services Commission at 1-800-647-6558 for information about CHIP.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.).

Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will alert the community in the following ways:

Local weather-related information or other emergency procedures might be obtained from:

School Messenger System

KGBT TV Channel 4

KGBT Radio

KRGV TV Channel 5

KZSP Radio

KVEO TV Channel 8

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free meals are available to all students.

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

- **Menu Modifications:** The District will provide substitutions in foods and modifications in texture for children when a diet order is received from a recognized medical authority such as a physician, physician assistant, nurse practitioner or registered nurse. The signed statement must support the need. The statement must include the reason for the restriction(s) and the food(s) to be omitted or substituted.
- **Menu Modification Documentation:** Updated medical statements are required every school year and must be submitted to the campus nurse. Parents must contact the campus nurse or Child Nutrition Director at their earliest convenience to initiate a special diet menu request. A special diet menu will not be provided until the parent completes the process in obtaining a Special Diet Order. An original request submitted to the nurse will then be forwarded to the cafeteria manager and Director of Child Nutrition. Once the Special Diet Order is submitted for approval, parents or guardian must make themselves available to meet, communicate or answer any questions regarding the special diet menu request if needed.

Library

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

SEARCHES

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

Students' Desks and Backpacks

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and backpacks. We ask that all parents review and monitor what their student is taking to school in their backpacks.

The school may conduct searches of school property assigned to a specific student and seize items in his/her desk and/or backpack at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by School District Policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or backpack. Searches resulting in the discovery of prohibited or illegal items will result in disciplinary action as defined in the *Student Code of Conduct*.

Telecommunications and Other Electronic Devices

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

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

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

SEXUAL HARASSMENT

[See **Discrimination, Harassment, and Retaliation**]

SPECIAL EDUCATION

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact, **Melissa Gonzalez at Derry Elementary (956) 943-0070 or Connie Trevino at Garriga Elementary (956) 943-0080** to learn about the school's overall general education referral or screening system for support services. This system links a student to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district

agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district to respond within the 15-school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Section 504 Referrals:

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Central Office at 943-0000.

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See **Promotion and Retention** for additional information.

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

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

A student's ARD committee will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

Also see **Graduation** for additional information.

STUDENTS IN FOSTER CARE

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

A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact Kirstie Ramirez who has been designated as the district's foster care liaison, at 943-0000 with any questions.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

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

SUICIDE AWARENESS

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

You may also contact The National Suicide Prevention Lifeline at 1-800-273-8255.

SUMMER SCHOOL

Any student in grades one through 5 who does not meet the criteria outlined for promotion to the next grade level due to academic achievement may attend extended-year program(s) provided by the district in applicable content areas. A student who attends at least 90 percent of the extended-year program days in the applicable content area(s) shall be promoted to the next grade level at the beginning of the school year but only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

Summer school is also for the purpose of accelerated instruction when students do not meet passing standards in the state-mandated assessments or are identified as needing assistance prior

to the next school year. Students, who are identified as English Language Learners or who did not master one of the sections of the state assessments, may be recommended for summer school attendance for further instructional assistance with parental approval.

TARDINESS

A student will be marked tardy if they are not in their classrooms by 7:40 a.m. Three or more tardies will equal one absence, which will count against a student for Perfect Attendance rewards purposes. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

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

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. (Earbuds will be provided for every student with a \$5 replacement fee.) A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS

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

TRANSPORTATION (956-943-0025)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. Parents may not ride school buses unless they are authorized school volunteers.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. However, each student will be allowed one pick-up and

one drop-off address for bus purposes. The designated facility or residence must be on an approved stop on an approved route. The only permissible change would be a parent pick-up. If parent chooses to change a student's afternoon transportation arrangements, he/she must notify the student's campus office **no later than 1:30 pm**. For information on bus routes and stops, you may contact your child's campus office.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely.

When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook, and the Student Code of Conduct.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts at all times, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the **privilege** to ride in a district vehicle, including a school bus, may be suspended or revoked. For the safety and discipline purposes, video/audio equipment is used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct.

When a student violates the rules of conduct, the driver will write a bus conduct report. The campus principal will follow up in processing the report as delineated below. Serious misconduct that endangers the safety of other students or the driver while on route will be reported to law enforcement agencies.

PIISD Elementary Bus Rules

Rules that all students should follow while riding the bus.

- Students shall enter and leave the bus in an orderly manner.
- Students must behave on the bus. (Sit and keep hands, feet, and objects to yourself.)
- Students shall remain seated at all times.
- Students must not distract the bus driver.
- Students must not use abusive language.
- Students must not tamper with emergency equipment.
- Students must not yell or make gestures at others outside the bus.
- Students shall not put their hands, arms, or head through the window.
- Students shall not litter or write on the bus.
- Students shall not eat or drink on the bus.
- Students shall not ask the bus driver to let them off the bus at any other place except their regular stop.
- The bus driver has the authority to assign a student a seat at any time.
- For students in Special Ed and Pre-K to 2nd grade, an authorized guardian must be present to receive the student off the bus.
- For students in grades 3-12, it is not required for a guardian to receive the student off the bus. However, parents are strongly encouraged to do so in order to ensure student safety.

Consequences for failure to comply with bus rules stated.

- 1st Referral: Student/Parent Conferences
- 2nd Referral: Removal of bus privileges for One Week.
- 3rd Referral: Removal of bus privileges for Two Weeks.
- 4th Referral: Removal of bus privileges for One Month.
- 5th Referral: Removal of bus privileges for the remainder of the school year.

The following offenses will lead to immediate loss of bus riding privileges:

- Opening emergency doors/exits
- Fighting

VANDALISM

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

VIDEO CAMERAS

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

The principal will review the video and audio recordings routinely and document student misconduct. In accordance with FERPA, parents are not allowed to view said recordings. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

The Point Isabel Independent School District is focused on ensuring that students are instructed in a safe and conducive learning environment free of interruptions and disruptions. In an effort to ensure the safety of our students, below are the Visitation Administrative Guidelines to be implemented at each campus for all *visitors, including parents, social service workers, volunteers, Board members, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors* in accordance with GKC (LOCAL).

Campus

1. All visitors must check in at the campus office and display their current driver's license or other government-issued form of photographic identification prior to entering the classroom.
2. Visitors must comply with all applicable District policies and procedures.
3. Visitors are welcome to attend, photograph, and video award ceremonies and other campus-wide events, unless otherwise stated by campus administrators. Photographing and videoing at other times or locations requires prior permission from the campus administration.

Classroom

1. All classroom visits must be approved by campus administration at least one school day prior to the visit.
2. Classroom visits may be denied or postponed depending on campus and/or classroom schedules and extenuating circumstance.
3. Classroom visits shall be a **maximum of 30-minutes** in length.
4. Photographing and videoing are not permitted during classroom visits without prior permission.
5. Classroom **visits shall not be scheduled more than twice a month** for the same teacher.
6. Classroom visits, which impede instruction in any manner, shall be terminated immediately.

Lunch – Cafeteria

1. Parents and authorized individuals on a student's release cards are welcome to have lunch with the child on special occasions, as per grade level schedule.
2. If you would like to join your child for lunch, sign in at the front office several minutes before their designated lunch period.

Keep in mind that parents or authorized individuals are not permitted to linger in the

3. halls or allowed to disturb any classrooms during instructional time.
4. Parents or authorized individuals shall not videotape or photograph other students while visiting their child during lunch.
5. Lunch visitors must report to the cafeteria and leave immediately after their child's lunch time is over.

Drop-Off

1. Parents will be permitted to escort their child to class the **first week of school only**.
2. Beginning the second week of school, students will enter the building on their own.
3. Designated doors will be established and monitored for students to enter.
4. Staff personnel will be stationed in key locations to direct and assist students, as they become accustomed to this routine.
5. Parents that wish to visit the classroom are provided in the Classroom Visitation Administrative Guidelines and GKC (LOCAL).

The safety of the students and staff is of utmost importance and guides all campus protocols. Extenuating circumstances will be addressed by the campus principal on a one by one case.

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

VOLUNTEERS

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact Central Office at 943-0000 for more information and to complete an application.

WITHDRAWING FROM SCHOOL

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

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

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

The District will initiate the withdrawal of a student for non-attendance for a student who has been absent for ten consecutive school days and repeated efforts by the attendance officer and/or campus principal or designee to locate the student have been unsuccessful.

Advisory Concerning Liability for Injuries to Students at School

Under Texas Law a school district is not liable for damages to third party claimants such as students. Thus, students injured in classroom or playground mishaps will not be able to recover against the district. Students injured while participating in extra – curricular activities are likewise unable to receive reimbursement from the District. Point Isabel ISD, like many other districts in Texas, does not purchase supplemental athletic insurance for its athletes and does not provide coverage beyond that which is stated in the athletic insurance policy. PIISD does offer optional student accident insurance which may be purchased by or on behalf of individual PIISD students. By offering these policies, PIISD is making a concerted effort to assist you with possible school related injuries. The parent(s) is responsible for payment related to any student injury not covered by supplemental athletic insurance, student insurance, or any policy you purchase.

Glossary

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

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

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

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

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

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

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

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

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

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

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

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

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

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

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

APPENDIX I: Freedom From Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.pi-isd.net. Below is the text of Point Isabel ISD's policy FFI(LOCAL) as of the date that this handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING

FFI(LOCAL)

Adopted on 2-17-12

	<p><i>Note:</i> This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.</p>
BULLYING PROHIBITED	<p>The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.</p>
DEFINITION	<p>Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:</p> <ol style="list-style-type: none">1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. <p>This conduct is considered bullying if it:</p> <ol style="list-style-type: none">1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and2. Interferes with a student's education or substantially disrupts the operation of a school.
EXAMPLES	<p>Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.</p>
RETALIATION	<p>The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.</p>
EXAMPLES	

	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
CORRECTIVE ACTION	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District’s policy against bullying.</p>
TRANSFERS	<p>The principal or designee shall refer to FDB for transfer provisions.</p>
COUNSELING	<p>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
IMPROPER CONDUCT	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
CONFIDENTIALITY	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
APPEAL	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
RECORDS RETENTION	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
ACCESS TO POLICY AND PROCEDURES	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District’s Web site, to the extent practicable, and shall be readily available at each campus and the District’s administrative offices</p>