

2009 - 2010

Policies and Procedures



# Grapeland Elementary School Parent and Student Handbook



*“Challenging Today for a Better Tomorrow”*

Board Approved

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# **MISSION STATEMENT**

## **GRAPELAND INDEPENDENT SCHOOL DISTRICT**

**It shall be the mission of Grapeland Independent School District to educate all of its students to their fullest potential.**

### **GRAPELAND ELEMENTARY SCHOOL MISSION STATEMENT**

**Texas is in the twenty-first century amid a period of dynamic changes in the economy and economic conditions in both the state and the nation. The educational system of the state is responsible for preparing our children to live and work in the ever-changing future. All students need to develop essential academic skills to acquire a knowledge on which to build life long learning. All students will be taught an aligned core curriculum of English, language arts, mathematics, science, social studies, fine arts, health, physical education, and technical literacy. All students will acquire knowledge of citizenship and economic responsibility and an appreciation of our common American Heritage and its multi-cultural richness to the fullest extent of our individual abilities. Students will be provided an opportunity to develop the ability to think logically, independently, creatively, and to communicate effectively.**

**Educating our children to be productive in a changing future necessitates an excellent education system striving toward an exemplary status. A system that can accomplish this mission must be characterized by quality and accountability.**

- Instruction provided must be the highest level of quality.**
- Educational opportunities and resources must be distributed with equality to all students.**
- The educational system must maintain accountability by demonstrated results and continuous improvement.**
- The educational system will move toward the Texas Education Agency's (TEA) recommended status of exemplary.**

**Such a system will have the vitality to prepare the children for the changes and the challenges of the future, a future that belongs to the educated**

**NOTE:**

The *Grapeland Elementary School Parent and Student Handbook* is provided to assist in communicating essential information to students and parents for the 2008–2009 school year. This handbook was developed with assistance from the Texas Association of School Boards website at <http://www.tasb.org>

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# PREFACE

To Students and Parents:

Welcome to school year 2009–2010! For this new school year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this.

The Grapeland Elementary School Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

- The first especially for parents, with information all parents will need about assisting their child and responding to school-related issues;
- The second for students and their parents, to provide information about promotion, counseling, extracurricular and other activities; and
- The third, general information regarding school operations and requirements.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents must be familiar with the Grapeland Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted in the school office.

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

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 42.]

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available in the school office.

## ***Nondiscrimination***

Grapeland Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Mr. E. D. Sumrall, Superintendent at (936) 687- 4619.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Cindy Richards at (936) 687-2317.

## ***Services for the Homeless and for Title I Participants***

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Cindy Richards at (936) 687-2317.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Cindy Richards at (936) 687-2317.

## **SECTION I**

### **IMPORTANT INFORMATION FOR PARENTS**

This section of the Grapeland Elementary School Student Handbook includes information on topics of particular interest to you as a parent, such as:

- School events and school-related groups that would welcome your attendance or participation;
- Information you may request about your child's teacher and any instructional paraprofessional who works with your child in the Title I program;
- Your child's grades and progress reports;
- State and local testing and promotion requirements;
- Records pertaining to your child and your right, under certain circumstances, to consent or deny their release;
- Conferences with your child's teacher; and
- Procedures to follow if you have a concern that is not resolved by a conference.

### ***YOUR INVOLVEMENT AS A PARENT***

#### **Working Together**

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 13.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (936) 687-2317 for an appointment. A teacher will return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. [See **Report Cards, Progress Reports, and Conferences** on page 6.]
- Becoming a school volunteer. For further information, see policy GKG and contact Mr. Jim Wise, at (936) 687-2317.
- Participating in campus parent organizations. Parent organizations include: Parent and Teacher's Organization and Get Involved, Volunteer in Education Program (G.I.V.E.)
- Offering to serve 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 Mr. Jim Wise.

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

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **"Opting Out" of Surveys and Activities**

As a parent, you also have a right to receive notice and opt your child out of participating in:

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

Parents also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the 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.

- 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.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

[See **Student Records** on page 8.]

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

## **QUICK REFERENCE**

### **Where to look or whom to see when you need information about...**

- Grading guidelines                      page 6                      See the teacher
- Report cards/progress reports and conferences                      page 6                      See the teacher
- State assessment testing                      page 6                      See the teacher
- Promotion and retention                      page 6                      See the teacher

- Other standardized testing      page 7              See the counselor
- Medicine at school              page 7              See the school nurse
- Student records                  page 8              See the principal
- Student or parent complaints and concerns      page 10              See the principal
- Release of your child from school              page 10              See the principal
- Withdrawing your child      page 10              See the principal

## **GRADING GUIDELINES**

In grades Pre-Kindergarten through grade 5 all grades are averaged equally.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks. Progress Reports will be sent out every three weeks.

At the end of the first three weeks of a grading period, you will be given a written progress report. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. See **Working Together** on page 3 for how to schedule a conference.

Report cards and progress reports must be signed by the parent and returned to school the next day.

## **STATE ASSESSMENT**

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and in grades 8–11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5 and 10

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiencies in the grade level. To earn credit in a subject, a student must receive a grade of at least 70 based on grade-level standards. In addition, students at certain grade levels will be required to pass the new Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- In order to be promoted to grade 4 in school year 2008–2009, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.

- In order to be promoted to grade 6, students enrolled in grade 5 in school year 2008–2009 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their class work or exams will be notified that their child will participate in special instructional programs designed to improve performance. If the student continues having difficulty, 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. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. 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 **Promotion** on page 15 for information regarding tests required by state law.]

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

### ***OTHER STANDARDIZED TESTING:***

Students in first, second, and third grades will receive the Iowa Test of Basic Skills (ITBS) Achievement Test. Students in second and fifth grade will be administered the Cognitive Abilities Test (Cog AT). Students in Kindergarten through grade 3 will receive the Texas Primary Reading Inventory (TPRI).

### ***MEDICINE AT SCHOOL***

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees, in accordance with policy, and:
- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the District's medical advisor for treatment of the particular emergency; and
  - When the parent has previously provided written consent on the District's form for emergency treatment.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

[For further information, see policies at FFAC.]

## ***STUDENT RECORDS***

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Grapeland Independent School District students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- A student's name, address, telephone number, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student's e-mail address.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the **acknowledgement form** attached to this handbook.]

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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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.

A parent or eligible student may inspect records during regular school hours. If circumstances effectively prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is P.O. Box 249; Grapeland, Texas 75844.

The address of the principals' offices:

P.O. Box 249; Grapeland, Texas 75844

A parent may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Student or Parent Complaints and Concerns** on page 10 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

**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 District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' 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.

## **STUDENT OR PARENT COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. 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.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## **ARRIVAL AND DISMISSAL OF STUDENTS**

### **Bell Schedule**

First Bell 7:45 A.M.

Tardy Bell 8:05 A.M.

Dismissal Bell 3:05 P.M.

### **Walkers and Car Riders**

**Arrival:** Walkers and Car Riders are to enter at the front door of the building using the front circle drive. The tardy bell rings at 8:05 A.M. *Students are considered tardy if they are not in their classrooms ready to proceed for the school day.* Teachers begin promptly at 8:05 A.M. The person who drops the student at school must bring the student in to check the student into school along with a written excuse from the parent or guardian explaining why the student was late.

**Dismissal:** Parents will drive through to the front circle drive of the campus. The students will be called from the cafeteria at 3:10 as parents or guardians arrive.

All students must be picked up before 3:30 P.M. If an emergency delays your picking up your child, please notify the office. If you are habitually late in picking your children up from school, further measures will be taken.

**Under no circumstances are children to be dropped off or picked up at the back of the school. This is for loading and unloading school buses.**

### **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student being released before the end of the instructional day will be unexcused unless there is a note from a health care provider. Any combination of 4 unexcused early releases and/or tardies will result in the student being assigned after school detention.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### **Late Arrival to School**

Students getting to class after 8:05 A.M. will be counted tardy unless an excuse is provided from a licensed health care provider. A student is considered tardy if he/she is not in the classroom ready to begin the day. When tardy the student must report to the office for a tardy slip before going to class. When a student is tardy to school, he or she is missing instructional time and causes a disruption in the educational process. Therefore, on the fourth unexcused tardy/early release or combination of in a semester, a student will be assigned to after school detention. The parent will be notified of the afterschool detention date by letter.

The parent is responsible for picking the child up at 4:15. Every unexcused early release/tardy thereafter in a semester, the student will receive after school detention and the principal will make contact with the parent or guardian by telephone and/or letter. Repeated instances of tardiness will result in more severe disciplinary action. [See **Attendance for Credit** on page 19.]

### **Withdrawal 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. A withdrawal form may be obtained by the parent from the principal's office.

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

### **Changing Student After-School Arrangements**

A parent may call to change arrangements on the manner in which students will get to their destinations for after school. A note from the parent is the preferred method the District would like in order to make the student transportation changes. However, the office staff understands that sometimes our days do not go as planned, so please follow the procedure as explained.

Only a parent or legal guardian may make these transportation changes. You must call the office before 2:00 P.M. so that the office staff will have time to get notices to the students. The office staff will ask the caller for a driver's license number in order to verify you as the legal guardian of the student. This is for the safety and security of all of our students. We will only release students to those people you have listed on the emergency release form.

## **SECTION II CURRICULUM-RELATED INFORMATION**

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them. The section includes information on programs and requirements; extracurricular activities and other school-related organizations; and awards and honors.

### ***QUICK REFERENCE***

#### **Where to look or who to see when you need help with...**

- Academic Programs                      page 12                      See the principal or counselor
- Awards and Honors                      page 12                      See the counselor
- Computer Resources                      page 13                      See the technology coordinator
- Counseling                                  page 13                      See the counselor
- Credit by exam                              page 13                      See the principal
- Extracurricular activities                page 14                      See the counselor
- Promotion                                  page 15                      See principal or counselor

- Homework                                      page 16                      See principal or counselor
- Special Programs                            page 17                      See principal or counselor
- Textbooks                                      page 17                      See principal or librarian

## **ACADEMIC PROGRAMS**

The school counselor or principal provides students and their parents information regarding academic programs. Grapeland Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational programs.

## **AWARDS AND HONORS**

Each six weeks Grapeland Elementary School will honor

- ✓ Classroom Super Sandie Students who show outstanding classroom qualities in academics and self-discipline,
- ✓ Students who have perfect attendance with no more than two tardies.

Each six weeks Grapeland Elementary School will award

- ✓ **All A Honor Roll** – no grade lower than 90 with E’s and S’s in academic areas and no lower than S in conduct.
- ✓ **A – B Honor Roll** – All A’s, B’s, and S’s in all areas.

## **COMPUTER RESOURCES**

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

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about special program offerings. Each spring, students in grade 6 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities before entering Grapeland Junior High School.

To plan for the future, students and parents should work closely with the counselor in order to take the junior high school courses that best prepare their children. The counselor can also provide information about high school credit courses students may enter at the junior high school

level and other high school information your child might need to better prepare for their high school years.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should have his/her parent or guardian call the school to speak with the school counselor in order to set up an appointment to discuss any social, family, or emotional issues that may be of personal concern to the student. Students may also go directly to their classroom teacher to discuss setting a time to see the school counselor. Cindy Richards may be reached in her office at (936) 687-2317.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless 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 policy FFE and FFG (EXHIBIT).]

### ***CREDIT BY EXAM—If a Student Has Been in the Grade Level***

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

### ***CREDIT BY EXAM—If a Student Has Not Been in the Grade Level***

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2009 -2010 school year include:

<u>Date Scheduled</u>	<u>Grade Levels</u>
October 20, 2009	K - 5
March 2, 2010	K - 5

The passing score required to earn credit for each grade level exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test purchased by the parent from a State Board–approved university on a date other than the published dates. [For further information, see EEJB.]

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related 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.

State law, as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition, governs eligibility for participation in many of these activities. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** If a student is in violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the U.I.L. Coordinator (Cindy Richards at 687-2317).

[For further information, see policies FM and FO.]

### **Promotion**

#### **Requirements for Promotion from One Grade to the Next Grade**

##### **PROMOTION FOR GRADES K – 5**

One of the objectives of public education in Texas, as well as Grapeland Elementary School, is to encourage and challenge students to meet their full potential. Moreover, the state academic goals are for all students to demonstrate exemplary performance in language arts, mathematics, science, and social studies. Student mastery of academic skills at each grade level plays a role in meeting these goals.

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the grade level. If a student's grade average in any subject is borderline or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified.

Promotion shall be based on mastery of the Texas Essential Knowledge and Skills (TEKS). Expectations and standards for promotion have been established by Grapeland Elementary School and are coordinated with compensatory/accelerated services.

- **Standards for Mastery**

- District standards for mastery are as follows:
  - 70% or higher in any subject shall be considered a passing grade.
  - Met the standard or higher on all parts of the Texas Assessment of Knowledge and Skills (TAKS) Test (Grades 3 – 5).
  - 70% or higher must be received on all parts of the Achievement Test (Grades 1 and 2).
- Promotion for students in K – 5 shall be based upon mastery of the grade-level curriculum as determined by:
  - Texas Assessment of Knowledge and Skills (TAKS) (3 – 5)
  - Achievement Test (1 – 2)
  - Texas Essential Knowledge and Skills (TEKS) (K – 5)

## **PROMOTION**

### **Grade K**

- In order for Kindergarten students to be successful in first grade, students shall demonstrate mastery of teacher-made tests and daily class performance expectations. In addition, mastery must be demonstrated on the grade-level readiness assessments, including the Texas Primary Reading Inventory (TPRI).

### **Grades 1 – 5**

- To be promoted from one grade level to the next, students shall meet the following criteria:
  - Students will attain an overall average of 70 or above on grade-level standards set by the Texas Essential Knowledge and Skills (TEKS) for the five core subject areas (Reading, Language Arts, Mathematics, Science, and Social Studies).

### **AND**

- Students will attain a passing grade of 70 or above in Mathematics, a 70 or above in Reading, and a 70 or above in Language Arts, to be promoted to the next grade.

### **AND**

- Students in Grade 3 will be required to pass the state reading portion of the Texas Assessment of Knowledge and Skills (TAKS) Test to be promoted to grade 4. Students in Grade 5 will have to pass the reading and mathematics tests to be promoted to grade 6 (TEA, 2001).

## ***HOMWORK***

Homework standards at Grapeland Elementary School enable students to carry their learning outside the classroom and reinforce what has been taught. It also gives parents insights into what and how their child is learning. Homework is for students. Parents should not do the work for them. Teachers can and will individualize assignments if they are excessively difficult or lengthy as needed by the student. The assignments will vary with students, grade levels, and teachers, but generally, parents can expect the following types of homework assignments:

- Practice: Reinforcing skills already learned in class.
- Preparation: Preparing students for upcoming units or lessons. Students will gain important background information that will help them to be successful.
- Extension: Students will produce self-initiated projects that will allow them to apply and analyze information presented in class.
- Integration of skills: Creative assignments designed to integrate skills and concepts, such as book reports or research projects.

## **Parental Guidelines**

- Set a time and a place for study. Make this a priority time, which supersedes everything else. (15 minutes of reading nightly is encouraged per grade level.)
- Provide the necessary tools (paper, pencils, and reference materials) to complete homework assignments.
- Make school association positive; recognize your child for effort and make study very positive.
- Help students plan how to complete their assignments and use their time well.
- Learn with your children and show interest in their learning; discuss and develop ideas and review completed homework assignments with your child.
- Assess your child's progress along with your child. This is an excellent way to build self-assessment strategies.
- Develop an attitude of positive acceptance by relating school success to effort, by providing consistency and support.
- Set a purpose for homework; discuss this with your children (Why are you doing this? What can you learn from this?).

## ***SPECIAL PROGRAMS***

The District provides special programs for gifted and talented students, extended year (summer school), homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. Grapeland Elementary School also provides Computer Lab at least twice weekly for all students, Physical Education, and Music and/or Band. 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 Cindy Richards at 687-2317.

**Options and Requirements**  
**For Providing Assistance to Students Who Have Learning Difficulties**  
**Or Who Need or May Need Special Education Services**

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person: Jim Wise  
Phone Number: 936-687-2317

***Extended Year Program (Optional Extended Year Program)***

Grapeland Elementary School offers an extended year program for those students who meet the requirements of the Optional Extended Year Program Grant. The school counselor will notify you if your student meets these requirements before the end of the school year.

***TEXTBOOKS***

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who



## **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student younger than six has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission during the school day, from required special programs, or from required tutorials will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

## **Attendance for Credit**

To receive credit for a grade level, 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 may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See policy FEB]
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence. A doctor's note must be provided for 3 or more consecutive days of absence. A note signed by the student, even with the parent's permission, will not be accepted.

### **Make-up Work**

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

For any subject missed, the teacher may assign the student make-up 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 make-up work in a satisfactory manner and within the time specified by the teacher. [See policy EIAB]

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.

### **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with pink eye, impetigo, ringworm, scabies, or strep throat should remain home until they are released by the doctor. Students with head lice should not return to school until one treatment has been completed. Students with chickenpox should remain at home until all lesions scab over.

Please report the following diseases to Gwen Weisinger, R.N., the school nurse at (936) 687-2317:

Pink Eye	Meningitis
Chickenpox	Head Lice
Mumps	Measles
Hepatitis	Whooping Cough

### **Bacterial Meningitis**

State law requires the District to provide the following information:

## **WHAT IS MENINGITIS?**

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

## **WHAT ARE THE SYMPTOMS?**

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

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

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

## **HOW SERIOUS IS BACTERIAL MENINGITIS?**

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

## **HOW IS BACTERIAL MENINGITIS SPREAD?**

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

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

## **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

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

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

## **WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

You should seek prompt medical attention.

## **WHERE CAN YOU GET MORE INFORMATION?**

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

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Code of Conduct**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of students, teachers, and district staff. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Students responsible for achieving a positive learning environment at school or school-related activities include:

1. Attending school, regularly and on time.
2. Being prepared for each class with appropriate materials and completed assignments.
3. Being appropriately dressed and groomed.
4. Showing courtesy and respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless these are waived.

7. Avoiding violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with district staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.

A violation of law and the student code of conduct involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to district jurisdiction as described in the discipline below.

The district's Code of Student Conduct applies to all school-sponsored and school-related activities, on and off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violations of law.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another.
2. Throwing objects, outside supervised school activities that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, such as disobeying directives from school personnel or school policies.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, or visitors.
7. Playing with matches or fire, or committing arson.
8. Stealing from students, staff, or the school.
9. Damaging or vandalizing property owned by the District, other students, or District employees.
10. Disobeying school rules about conduct on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment including display of affection at school, and/or school-related activities.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug; glue that may be

abused, aerosol paint, or other volatile or illegal chemicals; or an alcoholic beverage. Such conduct is wrong and harmful.

17. Bringing a firearm to school and/or school-related activity. Federal and state law requires expulsion for this conduct. Possessing a firearm, illegal knife, a club, or a prohibited weapon, as those terms are defined as found in the penal code (See FNCG Legal).
18. Smoking or using tobacco products.
19. Hazing.
20. Possession of a paging device or cellular telephone.
21. Aggressive behavior or group demonstrations that substantially disrupt or materially interfere with school activities.
22. Engaging in any conduct constituting felony criminal mischief as defined by law.
23. Membership or participation in any secret society, fraternity, sorority, or gang.
24. Engaging in unruly, disruptive, or abusive behavior that seriously interferes with the teachers' communication with students or with the ability of students to learn.

A student may be removed from class and expelled without resort to an alternative education program if the student, on school property or while attending a school-related or school-sponsored activity on or off school property, commit any of the above.

## **Code of Conduct Offenses**

The following offenses and consequential disciplinary options are listed with Level I being the least severe and Level IV being the most severe. Other offenses and consequential discipline actions may occur that are not directly listed and will be handled at the discretion of the teacher and/or administrator.

### **LEVEL I**

- Failure to follow classroom/playground rules
- Refusing to participate/do assignments
- Possessing/using nuisance items
- Running, noisy, playing in hall, restroom or cafeteria
- Eating, drinking, chewing gum in an undesignated area
- Incomplete/no homework
- Violation of dress code

### **LEVEL II**

- Persistent offenses from Level I
- Misuse of food in cafeteria
- Cheating or copying from others
- Disrespect to those in authority
- Non-compliance to those in authority
- Horseplay/scuffling

- Vandalism/defacing school property
- Use of profane or obscene language/gesture
- Possessing/using tobacco products
- Inappropriate conduct with students
- Leaving class without permission

### **LEVEL III**

- Persistent offenses from Level II
- Threat to harm a person or building
- Exhibiting unwanted physical contact
- Fighting, gambling, blackmail, arson
- Indecent exposure/sexual conduct
- Possession of drugs, drug paraphernalia, alcohol
- Behavior which is illegal that does not constitute an expellable offense
- Altering/forgery of school documents
- Profanity toward school personnel
- Stealing
- Gang-related activities
- Insubordination/non-compliance with the directives of a member of the school staff
- Possession of a pager or cellular phone
- Possession of a “look-alike” weapon
- Possession of an object that could cause injury

### **LEVEL IV**

- Expellable Offenses
  - See pages 13 – 15 of the Grapeland Independent School District Student Code of Conduct

## **Code of Conduct Disciplinary Options**

### **LEVEL I**

Minor acts of misconduct, generally observed in the classroom or in the building, which interferes with the orderly educational process.

- Verbal reprimand
- Time out in the classroom
- Confiscation of a prohibited nuisance item
- Special assignments or duties
- Behavioral contract
- Withdrawal of privilege(s)

- Environment change
- Seating change
- Counseling
- Parent/teacher conference
- Corporal punishment

## **LEVEL II**

Acts of misbehavior which are serious and which disrupt the orderly educational process.

- Any option(s) from Level I
- After school detention
- Saturday detention
- Grade penalty for copying or cheating
- Exclusion from extracurricular activities
- Restitution, if applicable
- Supervised campus service assignment/clean or restore to original state (i.e. scrubbing desktop, picking-up litter)
- Parent or guardian/principal conference
- In-School Suspension (ISS)

## **LEVEL III**

Acts of misbehavior which are serious and which disrupt the orderly educational process.

Parents/guardians will be notified and requested to come for a conference with the principal in each instance of Level III misbehavior.

- Any options from Level I or II
- Removal for suspension

## **LEVEL IV – EXPELLABLE OFFENSES**

A student may be expelled from school for persistent misbehavior; after all other discipline options have been exhausted. A student shall be expelled without resort to an alternative program for committing any offense described in Section 37.007, of the Texas Education Code if the student is on school property or is attending a school-related activity on or off school property.

## **Disciplinary Notices**

The teacher will make every effort to resolve discipline problems in the classroom. In most cases, if a problem persists, the teacher will notify the parent before sending a student to the office. After parent notification, if the problem continues and the child does not abide by the rules, the teacher shall submit a discipline notice to the office at the time the student is sent. The principal will determine disciplinary action and notify parents in writing or by phone. The notice will be sent home to be signed by the parent or guardian, returned, and filed in the student's disciplinary file. In case of a severe behavior problem (i.e. fighting), the teacher will bring the

student(s) to the office immediately. The principal will determine disciplinary action to be taken and notify parents.

## **Social Events**

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

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

## **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the District's policy manual. Corporal Punishment is administered in accordance with the following guidelines:

1. The student is told the reason corporal punishment is being given.
2. Corporal punishment may be given by the principal or assistant principal or by the teacher in the presence of the principal or assistant principal.
3. The instrument to be used shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee out of view of other students.
5. Parent or guardian will be notified.

## **Disruptions**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes 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; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

## **Radios, CD Players, Cell Phones, and other Electronic Devices and Games**

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. See policy FNCE.

## **Harassment on the Basis of Race, Color, Religion, National Origin, or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL.

## **Sexual Harassment / Sexual Abuse**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student/ parent and or guardian in a conference with the principal, the Title IX coordinator for the campus.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

## **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 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 probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory 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.

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 custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The District is also required by state law to notify:

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

- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

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

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

### **Student Nonschool Materials**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **Nonstudent Nonschool Materials**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any nonschool material must include the name of the sponsoring organization or individual.

The requestor may appeal the Superintendent or designee's decision in accordance with policy GF (LOCAL).

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

## ***DRESS AND GROOMING***

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. The manner in which students dress, influence their behavior. The wearing of any apparel that is extreme, conspicuous, or designated to create special attention will not be allowed.

- ✓ Any student not suitably dressed or groomed for school may be removed from class.
- ✓ Violation of the dress code will result in parental contact, and the student will be sent home to change or placed in In-School Suspension.

- ✓ Any student who repeatedly is in violation of one or more of the following regulations may be placed in an Alternative Education Program.
- ✓ Students who must leave school to change clothing will be assessed a tardy (if less than 10 minutes) or an unexcused absence during the time away from school.

Judgments as to what is neat, clean, modest and immodest or inappropriate are at the discretion of the teacher or principal. The building principal or designee is authorized to make those judgments in as fair, impartial, and consistent a manner as is humanly possible. The decision of the administrator in these matters is final. Disciplinary action will be taken for multiple violations of the Dress Code.

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

- Any apparel or accessory that separates individual students from the general student body into smaller groups and denotes secret society association or other grouping is prohibited.
- Satanic paraphernalia or implied racist materials or attire is not to be worn or brought to school.
- No clothing may be worn that has profanity, advertisement for alcohol or tobacco, suggestive language, and/or graphics.
- Any outlandish style of clothing or hairstyle, which would interrupt the learning environment of the school is not permitted.
- Hair color and highlights must be of a natural hair color.
- No exposed nose rings, tongue studs, or any other pierced body attachment will be allowed. Females may **wear stud earrings or hoops no larger than 1/2" diameter.** Mouth grillz or mouth accessories, except prescribed by a dentist, are not allowed. False fingernails are not allowed.
- Clothing must be worn in the manner intended, not backwards or inside out. Shirts must be worn under overalls and both straps must be secure.
- Pants and shorts will be worn in a proper manner and fastened. Sagging pants will not be permitted.
- Shorts, skirts, and dresses may not be shorter than five inches above the knee.
- Inappropriate writing on the seat of shorts or pants will not be permitted.
- Spandex, skin-tight apparel, pajama bottoms or see-through clothing will not be permitted.
- No low cut clothing (neck or underarm) will be allowed. Clothing that exposes the midriffs with arms to the side or raised will not be permitted.
- Tank tops are not allowed unless worn over or under a regular shirt.
- Student must wear appropriate undergarments. Undergarments must not be visible. (i.e. sagging pants).
- Shoes must be worn at all times. Footwear designed for beach or bath wear such as house shoes and slippers will not be allowed. Wheeled shoes and cleats are not permitted

at school. **No high heels are permitted at school due to the danger they pose.**

**Elementary students are encouraged to wear tennis shoes.**

- No hats, caps, bandannas, wave caps, and athletic headbands are permitted to be worn in the building unless part of a uniform or required for a class.
- Sunglasses, glasses with dark lenses or contacts are not to be worn inside the building unless a doctor has prescribed them, and it is cleared by the principal.
- Tattoos of any form must be covered at all times.
- Makeup is inappropriate for elementary and is not allowed. However, Chap Stick or clear lip-gloss will be permitted.
- Backpacks on wheels are not allowed, due to accidents that occurred in previous years.

### **Girls**

- Dresses and tops with spaghetti straps (unless an appropriate shirt is worn underneath), halter-tops or backless tops will not be permitted at school.
- Blouses, dresses, and shirts should be of such type and style and be worn in a manner so as not to unduly distract others or be considered to be immodest.
- Sleeveless shirts must come to the edge of the shoulder.
- Low cut front, back, or bare midriff attire is not to be worn to school. No shirts may be worn that do not cover the top of the pants when seated.
- Skirt and dress length must meet the five-inch rule. Slits in skirts will be no more than the extended finger length.
- Leotards will be permitted only under skirts or shorts of appropriate length.

### **Boys**

- Hair must be above the eyes, well groomed, and clean at all times. Hair length shall not be any longer than the bottom of the shirt collar or where a shirt collar would normally fall nor extend more than an inch in height above the natural crown of the head.
- Rubber bands or any other devices used to tie the hair will not be permitted for males.
- No letter, numbers, or shapes of any kind may be carved into the hair nor are the eyebrows to be shaven.
- Boys must wear shirts with sleeves.
- Male students will not be allowed to wear earrings or earring studs.
- Wallet chains or key chains will not be permitted. No extreme chains or necklaces longer than 20" around the neck may be worn.

The Grapeland Elementary School Dress Code is in effect at all school-sponsored activities. Those students not properly dressed will be sent home from the activity. Sponsors and coaches of co-curricular and extracurricular activities reserve the privilege to establish a dress code for its participants in addition to the Grapeland Elementary School Dress Code. Student representatives of Grapeland Elementary are leaders of our school and the community and will behave in an appropriate manner at all school-sponsored activities or may be sent home from the activity.

## **STUDENT FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

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

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the school office at least 15 days before the event.

Except as approved by the principal, fund-raising by any organization is not permitted on school property. [For further information, see policies FJ and GE.]

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

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 would be harmful to the health and well-being of the student or any

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.]

## **HEALTH CARE**

The school nurse shall use her best judgment when treating ill students. She will check temperatures, apply nonprescription topical ointments and try to eliminate any minor health problems that would keep a student from doing his/her best in the classroom. If the student is too ill to remain in school, the person designated on the accident/illness form will be contacted to pick up the student.

In case of an accident, the school nurse will provide any necessary immediate care such as to stop bleeding, splint broken bones, etc. The person designated on the accident/illness form will be called immediately. If the situation demands prompt attention by a physician and the parent cannot be reached, the doctor listed on the accident/illness form will be contacted, and the student transported to that doctor.

Each year the school nurse will conduct vision, hearing and blood pressure screening in Pre-K through sixth grade. Height and weight will be measured on students in grade Pre-K through sixth grade. The regional dental director will do a visual dental screening on students in grades Pre-K through sixth grade. Parents will be notified of any problems detected during these screenings.

There are sources for limited financial assistance when a student needs glasses or dental care. If you need assistance in these areas, please contact the school nurse at (936) 687-2317.

## **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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **SAFETY**

### **Accident Prevention**

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

- Avoid conduct that is likely to put the student or other students 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 safety hazards, such as intruders on campus and 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 school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

## Drills: Fire, Tornado, and Other Emergencies

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

1. In the event of a FIRE DRILL on the campus, the plan is as follows:
  - a. The tone for a fire drill is a staccato beeping sound (Car keys left in the car sound).
  - b. Students will line up inside the classroom.
  - c. Proceed according to the map for the classroom exit pathway for exiting the building. Turn out the lights and close all classroom doors. Search bathrooms on the way out the doors.
  - d. To account for each of your students, take your grade book and check off each student's presence. Be able to explain where a missing student is.
  - e. Students proceed in the line to the fence line. The tone will stop when all faculty, staff, and students are out of the building.
  - f. When you hear the verbal command, classes may safely return to the building.
  
2. In the event of a TORNADO DRILL on the campus, the plan is as follows:
  - a. The tone for a tornado drill is a whirling high/low siren sound (Pac Man Video Game)
  - b. Students will line up inside the classroom.
  - c. Escort students to the hallway and have students to get in the duck and cover position. Turn out the lights and close all classroom doors. Search bathrooms on the way out the doors.
  - d. To account for each of your students, take your grade book and check off each student's presence. Be able to explain where a missing student is.
  - e. Students remain in the duck and cover position until the verbal command is given telling classes that it is safe to return to the classroom.
  
3. In the event of an EVACUATION of the campus, the plan is as follows:
  - a. The tone for an evacuation drill is a fast whirling siren sound (Car alarm).
  - b. Students will line up inside the classroom.
  - c. To account for each of your students, take your grade book and check off each student's presence. Be able to explain where a missing student is.

- d. Exit the building as you do for a fire drill. Turn out the lights and close all classroom doors. Search bathrooms on the way out the doors.
- e. The students will proceed in an orderly fashion to the football field.
- f. When you hear the verbal command, classes may safely return to the building.

**STUDENTS MUST REMAIN QUIET AND ORDERLY DURING EACH OF THE EMERGENCY SAFETY PROCEDURES.**

### **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 will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, 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.

### **Emergency School-Closing Information**

In case of severe weather or other emergencies, school closings will be announced on KIVY (92.7 FM or 1290 AM) and KBHT (93.5 FM).

## ***SCHOOL FACILITIES***

### **Use By Students Before and After School**

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

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

- Breakfast will be served in the cafeteria from 7:30 – 7:55.
- Students in grades Pre-K through grade three will wait in the cafeteria until 7:45.
- Students in grades four through six will wait in the back of the school or the gymnasium during inclement weather until 7:45.
- Students who must arrive before 7:30 will wait in the cafeteria until 7:30 when teachers are on duty.

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

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

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before-school or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, 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 code of conduct for participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes 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.

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Stephanie Grant, the free and reduced application services coordinator at (936) 687-4661 to apply.

Breakfast must be paid for at the door on a daily basis. Lunch money is collected daily or weekly. If a student has paid for meals and is absent, the student is credited for the following day or week. Meals may not be charged.

Student Code of Conduct will be observed in the cafeteria. Students are directly responsible to the teaching assistant on duty. Incidents of misconduct will be reported to the administrative staff and/or teacher who will administer discipline deemed appropriate.

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open each day for student use during open flow times with a teacher permit. Each classroom teacher will also take students as a class to the library once a week.

### **Meetings of Noncurriculum-Related Groups**

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

A list of these groups is available in the principal's office.

### **Pest Control Information**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child (ren)'s school assignment area may contact Rhonda Shaw at (936) 687-2317.

### **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 in the coming years—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.

## **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 Cubbies**

Students' desks and cubbies 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 the assigned desks and cubbies.

Searches of desks or cubbies may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by 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 cubbie.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time if there is reasonable cause to do so.

### **Trained Dogs**

Trained drug dogs may be used to search out any illegal substances or weapons a student may have brought to school.

## **TRANSPORTATION**

### **School-Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Field Trips: If a parent wants to attend a field trip, they must take their own vehicle. Exceptions made with the principal's approval only. Parents are discouraged from bringing siblings on school sponsored field trips. In most cases, arrangements have been made for a specific number which includes only enrolled students.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Tracy Salmon at (936) 687-3654.

See the Student Code of Conduct for provisions regarding transportation to the disciplinary Alternative Education Program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school 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 bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity.
- The driver shall attempt to correct the misbehavior of the student.
- No eating, drinking, or chewing gum on the bus.

If the driver is unable to resolve the problem, the driver shall submit in writing a discipline report to the principal as soon as possible. The principal will take the following actions:

- First Offense – Conference with student and parent notified.
- Second Offense – Conference with student and parent. Discipline action taken at school.
- Third Offense – Student suspended from bus privileges for 3 days.
- Fourth Offense – Depending on the severity of the offense. Five days suspension from the bus or suspended from bus privileges for thirty days or the remainder of the semester.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

## ***VIDEOTAPING OF STUDENTS***

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

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

## ***VISITORS TO THE SCHOOL***

### ***General Visitors***

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visitors must enter through the front door. Continued violation of this policy will be referred to the Grapeland Police Department.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. A conference may be scheduled during the teacher's conference period.

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

#### Visitors Participating in Special Programs for Students

During the school year, Grapeland Elementary School will present special programs to the students appropriate to the age level of the children. Parents and guardians will be notified of these programs so permission may be given for students to participate in the presentation and information dispersed by these specialized individuals.

# **APPENDIX**

# APPENDIX I

## ACKNOWLEDGMENT FORM

My child and I have received a copy of the Grapeland Elementary School Student Handbook (and the Student Code of Conduct) for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed with the principal within ten school days of my child's first day of instruction for this school year.

Directory information includes my child's:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

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

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX II ACKNOWLEDGMENT FORM

My child and I have received a copy of the Grapeland Elementary School Student Handbook.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX III

### MODEL CONSENT/OPT-OUT FORM

*Note to school administrators:*

*In order to meet District (or campus) obligations under the NCLBA (see page 5 of the **Student Handbook**) you must at least annually at the beginning of the school year notify parents of the specific or approximate dates when the following will occur or are expected to occur:*

- A survey, analysis, or evaluation that concerns student protected information as described below in the first section. For those surveys that will be funded in whole or in part by U.S. Department of Education funds, the District **must receive** a parent's consent. For those surveys not funded by the USDE, the district must **allow** a parent to opt-out.
- Any planned nonemergency, invasive physical examinations or screenings required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, other than hearing, vision, scoliosis screenings or any physical exam or screening permitted or required under state law. See policies EF and FFAA. The District must **allow** a parent to opt-out of these examinations or screenings.
- School activities involving the collection, disclosure, or use of personal information collected from a student for the purpose of marketing or selling that information. Depending on what personal information is being collected, disclosed, or used, the District must either receive consent or allow a parent to opt-out of these activities.

*Should any of the above surveys or activities arise during the school year as part of campus or classroom activities, these guidelines should again be used to determine appropriate notices and consent/opt-out forms to be sent to parents before the surveys or activities are conducted.*

-----  
To the Parents of \_\_\_\_\_:

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys."

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.



## Grapeland Elementary School

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Mr. Jim Wise  
Principal

Mrs. Cindy /Richards  
Counselor

TO: Parents, Guardians, and Students of Grapeland I.S.D.  
FROM: Jim Wise, Principal  
DATE: August 27, 2007  
RE: Cell Phone Law

Below are copies of Texas law and G.I.S.D. board approved policy.

Added by Acts 1995, 74<sup>th</sup> Leg., ch. 260, 1, eff. May 30, 1995.

Chapter 37.082. POSSESSION OF PAGING DEVICES. (a) The board of trustees of a school district may adopt a policy prohibiting a student from possessing a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property. The policy may establish disciplinary measures to be imposed for violation of the prohibition and may provide for confiscation of the paging device.

(b) The policy may provide for the district to:

- (1) dispose of a confiscated paging device in any reasonable manner after having provided the student's parent and the company whose name and address or telephone number appear on the device 30 days' prior notice of its intent to dispose of that device. The notice shall include the serial number of the device and may be made by telephone, telegraph, or in writing; and
- (2) charge the owner of the device or the student's parent an administrative fee not to exceed \$15.00 before it releases the device.

(c) In this section, "paging device" means a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

### **Cell Phones and Paging Devices**

Students are not permitted to use or display telecommunication devices with text messaging features, cell phones, or pagers during the academic school day from 8:00 a.m. to 3:10 p.m. unless prior permission has been obtained from the principal. A phone set to "vibrate" that goes off and is detectable will be considered "on" and will be taken.

In accordance with Texas Education Code 32.082, if a student uses or displays a cellular phone without permission from the principal:

- The phone will be confiscated and turned in to the principal's office.
- The office will log the item and store it in the safe.
- There is a \$15 fee to return the phone.
- The phone will only be returned to a parent or guardian.
- Any offense may result in disciplinary action.