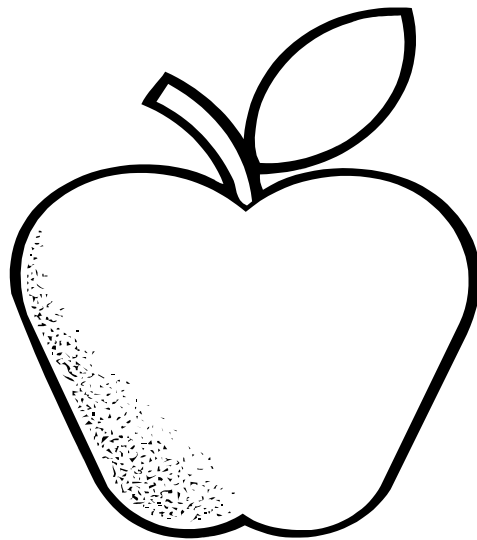


STARKEY ELEMENTARY SCHOOL

STUDENT HANDBOOK



2011-2012

Starkey Elementary School

1030 W. Main Street

Kerrville, TX 78028

(830) 257-2210

2011-2012
STARKEY ELEMENTARY SCHOOL
1030 WEST MAIN STREET
KERRVILLE, TEXAS 78028
(830) 257-2210

Dear Parents,

As a new year begins, we want to welcome you and wish you the very best for this upcoming school year!

This booklet contains most of the general information you will need to know about Starkey Elementary. We hope you find it helpful in answering any questions you might have.

Our school is a warm, caring place where children feel good about themselves as learners. While our primary focus is to provide a strong academic foundation, we feel it is important to provide enrichment activities such as Family Reading Night, Field Day, Challenge Lab, music programs, orchestra, art, and other activities that encourage special interests and talents.

Parents are urged to become involved in our school; our Parent-Teacher Organization (PTO) offers many opportunities for volunteer services. You are encouraged to visit our school at any time.

If, after reading this handbook, you have any questions or concerns, please call 257-2210 or come by our office. We look forward to working with you.

Diane Stern, Principal

STARKEY ELEMENTARY SCHOOL
MISSION STATEMENT

Starkey Elementary's primary objective is to provide a positive, caring environment in which children are actively involved. We recognize individual differences in children and strive to inspire a lifelong love of learning. As teammates, the home, school, and community endeavor to meet the needs of each child intellectually, emotionally, physically, and socially.

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PREFACE

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

Section I – GENERAL CAMPUS INFORMATION

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

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

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

Both students and parents should become familiar with the Kerrville ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found at www.kerrvilleisd.net or a paper copy may be obtained at 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 or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review at www.kerrvilleisd.net.

Section I: General Campus Information

DAILY SCHEDULE

Grades K-5	7:55 a.m. – 3:00 p.m.
Office Hours	7:30 a.m. – 4:00 p.m.
Breakfast Schedule	7:15 a.m. – 7:45 a.m.

Lunch Schedule:

Kindergarten	10:45 a.m. – 11:20 a.m.
1 st Grade	10:55 a.m. – 11:30 a.m.
2 nd Grade	11:25 a.m. – 12:00 p.m.
Transitional	11:35 a.m. – 12:10 p.m.
3 rd Grade	11:35 a.m. – 12:10 p.m.
4 th Grade	12:05 p.m. – 12:40 p.m.
5 th Grade	12:25 p.m. – 1:00 p.m.

Students are supervised at all times during the school day by either a teacher or teacher's aide. Students walking to school or being transported by car should arrive at school no earlier than 7:00 a.m. (A crossing guard will be on duty each day beginning at 7:00 a.m. on Harper Rd.) No adult supervision is provided prior to 7:00 a.m. or after 3:25 p.m. Prior to 7:45 a.m., students in Kinder-2nd grade will wait in the gym. Students in grades 3-5 will wait in the cafeteria. Children should be picked up from school prior to 3:25 p.m. Students remaining after 3:25 p.m. will be taken to the on-campus afterschool childcare, and will be charged for these services.

AFTERSCHOOL DAYCARE

Several daycare facilities in Kerrville provide afterschool care for children of working parents. The Y.M.C.A provides afterschool care on the Starkey campus until 5:30 p.m. daily. Information is available by calling 896-8000.

TEACHER CONFERENCE PERIODS

8:05 a.m. – 8:55 a.m.	5 th Grade
9:00 a.m. – 9:50 a.m.	4 th Grade
9:55 a.m. – 10:40 a.m.	L.A.M.P.
10:40 a.m. – 11:30 a.m.	3 rd Grade
12:10 p.m. – 1:00 p.m.	Kinder & Transitional
1:05 p.m. – 1:55 p.m.	2 nd Grade
2:00 p.m. – 2:50 p.m.	1 st Grade

CAFETERIA PRICE LIST

Students:	Breakfast	\$1.00
	Lunch	\$1.75
	Extra Milk	\$.50

Students may choose to bring a lunch from home or purchase a lunch from our school cafeteria. Meal tickets (debit system with a descending balance) may be purchased in the cafeteria or online at www.kerrvilleisd.net. Parents/visitors who wish to have lunch with a student are encouraged to do so, but may not access the student's account to pay for the adult meal. District policy prohibits the charging of any school meals or ala carte items.

Kerrville I.S.D. participates in the National School Lunch Program which offers free and reduced lunches based on financial need. Information may be obtained from the school secretary or by calling the Child Nutrition office at 257—2215. Students who were enrolled in K.I.S.D. at the end of last school year and who qualified for free or reduced meals are automatically qualified for the first 30 days of the new school year. During that time, a new enrollment form must be completed. An application from any other school district is non-transferable to Kerrville I.S.D. Only one application per family is required.

Parents may bring a special meal to their own child at lunch, but may not bring food for any other children. Cupcakes may be provided for the entire class to celebrate a child's birthday. The cupcakes will be served in the cafeteria at the end of the scheduled lunch time.

ATTENDANCE & TARDIES

School begins promptly at 7:55 a.m. Students who arrive on campus between 7:15 a.m. and 7:45 a.m. should go directly to the cafeteria (Grades 3-5) or gym (Grades K-2). At 7:45 a.m. students are permitted to go to their classrooms.

It is very important that your child arrives at school on time every morning. Our tardy bell rings at 7:55 a.m. Parents of children who have frequent tardies will be expected to meet with the Assistant Principal to work toward a positive solution to what can be a serious problem. At the elementary level, the students are dependent on parents to assure that they arrive at school on time. As a family, please develop morning routines that allow your child to be at school on time and spare him/her the embarrassment and confusion of entering the classroom late.

The importance of regular attendance cannot be overemphasized. A child should be in school every day for the entire day that he/she is physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. Parents are encouraged to schedule doctor's and dentist's appointments so that the student will not miss instructional time, if possible.

Students who are not in attendance for 90% of the school year will be denied credit for the year and must repeat the grade the following school year unless the

campus "Attendance Committee" rules to grant credit based on extenuating circumstances. State law requires an official daily attendance period. At Starkey, attendance is taken daily at 10:00 a.m. If a student is present at 10:00 a.m., he/she is counted present for the entire school day. If absent at 10:00 a.m., he/she is counted absent for the entire school day, unless the temporary absence is resulting from a documented appointment with a doctor or dentist and the child returns to school following the appointment.

According to state law, acceptable causes for absence from school include:

1. personal illness,
2. illness or death in family,
3. medical or dental appointments,
4. quarantine,
5. weather or road conditions making travel dangerous
6. observance of a religious holiday, and
7. any other unusual cause acceptable to the principal.
 - a. All requests under this category must be submitted in writing to the principal 2 days in advance.
 - b. The principal shall not approve any absence resulting from:
 1. a recreation or business trip,
 2. working, or
 3. babysitting.

STEPS TO FOLLOW WHEN ABSENT:

1. Call the school on the day of your child's absence. Write a note to your child's teacher the day your child returns to school stating your child's name, the date, days of the absence, and the reason for the absence. Your child should give this note to his/her teacher. Absences longer than 5 consecutive days require a note from a doctor.
2. Your child will be expected to make up assignments missed during the absence. Assignments that are not made up will be recorded as zeros.

CHILDREN LEAVING SCHOOL

To insure the safety of your children, **students will be released only to adults whose names appear on their enrollment cards.** If your child has permission to leave school with someone other than a parent or legal guardian, you must notify the office in writing. Please sign your child out in the office when you need to pick him/her up from school early. The secretary will call for your child over the intercom system, and he/she will leave class to meet you in the office. We cannot remove a student from class until the parent is in the office and has signed the child out.

Children function best when they know how they are getting home each day (bus, walk, car, bike). The routine should rarely be changed; however, if your child is to go home in a different manner than usual on a particular day, the parent should call the school office prior to 2:30 p.m. that day.

CLASSROOM INTERRUPTIONS

Classroom interruptions must be limited. Please plan with your child any changes in routine BEFORE the child comes to school. Also help him/her remember items which are to be brought to school. To minimize class interruptions, parents are asked to drop off items forgotten from home (i.e., lunches, books, homework, etc.) in the office. Items will be delivered to the classrooms during non-instructional time. Please do not go to a classroom without first checking in with the office staff.

TELEPHONE

The school telephone is used for business and emergency calls only. Students will not be allowed to use the telephone to make afterschool arrangements or to arrange for forgotten items to be brought to school. PLEASE HELP YOUR CHILD PLAN AHEAD.

VISITORS

Parents are welcome to visit Starkey Elementary at any time. When planning to visit a class, parents are asked to check with the principal in advance. Scheduling a visit is necessary because some activities, such as testing situations, do not lend themselves to classroom visitations.

All parents and other school visitors are asked to report to the school office upon arrival on campus. Visitors will be asked to sign in and wear a visitor identification badge. This requirement is designed to safeguard student security and to assure that all visitors have legitimate business at Starkey Elementary.

Students from other schools or relatives of Starkey students are not allowed to visit classes. We can assume no responsibility for children who are not officially enrolled at Starkey Elementary School.

EMERGENCY INFORMATION

If you change your address, home telephone number, cell phone or work number, please notify the school secretary immediately. It is very important that we are able to contact you in case of emergency.

MEDICATION/COMMUNICABLE ILLNESS POLICY

If prescription or over-the-counter medication (including cough drops) must be taken by a student during school hours, that medication must be kept in the school clinic and be given by specified school personnel according to the following regulations:

1. **All medications must be delivered to the school clinic by the parent or guardian.** The medication must be received in the original container and be labeled with the student's name, directions, and the dosage amount, time, and duration.
2. A written request to administer the medication, signed by the parent or guardian, must be received in the school clinic.
3. Only medications with FDA approval will be administered. Homeopathic agents, medications from outside the United States and home remedies will not be administered.
4. When the duration of the medication is completed, unused portions of the medication must be picked up by the parent/guardian or permission given to the nurse to destroy the remainder. At the end of the school year, all medication not picked up by the parent/guardian will be destroyed.
5. Hypodermic injections may be given at school by the nurse only when the family physician addresses a written request for this service to the school nurse, giving detailed information concerning the administration of the medication and patient follow-up. Parents will be required to furnish sterile, disposable syringes and needles with the medication.
6. A student may possess and self-administer asthma medicine only if the student has the School Asthma Action Plan completed by the student's physician and signed by the parent. This form must be on file in the nurse's office.

First Aid will be provided for injured children, and ill children will be cared for until the parent or emergency contact arrives to assume care of the child. K.I.S.D. school nurses will not transport students in their personal vehicles. You will be required to pick your child up at school if he/she has a temperature of 100 degrees or above or if the nurse considers him/her to have a potentially contagious condition. A child should not attend school unless free of fever, vomiting, or diarrhea for at least 24 hours. If the child has a special health problem or his/her health status changes during the school year, please notify the nurse. If your child has a milk or food allergy and cannot eat certain items in the school cafeteria, a written statement from the child's doctor must be given to the nurse and the cafeteria manager.

The school district is mandated by the Texas Department of Health to exclude any child from school who is found to have head lice (pediculosis). All students who have lice will be excluded and must have their hair rechecked and be free of all lice and eggs before returning to class. Periodic head checks will be performed at school, and positive cases identified and referred to the parent for treatment. If you find head lice at home, please let the school nurse know so she can check the appropriate classes.

In addition to health education provided by the classroom teacher, the school nurse will conduct supplemental health lessons under the guidelines of the K.I.S.D. Human Sexuality Curriculum.

- Kindergarten, first and second grades will have the opportunity to participate in lessons regarding hand washing, infection control, and dental hygiene.
- Fourth grade students will have the opportunity to view a video and participate in a discussion about personal hygiene.

- A video and discussion regarding “Growing Up” will be provided to fourth and fifth grade students. Boys and girls will be separated for these programs.
- Occasionally other health videos will be shown to students in all grades. Subject areas may include animal safety, first aid for children, bike safety, nutrition, sunburn prevention, and hygiene.

All supplemental health lessons will be previewed and/or conducted by the school nurse and are subject to the approval of the principal.

LOST & FOUND

We ask your cooperation in labeling your child’s coats, sweaters, sweatshirts, lunch boxes, etc., so that they can be easily identified. Parents are welcome to look in the “Lost & Found” closet for any missing articles. Unclaimed items will be donated to a local charity at the end of the school year.

PHYSICAL EDUCATION

Physical Education is a subject required by the State of Texas and should be considered just as important to your child’s development as the rest of his/her studies. Each child is required to participate in the physical education class. Parents are responsible for advising physical education personnel by written note if a child is to be excused from PE for a period of one or two days for medical reasons. Children will not be excused from PE for longer than three days without written recommendation of a doctor. It is recommended that students wear tennis shoes for safety reasons.

TIVY HIGH SCHOOL HOMECOMING – MUMS/GARTERS

Please do not allow your children to wear homecoming mums or garters to school, and please do not have mums/garters delivered to school. Elementary children find it difficult to concentrate on their work while they or their classmates are wearing mums/garters.

CLASS PARTIES

The Starkey P.T.O. sponsors classroom Christmas, Valentine’s and Easter parties each year. No gift exchanges between students are allowed.

PEDESTRIAN TRAFFIC

Children who walk to and from school daily should receive clear directions from their parents to come directly to school in the morning and return home immediately after dismissal in the afternoon. (Children should never stop to play on the playground at dismissal.) Designate the safest possible route. Encourage your children to develop and use safe habits. Crosswalks should be used. Avoid crossing private yards and property. Use sidewalks when available.

BICYCLES

Students riding bicycles to school should:

1. ride near the right side curb;
2. never carry passengers;
3. walk, never ride, bikes on Main street during heavy traffic periods (7:30 – 7:55 a.m. and 3:00 – 3:15 p.m.);
4. walk, do not ride, bikes on school grounds between 7:30 a.m. – 3:15 p.m.;
5. walk bikes across busy intersections, including crosswalks,
6. always lock bikes to the bike racks.

Bike helmets are recommended for all bike riders.

DISCIPLINE

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

- Demonstrate courtesy
- Behave in a responsible manner
- Be prepared for each class, with appropriate materials and assignments
- Meet District standards of grooming and dress (See K.I.S.D. Dress Code)
- Follow all campus and classroom rules and procedures
- Respect the rights of all students, teachers, and staff
- Respect the property of others, including campus property and facilities
- Adhere to the K.I.S.D. Student Code of Conduct

These rules and expectations apply:

- During the regular school day
- While a student is going to and from school on District transportation
- Within 300 feet of school property
- While a student is in attendance at any school-related activity, regardless of time or location

Each teacher has developed her own discipline plan that is always in effect within the classroom. Each teacher's expectations are posted in the classroom and are thoroughly discussed with the students so that they will understand the expectations of their teachers. Parents will receive a copy of their child's "Classroom Behavior Plan" during the first two weeks of school.

GENERAL SCHOOL RULES & EXPECTATIONS

1. Students are to behave in a manner that allows other students to learn. Behavior that distracts students or the teacher is not acceptable.
2. Students are to avoid using profanity or other inappropriate language that is hurtful to others.
3. Students are to behave in the cafeteria in a manner that allows others a pleasant atmosphere in which to eat their meals.
4. Students should not throw objects at other students, hit other students, or act in any manner that can bring harm to another individual.
5. Knives and other sharp objects, matches, lighters, or tobacco products are never permitted at school.
6. Students should not bring toys or pets to school without obtaining prior teacher approval. Bats, balls, etc., which receive teacher approval for recess use should be checked in to the teacher each morning to avoid classroom disruptions.
7. Students are not permitted to buy, sell, or trade personal belongings at school.
8. Students should not bring money to school except to pay for lunches. Money should never be left in a student's desk.
9. Students may not distribute party invitations at school.
10. Students may not bring Ipods, MP3 players, or any other electronic devices to school. A student may have a cell phone in his/her backpack but may not use it or display it during school hours. The cell phone must be turned off and out of sight.
11. School is a child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. Students may wear shorts in warm weather. Clothing with alcoholic beverage labels or logos, controlled substance labels, designs which promote violence or otherwise distract from the learning environment, are not permitted. **(See KERRVILLE INDEPENDENT SCHOOL DISTRICT DRESS CODE.)**
12. Students should not bring valuable items to school.
13. Students may not leave school grounds or school-sponsored events without permission.
14. Stealing from students, staff, or the school is prohibited.
15. Damaging or vandalizing property owned by others is prohibited.
16. Students shall not commit extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or force an individual to act through the use of force or threat of force.
17. Students shall not engage in inappropriate physical or sexual conduct.
18. Possession or selling of look-alike drugs or items attempted to be passed off as drugs and contraband is prohibited.

Violations of school rules may result in teacher-student conferences, time-out, withdrawal of privileges, isolation during lunch or free time, a phone call or note to parents, assigned school duties, lunch detention, after-school detention, restitution, or referral to the office. Repeated or serious offenses may result in removal from class, in-school suspension (I.S.S.), out-of-school suspension, Alternative Education Program placement, expulsion, or referral to local law enforcement officers. When a student has been formally removed from class, the principal may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best or only alternative available.

The **Kerrville I.S.D. Student Code of Conduct** is available online at www.kerrvilleisd.net, or a hard copy may be obtained in the school office. This code, adopted by the Board of Trustees, provides information and direction to students and parents regarding standards of behavior, as well as consequences of misconduct.

A student cannot avoid school-imposed disciplinary action by transferring to another campus or withdrawing from enrollment. Any such penalty may be imposed by another campus in the district or by a campus to which a student returns after withdrawing from enrollment.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administrator.

CAMPUS TRAFFIC PLAN

Texas Law prohibits the use of cell phones within a reduced-speed school zone. Violators are subject to a fine of up to \$200.

We have assigned grade levels to specific after-school loading areas so our traffic will be more evenly distributed. If you have more than one child and they are assigned to different loading areas, please tell all of your children to meet you in the Main Street loading area, located at the front of the building.

For student safety, every child should exit his/her vehicle on the passenger side, next to the curb. If this is not convenient, the parent should park in a designated parking spot and walk the child to the sidewalk.

It is absolutely essential that all parents follow our traffic plan consistently. Your cooperation and patience are greatly needed and appreciated.

Harper Road Loading Area: Kinder, Transitional, First & Second Grade

1. In the parking lot off Harper Road, please pick up and drop off students in the loading zone, located next to the curb.

2. During afterschool dismissal, students will be loaded into the passenger side of the car by a school employee. Students may not be loaded into the driver's side of the car facing the passing zone.
3. Please do not park in the loading zone and get out of your car. You are welcome to park in the parking lot behind the loading zone if a parking space is available. If you do park your car in the parking lot, you will need to pull your car into an empty parking space, turn off the engine and walk across the designated crosswalk to get your child. Please hold your child's hand at all times until you return to your vehicle.
4. The passing lane should be used for moving traffic only. PLEASE DO NOT STOP IN THIS LANE.
5. Please exit to the right only onto Harper Road between 2:55-3:15 p.m.

Main Street Loading Zone: Grades 3-5

1. In the loading zone off Main Street, please pick up and drop off students in the lane located next to the curb. Please do not park and leave your car in the loading zone.
2. The passing lane should be used for through traffic (moving traffic) only: PLEASE DO NOT STOP IN THIS LANE.
3. Please do not double park on either side of the "island."
4. **STUDENTS WILL NOT BE PERMITTED TO CROSS THE STREET WITHOUT AN ADULT.**
5. **The curbs along W. Main Street across from the front of the school have been designated by the City of Kerrville as a "No Parking" zone.**
6. Students may be picked up from the loading zone area only – no students will be loaded into cars parked near the flag pole or Starkey sign.

SECTION II: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Starkey Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 257-2210 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Participating in Starkey PTO and becoming a school volunteer.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Attending board meetings to learn more about district operations.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.

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

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

“Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

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

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

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester.

Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

The Kerrville ISD Human Sexuality Curriculum is based on the Texas Essential Knowledge and Skills, which have been adopted by the Texas Education Agency for all Texas Public Schools. The curriculum has been approved by the Kerrville ISD Board of Trustees upon the advice of the KISD School Health Advisory Council, comprised of local teachers, parents, and community representatives.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties.

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

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

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

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

Requesting Limited or No Contact with a Student through Electronic Media

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

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

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her

child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

School Safety Transfers

As a parent, you have a right:

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

[See policy FFI(LOCAL).]

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

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

Parents of Students with Disabilities

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

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the

evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Diane Stern at 257-2210.

Parents of Students who speak a Primary Language Other than English

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

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical

data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

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

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 1009 Barnett Street, Kerrville.

The address of the principal's office is 1030 W. Main Street, Kerrville.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL)]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available at www.kerrvilleisd.net.

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

Please note:

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

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

Directory Information

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

SECTION III: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

Students enrolled in kindergarten are required to attend school.

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

Exemptions to Compulsory Attendance

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

- Personal illness;
- Illness or death in family;
- Weather or road conditions making travel dangerous;
- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

- Any other unusual cause acceptable to the principal. (All requests under this category must be submitted in writing to the principal 2 days in advance. The principal shall not approve any absence resulting from a recreational or business trip, working, or babysitting.)

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

[See policy FEA(LEGAL).]

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

Parent's Note after an Absence

STEPS TO FOLLOW WHEN YOUR CHILD IS ABSENT:

Call the school on the day of your child's absence. (You may leave a voice mail message.) Write a note to your child's teacher the day your child returns to school stating your child's name, the date, days of the absence, and the reason for the absence. Your child should give this note to his/her teacher. Absences longer than 5 consecutive days require a note from a doctor.

Your child will be expected to make up assignments missed during the absence. Assignments that are not made up will be recorded as zeros.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

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

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

[See policy FFI(LOCAL).]

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse, which may be accessed at www.kerrvilleisd.net. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

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

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

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

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

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

COMPLAINTS AND CONCERNS

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

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

CONDUCT

Applicability of School Rules

As required by law, the Kerrville ISD Board of Trustees has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

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.

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.

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

CONTAGIOUS DISEASES / CONDITIONS

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

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

COUNSELING

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction or to accelerate to the next grade level. Kerrville ISD provides 6 days per year when examinations for acceleration are administered to students in grades 1-12. This process is commonly called "credit by exam". Tests are administered on the

first Tuesday, Wednesday, and Thursday after school ends in June, July, and August, or the Tuesday and Wednesday during the 2 weeks before school starts, and the first Tuesday in December. For information, contact the school counselor.

A student will earn course credit with a passing score of at least 90 on the exam. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

The parent must apply for “credit by exam” in writing so that the appropriate exams may be ordered. If the district agrees to administer a test other than the one chosen by the district, the student’s parent will be responsible for the cost of the exam. [See policy EHDC(LOCAL).]

DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the district’s policy is available in the principal’s office and in the superintendent’s office or at www.kerrvilleisd.net.

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Retaliation

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Hair must be clean and neatly groomed. Only natural hair colors are acceptable. *Hairstyles that are distracting are not acceptable (e.g. shaved patterns, asymmetrical designs, horns, or spikes).
- Earrings may be worn only in the ears. No other visible pierced jewelry/decoration is allowed. Earrings/jewelry may not be distracting.
- Shirts with split sides, crop tops, tank tops, and clothing with spaghetti straps are prohibited. ¶ Shirts and t-shirts are to be worn appropriately as defined by the campus administrator.
- The torso of the body should be covered at all times.
- Proper undergarments should be worn at all times and should not be visible.
- The waistband for pants, shorts, skirts and skorts must be worn at or above the top of the hipbone.
- Pant legs must not drag the ground/floor.
- Spandex shorts as outer garments and cut-offs are prohibited.
- Dresses, shorts, skirts, and skorts must be of modest length, no shorter than the fingertips when arms and hands are extended downward at the sides of the body.
- Oversized baggy clothing is prohibited. All clothing/outerwear must be of appropriate size and length for the wearer.
- Shoes must be worn. House shoes or steel-toed footwear is prohibited. Appropriate athletic shoes should be worn during physical education activities.
- Transparent clothing and extremely faddish attire are prohibited.
- Caps or other head wear may not be worn in buildings or enclosed areas. ¶ Bandanas may not be worn or carried on campus.
- Chains as part of a wallet or watch or as a visible part of any clothing are prohibited. ¶ Clothing and/or accessories that are gang related are prohibited.
- Clothing and/or accessories that advertise or suggest profanity, alcoholic beverages, tobacco, drugs, or violence are prohibited.
- Clothing and or accessories that contain sexually explicit or suggestive pictures or statements are prohibited.
- Grooming, including cosmetics and colognes, should be age appropriate.

*Final decisions regarding dress and grooming acceptability, rest with the campus administration. (FNCA LOCAL)

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

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing.

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

Possession and Use of Other Personal Electronic Devices

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

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

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

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

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

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed

in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

HAZING

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

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

[See policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites

for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

Physical Activity for Students in Elementary School

In accordance with policies at EHAB, EHAC, EHBG, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

School Health Advisory Council (SHAC)

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

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products on school property and at school-sponsored and school-related activities. [See policies at FNCD and GKA.]

Asbestos Management Plan

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Maintenance office. If you have any questions, please contact Don May, KISD Maintenance Director, at 257-2216.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child’s school assignment area may contact Billy Taylor, KISD IPM Coordinator, at 739-4585.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Laurie Gagne, at 257-2200.

HOMEWORK

TIME ALLOTMENTS: The following time allotment guidelines will be considered to avoid overburdening students with homework on any given night. However, students who do not use study time wisely or who may be inappropriately placed in language arts or math classes may

consistently exceed the following time allotment guidelines. A parent-teacher conference is advised when this occurs.

1st grade	15 minutes per night
2nd grade	25 minutes per night
3rd grade	35 minutes per night
4th grade	40 minutes per night
5th grade	50 minutes per night

(All of the above times are subject to an additional 15 minutes of optional reading time at the discretion of the teacher.)

IMMUNIZATION

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

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

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer 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.

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.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[See policies FL(LEGAL) and GRA(LEGAL).]

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

MAKEUP WORK

Makeup Work Because of Absence

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.

Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

In accordance with the guidelines developed with the district's medical advisor; and

When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Kerrville ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights

Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Supt. Dan Troxell, PhD, at 257-2200.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Ellen Williams at 257-2200.
- All other concerns regarding discrimination: Call the superintendent, Dan Troxell, PhD., at 257-2200.

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

PRAYER

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

PROMOTION AND RETENTION

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

Students shall be promoted from one grade to the next on the basis of academic achievement. Students must achieve all of the following standards prior to promotion.

1. Have an overall average of 70 or above in Language Arts, Mathematics, Science, and Social Studies.

2. An average of 70 or above in Language Arts and an average of 70 or above in Math.
3. Must be in attendance a minimum of 90% of the number of school days.

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

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

* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus.

Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines that have been approved by the Superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL)

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.

SAFETY

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

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

Accident Insurance

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

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.

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Please listen to a local radio station or check the KISD website for announcements regarding school closings due to inclement weather.

Conduct Before and After School

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

Library & Textbooks

School policy requires that all textbooks be covered. Students who owe money for lost textbooks or damaged textbooks will not be issued additional textbooks until all fees have been paid. These students will be allowed to use the textbooks at school during each school day but will not be permitted to take the books home. Lost or damaged books must be paid for in full. A student who owes money for a lost or damaged library book will not be permitted to check out library books until all fees have been paid.

SEARCHES

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

Students' Desks

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

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

Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk.

Electronic Devices

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

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

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

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal.

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

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

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

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

TARDINESS

School begins promptly at 7:55 a.m. Students who arrive on campus between 7:15 a.m. and 7:45 a.m. should go directly to the cafeteria (Grades 3-5) or gym (Grades K-2). At 7:45 a.m. students are permitted to go to their classrooms.

It is very important that your child arrives at school on time every morning. Our tardy bell rings at 7:55 a.m. When a student arrives at school after 7:55 a.m., the parent is required to sign the child in at the office. Parents of children who have frequent tardies will be expected to meet with the Assistant Principal to work toward a positive solution to what can be a serious problem.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Rob Middleton, KISD Director of Transportation, at 257-1344.

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

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

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

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 and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

WITHDRAWING FROM SCHOOL

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

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

