

# **Student/Parent Handbook For Rio Grande City CISD**

**Elementary Schools**

**2011**



**2012**

## **Schools**

**Alto Bonito Elementary  
Grulla Elementary  
J & O Hinojosa Elementary  
La Union Elementary  
North Grammar Elementary  
Ringgold Elementary  
Roque Guerra Elementary  
General Ricardo Sanchez Elementary  
Dr. Mario E. Ramirez Elementary**

(Please complete this form and return to the principal's office.)

**Rio Grande City Consolidated Independent School District Memo:**

In accordance with Texas Administrative Code Section 133.22G, the District shall annually obtain signed statements from each student's parents indicating that the parent understands and consents to the responsibilities outlined in the District's Student Code of Conduct which is included in this Student-Parent Handbook.

I understand and consent to the responsibilities outlined in the District's Code of Student Conduct. I also understand and agree that my child, \_\_\_\_\_, will be held accountable for the behavior and consequences outlined in the Code of Student Conduct at school and at school-sponsored and school-related activities, including school sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct is subject to disciplinary action, up to and including referral for criminal prosecution for violation of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes:

Student Name  
Address  
Telephone Number  
Date and Place of Birth  
Participation in Officially Recognized Activities and Sports  
Weight and Heights of Members of Athletic Teams  
Dates of School Attendance  
Awards Received in School  
Most Recent Previous School Attended

Directory information will be released by the District to anyone who requests it, unless I object in writing to the release of any or all of this information within 10 school days of the time this handbook was issued to my child. I have marked through the items of directory information listed above that I wish the District to withhold about my child/children.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

**Rio Grande City Consolidated Independent School District  
Student/Parent Handbook**

**Table of Contents**

	Page No.
Principal’s Message	ii
Campus Mission	iii
Campus Philosophy	iii
Bell Schedule	iv
Awards	iv
Extra-Curricular Activities	iv
Homework Schedule	v
<b>General District Information</b>	<b>1</b>
District Mission Statement	2
District Motto	3
Compliance Statement	3
Contractual Disclaimer	3
Asbestos Information	3-4
Pest Control Information	4
RGCCISD Telephone Directory for Offices	5-7
School Calendar	8
2004-2005 Student Assessment Calendar	9-12
Rights and Responsibilities	
▪ Students	13
▪ Parents	14-15
▪ Teachers	15
▪ Administrators	15-16
Basic School Information	17
▪ Assemblies (Pep Rallies)	18
▪ Attendance	18-23
▪ Cafeteria Services	23
▪ Complaints by Students/Parents	23-24
▪ Conferences	24
▪ Counseling	24-25
▪ Dress Code	26-30
▪ Extracurricular Activities	30-31
▪ Emergency Plans/Procedures	31-35
▪ Fees	36
▪ Field Trips	36
▪ Fund Raising	36
▪ Grading Policy	36-40
▪ Hall Behavior	40
▪ Health Requirements and Services	40-45
▪ Homework	45
▪ Insurance	45
▪ Leaving Campus During the School Day	45-46

▪ Library Services Program	46
▪ Lockers	46
▪ Loitering	46
▪ Optional Extended Year Program	47
▪ Physical Education (P.E.)	47
▪ Police	47
▪ Posters	47
▪ Promotion, Retention and Placement	47-49
▪ Publications	49-50
▪ Report Cards	50-51
▪ School Buses or Other School Transportation	51-52
▪ School Day and Daily Hours	52
▪ Searches	52
▪ Students Picked Up by Someone Else other than Parents	52-53
▪ Student Records	53-54
▪ Textbooks	51-52
▪ Tutorial	54
▪ UIL	54
▪ Visitors/Parent Volunteers	54-55

## Principal's Message

Grulla Elementary, in collaboration with the community, will provide students with intellectual, artistic, and character building educational experiences to inspire them to achieve.

## Campus Mission

- E**ncourage students to be kind and respectful.
- D**evelop life-long learners to exceed in the global society.
- U**tilization of technology to optimize student achievement.
- C**hallenge academic excellence in ways that engage students in their learning.
- A**ll students will be inspired to be confident and curious.
- T**each and provide an environment where students can reach their highest potential.
- E**very child, one voice.

## Campus Philosophy

### **At Grulla Elementary education is fundamental, because**

- F**ailure is not an option.
- U**nity between school and community results in quality education.
- N**ow and always, students first, actively and enthusiastically engaged in their learning process.
- D**iversity and dignity of individuals enriches learning and supports the development of respectful and responsible citizenship.
- A** safe, supportive, and collaborative environment fosters positive attitudes among students and school staff.
- M**eeting needs of diverse learners and narrowing the achievement gap.
- E**mpower students to be life-long learners through educational experiences that are challenging and innovative to promote academic excellence.
- N**o child left behind for they are the leaders of tomorrow.
- T**hrough interdependence and collaboration, we are committed to academic performance and enhancing personal responsibility, as determined by state and national standards.
- A** varied curriculum, technology based instruction and an open enrollment policy allows us to meet the needs of all students.
- L**ooking forward to high achievement through high standards and high expectations .
- S**tudents will demonstrate knowledge, skills and attitudes at each grade level that predict success in post-secondary education and the workplace with an ever-changing global society.

**ARE the building blocks for learning.**

## Bell Schedule

### Lunch Schedule

Pre-Kinder	10:40 - 11:25
Kinder	11:15 - 12:00
1 <sup>st</sup>	11:45 - 12:30
2 <sup>nd</sup>	11:00-11:20 (cafeteria) 11:25 (recess) 11:45 (end of lunch period)
4 <sup>th</sup>	11:00-11:20 (recess) 11:25 (cafeteria)11:45 (end of lunch period)
5 <sup>th</sup>	12:00-12:20 (cafeteria) 12:25(recess) 12:45 (end of lunch period)
3 <sup>rd</sup>	12:00-12:20 (recess) 12:25 (cafeteria)12:45 (end of lunch period)

### Teacher's Conference Periods

7:40 - 8:25	2 <sup>nd</sup> Grade
8:30 - 9:15	5 <sup>th</sup> Grade
9:20 - 10:05	3 <sup>rd</sup> Grade
12:50 - 1:35	4 <sup>th</sup> Grade
2:15 - 3:00	Coaches Conference
3:00 - 3:45	Pre-Kinder, Kinder, 1 <sup>st</sup> Grade

### Awards

October 6 and 7	1 <sup>st</sup> Six Weeks Awards Assembly
November 17 and 18	2 <sup>nd</sup> Six Weeks Awards Assembly
January 12 and 13	3 <sup>rd</sup> Six Weeks Awards Assembly
February 23 and 24	4 <sup>th</sup> Six Weeks Awards Assembly
April 19 and 20	5 <sup>th</sup> Six Weeks Awards Assembly
May 28 and 29	6 <sup>th</sup> Six Weeks Awards Assembly

### Extra-Curricular Activities

September 7	Meet the Teacher Night
September 9	Grandparents Day Activity
October 5	Fall Pictures
October 28	Fall Festival
November 9	Christmas Pictures
November 11	Veterans Day Luncheon
December 16	Christmas Program
February 1	Classroom Group Pictures
February 16	Spring Pictures
April 5	Spring Festival
April 11	Kindergarten Promotions Pictures
May 24	Kindergarten Promotions
May 25	5 <sup>th</sup> Grade Promotions

## Homework Schedule

<b>Days of the Week</b>	<b>Courses/Academic Areas assigned on these days</b>
Monday and Wednesday	<ol style="list-style-type: none"><li>1. Reading</li><li>2. Science</li><li>3. Math</li></ol>
Tuesday and Thursday	<ol style="list-style-type: none"><li>1. Grammar</li><li>2. Writing</li><li>3. Social Studies</li></ol>
Friday	<ol style="list-style-type: none"><li>1. Any Subject Area</li></ol>

## **General District Information**

**Rio Grande City Consolidated Independent School District  
District Mission/Vision Statement**

We are an educational organization that exemplifies achievement, credibility, and commitment in preparing all students to meet the academic, creative, and social challenges and responsibilities of our society.

As an educational organization committed to preparing all students to meet the academic, creative and social challenges and responsibilities of our society,

We will:

- implement a rigorous, integrated, technological and comprehensive curricula from Pre-K to post secondary;
- provide school facilities that are conducive to a safe and orderly learning environment;
- attract, retain, and develop qualified and effective personnel;
- provide and maintain an effective and efficient fiscal management system;

And

- embrace school/community partnerships.

By focusing on cooperation and communication, delivering quality service, and having high expectations, all students will acquire the marketable job skills and/or post-secondary prerequisites to succeed in our dynamic global society.

**Rio Grande City CISD Core Values**

To attain our vision, with appreciation of the  
cultural diversity of our community,  
We steadfastly hold to the core values of:

Integrity, Loyalty, Dedication.  
Respect, Accountability, and Unity

While maintaining the highest degree  
of professionalism.

**Rio Grande City CISD Key Result Areas**

- #1 Implement a rigorous, integrated, technological and comprehensive curricula from Pre-K to post-secondary
- #2 Provide school facilities that are conducive to a safe and orderly learning environment
- #3 Attract, retain, and develop qualified and effective personnel
- #4 Provide and maintain an effective and efficient fiscal management system
- #5 Embrace school/community partnerships

## **District Motto**

Learn Today, Succeed Tomorrow

## **Compliance Statement**

It is the policy of the Rio Grande City CISD not to discriminate on the basis of sex, disability, race, color, or national origin in its educational and career/technology programs, activities, or employment as required by Title IX, Section 504 and Title VI.

The Rio Grande City CISD will take steps to assure that lack of English language skills will not be barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Mr. Gilberto Garcia (956) 716-6748 and/or Section 504 Coordinator Mr. Arcadio Salinas III (956) 716-6784.

## **Contractual Disclaimer**

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the Rio Grande City CISD and any student, prospective student, or any governmental agency. The contents of this student/parent handbook apply to all students and programs in the district and do not amend, abridge, or replace regulations established by the district. As necessary, school administrators may include supplementary regulations and directives pertinent to their individual campuses.

## **Asbestos Information**

All school districts in the state of Texas are required to notify parents, faculty, and staff about the availability of the Asbestos Management Plan. A copy of this plan may be found in the following locations and is available for inspection by parents, teachers, administrators, and other school personnel and the Environment Protection Agency (E.P.A.):

1. office of the principal at each campus
2. office of the Chief Financial Officer
3. office of the Director of Maintenance

The Asbestos Management Plan for the district has been prepared to meet all of the requirements of EPA so that a learning environment that is free of asbestos fibers is provided.

The compliance officer designated to carry out the school district's responsibilities under the E.P.A. Final Rule and Notice is:

Mr. Arcadio Salinas, Director of Maintenance  
Rio Grande City CISD  
Fort Ringgold  
Rio Grande City, Texas 78582 (956) 716-4600

Letter from Mr. Roberto Alvarado sent on July 28, 2000 regarding asbestos.

To: Parents, Students, and Staff:

I am pleased to let you know that the Rio Grande City CISD is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office.

If you have any questions about the plan or this federally mandated program, please contact me at (956) 716-6753 or 716-6711.

Sincerely,

Robert Alvarado  
Asbestos Designated Person

#### **Pest Control Information**

This school district periodically applies pesticides inside buildings. Information concerning these applications may be obtained from Mr. Arcadio Salinas, Director of Maintenance at (956) 716-6836, Fort Ringgold, Rio Grande City, Texas 78582.

## Rio Grande City CISD Telephone Directory for Offices

<b>Number(s)</b>	<b>Phone/Fax</b>
District	716-6700
District's Fax Number	716-6610
 <b>Central Office Staff:</b>	
Superintendent's Office	716-6702
Fax Number	487-8506
Curriculum and Instruction Office	716-6737; 6738
Fax Number	716-6744
Business and Operations Office	716-6710; 6711
Fax Number	716-6610
Copyroom	716-6723
Bookkeeping	716-6715; 6717; 6719
Payroll	716-6727; 6728; 6729
Personnel Office	716-6748; 6749; 6750
Fax Number	487-5819
 <b>Directors/Coordinators Offices:</b>	
Athletic Director's Office	716-6756
Audio Visual Department	716-6762; 6763; 6764
Career & Technology	488-6080
Fax Number	716-6884
<b>Curriculum &amp; Instruction Department:</b>	
Gifted & Talented Department	716-6803; 6804
Elementary Education and Elementary Staff Dev. Dept.	716-6891; 6806
Secondary Education and Secondary Staff Dev. Dept.	716-6704
<b>Federal Programs Department:</b>	
Title I & SCE	716-6767; 6768
Fax Number	716-2640
Migrant	716-6770; 6771; 6773;
6774	
Parental Specialist	716-6772
Data Processing	716-6779; 6780; 6781;
6782	
<b>Food Services Department:</b>	
Director's Office	716-6792
Central Cafeteria	716-6793
Cafeteria Clerk	716-6794; 6795
Gifted & Talented Department	716-6803; 6804
Dept. of Language Arts & Guidance	716-6704
Health Services Department	716-6805; 6806
Maintenance Department	716-4600

Air Conditioning Department	716-6883
<b>Purchasing Department:</b>	
Purchasing Agent	716-6809; 6810
Fax Number	716-6813
Shipping and Receiving	716-6811
Warehouse	716-6812
<b>Security Department:</b>	
Coordinator's Office	716-6815
Main Gate	716-6816
<b>Special Education Department:</b>	
Director's Office	716-6820; 6721
Fax Number	716-1646
Counselor	716-6822
TMR Unit	716-6823
SSC Unit	716-6824
State Bilingual Office	716-6830; 6831; 6832
Student Assessment	716-6739; 6740
Fax Number	716-6672
<b>Student Services Department:</b>	
Director's Office	716-6786
Fax Number	716-6790
Mailroom	716-6787
<b>Transportation Department:</b>	
Director's Office	716-6868
Motor Pool	716-6839
Technology Office	716-6743
Fax Number	716-6814

**Schools:**

<b>Alternative Center:</b>	
Coordinator's Office	716-6942
Secretary	716-6926
Fax Number	716-6944
Counselor	716-6940
PEP	716-6845; 6846
Alto Bonito Elementary	487-6304
Fax Number	487-5755
Dr. Mario E. Ramirez Elementary	487-4415
Fax Number	487-4457
General Ricardo Sanchez Elementary	487-7095
Fax Number	487-7133
Grulla Elementary	487-3306; 4419
Fax Number	487-8615
Grulla Middle School	487-5558; 5559
Fax Number	487-5633
J & O Hinojosa Elementary	487-3710; 3640
Fax Number	487-4942
La Union Elementary	487-3404; 3539
Fax Number	487-4076

North Grammar Elementary	716-691; 6917; 6918
Fax Number	488-2081
Ringgold Elementary	716-6928; 6929
Fax Number	716-6930
Ringgold Middle School	716-6958; 6959
Fax Number	716-6957
Rio Grande City High School	488-6000
Fax Number	488-6050
Roque Guerra Elementary	487-6982; 6983; 6985
Fax Number	487-1046
Grulla High School	487-7278
Fax Number	_____

## **Rights and Responsibilities of Students at Rio Grande City CISD**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Rio Grande City schools shall foster a climate of mutual respect for the rights of others. All students are expected to respect the rights and privileges of other students, teachers, staff, and themselves. Students shall exercise their rights responsibly, in compliance with rules established for orderly conduct of the district's educational mission. The district's rules of conduct are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens within the school community. Student responsibilities for achieving a positive learning environment at school or school-related activities shall include the following:

1. Attend all classes daily and on time. (A student must not be counted absent if he/she misses school for religious holy days according to TEA guidelines.)
2. Accept the responsibility to participate appropriately in the learning process.
3. Pursue and master the Texas Essential Knowledge and Skills and curriculum of the district.
4. Be prepared for each class with appropriate materials and assignments.
5. Be properly attired in accordance with the school dress code.
6. Exhibit respect toward others and their belongings and the property of the school.
7. Conduct themselves in a responsible, orderly manner.
8. Pay required fees and fines unless they are waived.
9. Obey all school rules, including safety rules.
10. Seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
11. Cooperate with the school staff in investigation of disciplinary cases and volunteer information if the student has knowledge relating to an offense.
12. Refrain from cheating and stealing.
13. Keep from gossiping or making profane, insulting, threatening, or hostile remarks.
14. Check out of school properly before leaving campus for any reasons.

## **Rights and Responsibilities of Parents at Rio Grande City CISD**

Parents have the right to send their children to schools in which students are both valued and expected to learn. Parents have the responsibility to do the following:

1. Make every effort to provide for the needs of their child/children.
2. Impress upon the child the value of respecting school personnel and peers.
3. Teach their child the importance of being responsible for his/her actions and decisions.
4. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
5. Make sure their child/children attends school regularly and promptly reports and explains reasons for absences and tardies.
6. Bring to the attention of school authorities any learning problem or condition that may relate to their child's/children's education.
7. Encourage and lead their child/children to develop proper study habits at home.
8. Obtain current scholastic and behavioral reports on their child/children and work with the school personnel to bring about improvements as necessary.
9. Participate in meaningful parent-teacher conferences to discuss their child's/children's school progress and welfare.
10. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
11. Stay informed of school policies and academic requirements.
12. Participate in school-related organizations.
13. Be sure their child/children is/are appropriately dressed for school and school-related activities according to district dress code.
14. Discuss and sign their child's report card individually and discuss work assignments with their child.
15. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
16. Cooperate with school administrators and teachers.
17. Be sure their child/children attend(s) school tutorials when required or as the need arises.
18. Control their child. Under Family Code 33.01, a student's parent is legally liable for property damage caused by their child stating that: (a) the negligent conduct of the student is reasonably attributable to the negligent failure of the parent to exercise that duty, or (b) the

willful or malicious conduct of a student who is at least twelve but under eighteen years of age.

19. Submit a signed statement indicating that the parent(s) understands and consents to the responsibility outlined in this handbook.

\*Throughout this handbook, “parent” includes single parents, legal guardians, or persons having lawful control of a student.

### **Rights and Responsibilities of Teachers**

Teachers have the right to be treated with respect and to be supported by the principal, other teachers, the board of trustees, the superintendent, Central Office Administrators, and parents in their efforts to promote and maintain appropriate classroom discipline.

1. Use discipline management techniques developed in district’s management plan.
2. Encourage good student discipline by being in regular attendance and on time.
3. Encourage good discipline by performing their teaching duties with appropriate preparation, assignments, and resource materials.
4. Comply with district and school policies, rules and regulations, and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Encourage work habits that will lead to the accomplishment of students’ personal goals.
7. Serve as an appropriate role model for students in accordance with the standards of the teaching profession.
8. Establish rapport and an effective working relationship with parents, students, and other staff members.
9. Teach to the standards of performance required by the district.
10. Work cooperatively with other staff members to implement the discipline management program uniformly.
11. Treat each child with respect and provide him/her with just treatment.

### **Rights and Responsibilities of Administrators**

Administrators have the right to be supported and respected by the board of trustees, the superintendent, teachers and staff, and parents in their efforts to promote and maintain appropriate campus discipline.

Administrators have the responsibility to do the following:

1. Provide appropriate support for teachers in dealing with student discipline problems.

2. Implement and supervise discipline based upon fair and impartial treatment of all students.
3. Encourage parents to keep in regular communication with the school and encourage parental participation in required parent-teacher conferences.
4. Encourage students to learn mature self-discipline.
5. Assume responsibility and leadership for discipline and for evaluation of the discipline management plan.
6. Serve as appropriate role models for their students in accordance with standards of the profession.
7. Develop a cooperative working relationship among staff, students, and parents.
8. Ensure students' safety through maintenance of school grounds.
9. Seek outside consultation and professional services for students if needed.

## **Basic and Important School Information**

**Basic School Information**  
**(Items arranged in Alphabetical Order)**

**Assemblies (Pep Rallies)**

Assemblies and pep rallies are events in which the students as a whole show their spirit and support for the school. At all times, a student's behavior should be refined and courteous; a student's conduct in assemblies must meet the same standard as in the classroom. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students and faculty members are required to attend all scheduled assemblies and pep rallies unless they have made previous arrangements with the principal. Students will be in assigned sections. Students' rights to assemble and circulate petition carry equal responsibility to respect the orderly operation of the school. School authorities have the right to restrict the times and places of such activities, and may require advance notice when necessary to avoid conflict and to ensure proper protection of the school community.

There is a certain conventional behavior which is expected in public gatherings that exhibits style and pride in our student population. The following points are emphasized:

1. Please remain quiet and attentive during all programs.
2. A courteous reception should be extended to everyone, regardless of the type of program.
3. Students are to remain in their places until they have been dismissed by the person in charge of the assembly.
4. Whistling, booing, talking, or other acts of discourtesy show lack of maturity, lack of respect, and lack of consideration; they also reflect upon the good name and reputation of the entire student body. Violators will be kept from attending all future programs and will also be subject to suspension.
5. Class yells are prohibited except during special pep rally assemblies.
6. At pep rally (assemblies), all students are urged to enter into and help with school spirit by participating in school yells, etc. However, whistling, booing or any other acts of ill manners have no place in the program.

**Attendance**

***1. Age Requirements for Compulsory School Attendance***

A child who is at least six years of age, or who has previously been enrolled in first grade, and one who has not completed the academic year in which the child's 17<sup>th</sup> birthday occurred shall attend school each day for the entire period the program of instruction is provided (Section 25.085 Senate Bill 1). The program of instruction for each school year must operate so that the school district provides at least 180 days of instruction for students (Section 25.081 Senate Bill 1). Said child shall be required to attend the public school in the

district of his residence or in some other district to which he may be transferred, unless specifically exempted by (Section 25.086 Senate Bill 1).

Compulsory attendance laws shall not apply to students whose schools are temporarily closed by Board action when deemed necessary to maintain order.

2. ***Enrollment***

A student who lives within the school district boundaries and is over five and not over twenty-one years of age on September 1 of the school year may be enrolled in the District. The district may require evidence that the student lives within the district and may withdraw any student who ceases to be a resident. Required identification and records must be provided to the school to enroll a student. It is a criminal offense under Penal Code 37.10 to present false information or false records at enrollment. A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be liable to the district and may be charged the maximum tuition fee. A child enrolled in pre-kindergarten or kindergarten shall attend school once they are enrolled. (Section 25.085(c) Senate Bill 1). Education Code 21.031

3. ***Immunization Requirements for Enrollment in School***

For the protection of children throughout the community, state law and district policy require that each child enrolled in school provide proof of immunization against polio, diphtheria/tetanus, rubella, rubeolla, hemophilus influenza, and mumps. Specific information about immunization requirements may be obtained from the campus nurse.

4. ***Boundaries and Attendance Zones***

Students must live in the boundaries of Rio Grande City CISD in order to attend one of the district schools. The Board of Trustees has established attendance zones for each school. Each student is expected to attend the school in the attendance zone in which the student's family resides.

5. ***Changing School Within the District***

If a family moves from one attendance zone to another within the district, the child/children may complete the school year at the former school or they may transfer to the new school at the time of the move or at the beginning of the next school year.

6. ***Excused Absences***

The following are the only reasons allowed for an excused absence:

- Illness of student or family member
- Death of member of the immediate family
- Medical or dental attention
- Religious holy day (must be pre-approved)

- Absences which the principal judges as an emergency beyond the control of the student or parent.
- Any child required to attend school may be excused, as provided in this section, for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled.
- Education code (TEC) 25.087 and (TAC) 129.21 allow a district to count as present for ADA purposes students who are absent for any of the following circumstances:
  - A. participation in a Board-approved and appropriately supervised extra curricular activity or performance;
  - B. participation in an approved mentorship fulfilling the student's Distinguished Achievement Program;
  - C. screening, diagnosis, or treatment of a Medicaid-eligible student (if the student is absent no more than a day at a time for this purpose);
  - D. religious holy days (including one day of travel to and one day of travel from an observance site); and
  - E. an appointment with a health care professional (if the student misses only a portion of the school day and the professional provides written confirmation of the appointment).
- A student absent from school shall provide a note that describes the reason for the absence within three days after returning to school. The note shall be signed by the student's parents or guardian. If the student is 18 or older or has been declared by court to be an emancipated minor, the student may sign in place of a parent or guardian.
- The person discharging the duties of attendance officer of the school may investigate any case in which an excused absence is requested.

#### 7. *Unexcused Absences*

When an absence is unexcused, the student may make up missed work based on conditions imposed by the campus administration and teacher. (The student could be subject to disciplinary action for truancy.) Some examples of unexcused absences are:

- staying home to study or to write a report;
- going shopping or visiting with parents or other persons;
- going fishing, hunting, or skiing with parents or other persons;
- oversleeping or missing the bus,
- skipping or failing to follow the campus' admit-to-class procedures.

If the reason is deemed unacceptable by the administrator, the absence will be unexcused. However, if the administrator determines that the unexcused absence is due to an extenuating circumstance, he/she may allow make-up work.

Any teacher of a child within the compulsory attendance age shall promptly report any unexcused absence to the person serving as attendance officer for the district.

**The fact that parents know and approve of an absence will not alter the fact that it can be unexcused.**

#### 8. *Excessive Absences*

Attendance policy places a limit on the number of absences a student is permitted in a class in order to receive credit. If a student is absent from class more than the allowable number of times, he/she will lose credit in that class. However, Rio Grande City CISD provides a means for students to regain lost credit through attendance at before or after-school tutorials. Saturday tutorials can also be made available. The District also offers an appeals process. (Check with the campus for information regarding the appeal's process.)

#### 9. *Transfer Absences*

A student's attendance record will accompany his other records when transferring from another school district. Absences incurred at RGCCISD will be added to the number of absences acquired at other school districts.

#### 10. *Pre-Arranged Absences*

The following are the requirements for requesting a prearranged absence:

##### **Conditions**

- The student must be absent with the parent's knowledge and consent.
- Arrangements have to be made with the principal **prior** to the absence.
- This type of absence is one that does not meet the criteria of the legally excused absence, but it is one that the principal may believe to be acceptable based on circumstances.

The method for requesting a prearranged absence is:

- Take a note to the principal for evaluation to determine whether the time and reason is acceptable or not.
- If the absence is acceptable, then the student is to take a note to his/her teacher(s) and obtain the assignments for the particular time he/she will be absent.
- For such a request to be considered, the student must have satisfactory scholastic, attendance, and behavior records.

**11. *Violations of attendance requirements: (Section 25.093 Senate Bill 1)***

- If any parent of a child required to attend school fails to require the child to attend school as required by law, the school attendance officer shall warn the parent in writing that attendance is immediately required.
- If, after a warning under Subsection (a), the parent with criminal negligence fails to require the child to attend school as required by law and the child has unexcused voluntary absences for the amount of time specified under Section 51.03(b) (2) Family Code, the parent commits an offense.
- The attendance officer shall file a complaint against the parent in the county court, in the justice court of the parent's resident precinct, or in the municipal court of the municipality in which the parent resides or in any municipality or justice of the peace precinct in which the school district is located. The attendance officer shall file a complaint under this section in the court to which the parent's child has been referred for engaging in conduct described in Section 51.03(b) (2), Family Code, if a referral has been made for the child. If a referral has not been made, the attendance officer shall refer the child to the county juvenile probation department for action as engaging in conduct indicating a need for supervision under that section.
- An offense under this section is a Class C misdemeanor. Each day the child remains out of school after the warning has been given or the child has been ordered to attend school by the juvenile court may constitute a separate offense. Two or more offenses under this section may be consolidated and prosecuted in a single action. If the court probates the sentence, the court may require the defendant to render personal services to a charitable or educational institution as a condition of probation.
- The court in which a conviction for an offense under this section occurs may order the defendant to attend a class for parents of students with unexcused absences that provides instruction designed to assist those parents in identifying problems that contribute to the student's unexcused absences and in developing strategies for resolving those problems if the school district in which the person resides offer such a class.

**12. *Warning Notice (Section 25.095 Senate Bill 1)***

- A school district shall notify a student's parent in writing if, in a six-month period, the student has been absent without an excuse five times for any part of the day. The notice must state that if the student is absent without an excuse for 10 or more days or parts of days in a six-month period:
  - A. the student's parent is subject to prosecution under Section 25.093;
  - B. the student is subject to prosecution under Section 25.094.
- Notice is not required under this section if the student is a party to a juvenile court proceeding for conduct described by Section 51.03(b) (2), Family Code.
- The fact that a parent did not receive a notice under this section does not create a defense to prosecution under Section 25.093 or 25.094.

- In this section, “parent” includes a person standing in parental relation to a student. A student may not attend or take part in any school-sponsored extracurricular activity or function if he is assigned in-school suspension, at-home suspension, or expulsion. He may resume attending and/or taking part on the day after his final day of punishment.

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers free meals to all students under Provision 2 of the School Lunch Program. Because of the time and the large number of students using the cafeteria, students should pass quickly and quietly to and from the cafeteria. In the cafeteria, students should practice the good manners which one should find in the home. Students are to observe the following cafeteria manners:

- Do not push or “cut” in line.
- Do not carry on a conversation in a loud tone.
- Be considerate and help create a pleasant atmosphere.
- Observe good manners at the table.
- Leave the table and surrounding area clean.
- Return trays and place trash in the designated areas.
- Leave the cafeteria as soon as you finish eating.
- Do not sit on or climb over the tables.

### **Complaints by Students/Parents**

Student complaints regarding suspension, sex discrimination, prior review of student publications, or special education placement are covered by specific procedures. However, in practically all other areas, students will seek resolution of their complaints informally, beginning at the first possible level. If all other levels have been exhausted, and the complaint has not been resolved to the student’s satisfaction, the student may petition the board in writing to hear the complaint. The board will first decide whether or not it will hear the complaint. This decision will be based on:

1. the students having exhausted all other remedies.
2. the appropriateness of the subject matter of the complaint.

The board may decide for either of the above reasons not to hear the complaint, in which case, lower authority will govern.

If the board decides to hear the complaint, the student’s case will be presented and the board will render a decision.

The student will have the right at any level of resolution to be accompanied and assisted in the presentation of the complaint by a parent(s) or guardian.

A complaint or concern about the placement of a student with disabilities who is not eligible for special education or about the district's program and services available to the student should be brought to the attention of the Section 504 contact person at the campus. **Policy FNG**

### **Conferences**

Students and parents may expect teachers, counselors, or administrators to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student presents any other problem to a teacher or staff member, or (3) in any other case the teachers, counselors, or administrators consider necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or administrator through proper procedure by calling the school for an appointment. Conferences with a teacher will be scheduled during that teacher's conference period. A parent may request that the teacher call the parent during a conference period or at a mutually convenient time. Conferences with teachers are held in the presence of a school administrator or counselor if deemed necessary.

### ***Teacher Conference Period***

By law, each classroom teacher is entitled to have at least 450 minutes within each two-week period for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning. This time can be divided to best fit the student and teacher needs; however, the preparation period may not be less than 45 minutes a day.

A teacher shall schedule one or more conference(s) with the parent(s) of a student if the student is not maintaining passing grades or achieving the expected level of performance, presents some other problem to the teacher, or in any case the teacher considers necessary.

In attempting to schedule a parent-teacher conference, the teacher/campus administration shall give the parent at least two alternative dates for the conference.

### **Counseling**

All campuses in the District provide a developmental guidance and counseling program as required by Section 33.005, Senate Bill 1. The school counselor(s) will counsel students to help them fully develop their academic, personal and social abilities. The counselor(s) (or other campus employee) will obtain consent from the parent/guardian as required by law and district policy (Section 26.009, SB 1) in the following circumstances:

- Conducting a psychological examination, test, or treatment except in the following cases where the law requires: for the campus to cooperate with law enforcement in the investigation of child abuse cases without the consent of the parent if this is necessary.

- The counselor or other campus employee is required to have parental consent before making a videotape or authorizing the recording of a child's voice except when the videotape or voice recording is to be used for:
  - a. purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
  - b. a purpose related to a co-curricular or extracurricular activity; or
  - c. a purpose related to regular classroom instruction.
- The campus will obtain and keep as part the student's permanent record, written consent from the parent/guardian on specific counseling services needed as required by district policy. The consent form will include specific information regarding the program and the type of activities in which the student will be involved. (Section 33.004 Senate Bill 1)
- The campus will, as required by law, conduct an annual preview for parents and guardians of the comprehensive and developmental guidance and counseling program. All materials including the guidance curriculum will be made available for parents to preview during school hours. The counselors will not use any materials or curriculum that have not been made available for preview by the parent/guardian.

### ***Student Assistance and Counseling Services***

- ***Professional's Authority***

Unless consent is refused by an order of a court, a physician, psychologist, counselor, or social worker licensed or certified by the state, the school may counsel a child without the consent of the child's parents, managing conservator, or guardian when the physician, psychologist, counselor, or social worker has reasonable grounds to believe that a child has been sexually or physically abused, is contemplating suicide, or is involved in chemical addiction, dependency, or abuse.

A physician, psychologist, counselor, or social worker licensed or certified by the state may, with or without the consent of a child who is a client, advise the parents, managing conservator, or guardian of the treatment given or needed by the child.

A physician, psychologist, counselor, or social worker licensed or certified by the state may rely on the written statement of the child containing the grounds on which the child has capacity to his or her own treatment.

- ***Professional Liability***

A physician, psychologist, counselor, or social worker licensed or certified by the state is not liable for damages except those damages that may result from his or her negligence or willful misconduct. (FFE) Family Code 35.303(g)

Each school may obtain and keep as part of the student's permanent record, written consent provided by the parent or legal guardian for the student to participate in a counseling

program or activities that require parental consent. The consent form, if used, shall include specific information on the content of the program and the types of activities in which the student will be involved. Education Code 33.004 (a,b), (FFE).

## **Dress Code**

### ***Purpose:***

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The general policy applies to high school students. The policy on uniforms applies to students in pre-kindergarten through grade 12.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

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

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL).

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

### ***Violations to Dress Code:***

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.

Repeated dress code offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the Student Code of Conduct. [See FO series]

### ***Dress Code for Extracurricular Activities:***

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violates dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or

sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

### ***Uniforms***

The District takes pride in the appearance of all its students. Their dress reflects the quality of their school, their conduct, and their schoolwork. In accordance with state law, the District has adopted a school uniform policy that takes effect during the 1996-97 school year for the elementary and middle schools and in 1997-98 for the high school. All students are expected to dress and groom themselves neatly in clothes that meet school uniform specifications.

All students are prohibited from wearing the following styles of clothes and accessory items:

1. Oversized or sagging clothes.
2. Pants with oversized pockets. (Oversized meaning exterior pockets not to exceed eight inches. No color striping, lettering, or designs shall be allowed.)
3. Gang-related clothes and articles such as the following: bandanas, rags, gloves, buttons bearing gang insignias, or gang-related decorative articles, and colored handkerchiefs.
4. Hats, unless they are part of the school uniform, part of a student's religious practice, medically required, or allowed by the campus administration for outdoor activities.
5. Visible gang-related tattoos.
6. Sunglasses in class unless medically required.
7. Excessive jewelry or jewelry that can be used to hurt another person. (Each campus administration shall determine what constitutes excessive jewelry.)

### ***Failure to Wear Uniform:***

Effective September 10, 1996, all students in grades pre-kindergarten-8<sup>th</sup> must wear a school uniform as specified below. Effective August 21, 1997, all students in grades 9-12 must wear a school uniform as specified below. Failure to wear a school uniform shall result in one of the following actions:

1. Parent(s) shall be required to bring uniform clothing to school for the student to change, and student must change into the uniform before going back to class.
2. Students shall be subject to other action deemed appropriate or necessary by the campus administration.

### ***Assistance for Needy Students:***

The Board shall assure that a program of assistance is developed for families who cannot afford to buy uniforms to include one or a combination of the following options:

1. A designated allocation from the Title I Migrant and Title I Regular-(Community Service-Function 61),
2. Central Office and/or campus administration is to seek funding from community organizations/businesses who wish to support the District's uniform program and/or to accept donations offered from the community for this purpose, and/or
3. Allow campuses or school organizations to set up a system where graduating students or students who have outgrown uniforms can donate used uniforms to economically disadvantaged students.

***Uniforms in the Different Grade Levels:***

The following are the requirements the school uniforms for students grades Prek-12.

***Elementary Level - Grades Prek-5:***

1. Shirt (for boys and girls):
  - a. Short or long-sleeve knit polo shirts are the types of shirts required. Shirts must be worn tucked in.
  - b. Red or white shirts are to be worn Monday through Thursday.
  - c. School color T-shirt may be worn on Fridays.
2. Pants - plain blue or black jeans that must fit at the waist. (No color stripping and/or lettering.)
3. Skirt/Jumper - Navy blue pleated. (Students may wear plain jean jumpers/skirts. Length must be no more than three inches above the knee.)
4. Shorts - Blue jean shorts or navy blue gabardine that must fit at the waist. Length shall be no more than three inches above the knee.
5. Winter clothing - Red or white sweatshirts. Students may wear any jacket or sweater they have.
6. Students must be clean and well groomed.

***Middle School Level:***

The following requirements describe the school uniforms for grade 6, 7, and 8 at Ringgold Middle School, Grulla Middle School and Veterans Middle School:

1. Shirt (for boys and girls):
  - a. Short or long-sleeve knit polo shirts are the types of shirts required. Shirts must be worn tucked in.
  - b. Sixth grade students shall wear white shirts.
  - c. Seventh grade students shall wear royal blue and/or navy blue shirts.
  - d. Eighth grade students shall wear red shirts.
2. Pants - plain blue or black jeans that must fit at the waist.
3. Skirt - Navy blue gabardine or jean skirt.

4. No shorts are permitted.

***High School Level:***

The following requirements describe the school uniforms for all students in grades 9-12 at the Rio Grande City High School and Grulla High School:

1. Shirt (for boys and girls):
  - a. Short or long-sleeve red or white polo shirts with buttons or fasteners, or campus approved spirit shirts which must be of school colors and promote high school UIL activities.
  - b. Any RGCCISD approved uniform shirt, including spirit shirts that exceed a length beyond the student's wrist from a standing position must be worn tucked in.
  - c. School organizational, class and tournament shirts may be worn only on Fridays.
2. Pants - plain blue or black jeans. Girls may wear blue or black capri jeans that must be at least calf length and boys pants must be ankle length.
3. Skirt - black or blue denim skirts for females that are at least knee length when standing and with no slits above the knee.
4. No shorts are permitted.

**Uniform Shirt Colors for the Different Campuses**

<b>Campus</b>	<b>Grade</b>	<b>Shirt Colors</b>
Alto Bonito Elementary Red or  or Shirt	PreK-5 <sup>th</sup>	Monday through Thursday – White Friday – Royal Blue Polo Shirt Navy Blue School Spirit Tee
Grulla Elementary Red or  or Shirt	PreK-5 <sup>th</sup>	Monday through Thursday – White Friday – Royal Blue Polo Shirt Royal Blue School Spirit Tee
La Union Elementary Red or  Tee	PreK-5 <sup>th</sup>	Monday through Thursday –  White Friday – Polo Shirt or Spirit Shirt (Red and Black)
North Grammar Elementary Red	PreK-5 <sup>th</sup>	Monday through Thursday –

Shirt or Spirit T-shirt		Friday – Hunter Green Polo Hunter Green School
Hinojosa Elementary Red or  Shirt	PreK-5 <sup>th</sup>	Monday through Thursday – White Friday – Red School Spirit Tee
Ringgold Elementary Red or  shirt	PreK-5 <sup>th</sup>	Monday through Thursday – White Friday – Red School Spirit T-
Roque Guerra Elementary Red  Spirit	PreK-5 <sup>th</sup>	Monday through Thursday –  Friday – Royal Blue School Shirt
Gen. Ricardo Sanchez Elem. Red or  Shirt	PreK-5 <sup>th</sup>	Monday through Thursday – White Friday – White School Spirit
Dr. Mario E. Ramirez Elem. Red or	PreK-5 <sup>th</sup>	Monday through Thursday –  White Friday – Spirit Tee Shirt
Grulla Middle School White	6 <sup>th</sup> Grade	Monday through Thursday –
Royal	7 <sup>th</sup> Grade	Monday through Thursday – Blue or Navy Blue
Red	8 <sup>th</sup> Grade	Monday through Thursday –
	6 <sup>th</sup> -8 <sup>th</sup> Grade	Friday – School Spirit Shirt
Ringgold Middle School White	6 <sup>th</sup> Grade	Monday through Thursday –
Royal	7 <sup>th</sup> Grade	Monday through Thursday – Blue or Navy Blue
Red	8 <sup>th</sup> Grade	Monday through Thursday –
Veterans Middle School White	6 <sup>th</sup> -8 <sup>th</sup> Grade 6 <sup>th</sup> Grade	Friday – School Spirit Shirt Monday through Thursday –
Royal	7 <sup>th</sup> Grade	Monday through Thursday – Blue or Navy Blue
Red	8 <sup>th</sup> Grade	Monday through Thursday –
	6 <sup>th</sup> -8 <sup>th</sup> Grade	Friday – School Spirit Shirt

Rio Grande City High School	9 <sup>th</sup> -12 <sup>th</sup>	9 <sup>th</sup> Grade - Monday through Thursday Navy Blue 10 <sup>th</sup> -12 <sup>th</sup> Grade - Monday through Thursday Red or White Friday - School Spirit Shirt
Grulla High School	9 <sup>th</sup> -12 <sup>th</sup>	9 <sup>th</sup> Grade – Monday through Thursday Royal Blue or Navy Blue 10 <sup>th</sup> -12 <sup>th</sup> Red or White Friday – School Spirit Shirt

Hair must be neat, clean and well groomed: Boy’s hair length is not to extend below the collar of the school uniform shirt (must not extend over the top of the buttoned-up collar of the polo shirt).

- Hair must be kept combed and out of the eyes and face.
- When combed from the part, the boy’s hair on the side of the head must not extend below the ear lobe.
- EXTREME HAIR STYLES are not permitted. Some examples of such styles are punk-rock cuts, Mohawk, spikes, pony tails/duck tails, unnatural coloration, razor lines, white walls with long hair in back, any long hair overlapping short hair, unevenly cut hair styles, or “skinhead look.” When in question, determination of hair-style violations is at the discretion of the campus administrators.

**Footwear**

Footwear shall be worn to school. Shoes with metal taps or noise – making devices are prohibited. Shower shoes or thongs are not permitted as part of the regular every day footwear. (Rubber slaps or sandals worn without socks are not permitted. Campus administrator determines appropriateness if question arises.)

**Extra-Curricular Activities**

This campus must, to the extent possible, preserve the school day for academic activities without interruption for extra-curricular activities. In scheduling extra-curricular activities and practices, the campus must comply with school board policy and the law (Section 33.081 – SB1).

Students placed in alternative education programs (such as extended day, extended year, specialized tutorial support, peer tutoring, cross-age tutoring, student mentoring, or summer school) must meet eligibility requirements in order to participate in extra-curricular activities. (Requirement: In order to be eligible to participate in an extra-curricular activity event for a six weeks following the initial six-weeks period of a school year, a student shall not have a recorded

grade average lower than 70 on a scale of 0-100 in any course for the preceding six weeks (Section 33.081, SB1).

### *Conduct at Extra-Curricular Activities*

1. Students attending any school-sponsored activity are under the jurisdiction of the school and, therefore, must abide by school rules and the instructions and directions given by teachers, sponsors, and chaperons. **Any student who refuses to cooperate with teachers, sponsors or chaperons will be asked to leave. Their parents will be called and disciplinary action will be taken the next school day.**
2. Dress shall be according to the dress code. Students who are unacceptably dressed will not be admitted.
3. Possession or use of alcohol, illegal drugs, or marijuana by students or guests or unruly or drunken behavior as the result of the use of alcohol or drugs by students or guest will not be tolerated. Police or security will take necessary action upon the advice of administration or the sponsor in charge. **(Refer to the student code of conduct for details.)**
4. Students are to display good sportsmanship and respect for opponents and officials at all extracurricular events.

### **Emergency Plans/Procedures**

#### *Purpose*

The chief purpose of fire and other emergency drills and procedures is to ensure efficient, safe, and orderly exit to prevent the panic which has been responsible for the great loss of life in the major fire disasters of history. Speed in emptying buildings should be made secondary to the maintenance of proper order and discipline.

#### *Fire Exit Drills*

Fire drills will be held monthly at varying times of the day and **must be fulfilled to the highest degree of seriousness** by the faculty, staff, and students. These drills are mandated by State law, which reads: "It shall be the duty of every principal or other person in charge of any public, private or parochial school or educational institution to hold not less than one fire-exit drill each month, during which drill the building shall be completely evacuated." (Sec. 9.8, Sub-Part B, Rules and Regulations of the Fire Marshall, amended 1964, Fire Exit Drills, Educational Occupancies.) "Any owner, occupant, or other person having control over or charge of any building, structure, or other premises who violates any regulation of the Fire Marshall shall be fined not more than \$500 or imprisoned not more than 30 days, or both." (Sec. 132-15 (in part) Revised Statutes, 1968, Penalty.)

#### *Procedures*

1. The fire alarm signal (bell) will be regularly used as the signal to start the drill. In the event of a malfunction, the emergency signal will be: 1<sup>st</sup> option - PA system buzzer (3 short

- buzzes), 2<sup>nd</sup> Option – continuous manual hand bell ringing. In the event of need, all of the fire alarm options may be utilized. The recall bell used to signal the close of a fire drill will be a long blast (buzz) of the PA system and/or verbal notification.
2. Teachers must designate that the first person to reach any door should keep the door in an open position until all people have cleared the room.
  3. While there are situations where the source of the fire is quickly identified and in its beginning stages and conditioned/automatic human reaction is to take immediate steps to extinguish it if an extinguisher is right at hand, fire fighting should always be made secondary to life/safety.
  4. Each classroom group will move to a predetermined point that does not hinder fire-fighting operation by the fire department.
  5. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils are to proceed immediately toward the areas indicated.
  6. Teachers are to instruct students to walk rapidly, not to run, push, or to take several steps at a time on stairways or in corridors.
  7. Everyone will be required to leave all buildings during a fire drill.
  8. Absolutely no vehicles will be moved in a fire drill or actual fire. Any change of plan will be of emergency nature and will be communicated at that moment of need.
  9. All safety and security aides and custodians will be directly responsible to the administration in helping to maintain free flow of exiting students, to keep driveway clear and accessible to fire fighting vehicles, and to assist in whatever other ways deemed necessary.

### **Administrative Considerations**

#### ***A. Routine Responsibilities***

1. It will be the duty of the principal or his/her designee to inspect all exit facilities daily in order to make sure that all stairways, doors, and other exits are in proper condition. Particular attention should be given to keeping all exit ways clear and keeping stairs and fire escapes free from all obstructions and clear of any accumulation of any material whatsoever that may interfere with the rapid escape from the building.
2. Any condition likely to interfere with safe exit will be immediately corrected, if possible; otherwise, reported at once to the appropriate authorities.
3. It will be the duty of the administration to keep a monthly report of fire drills in the school files.

4. It shall be the duty of the administration to cooperate with the local fire department in all matters of fire safety, regulations, inspections, and conduction of fire drills.

**B. *Actual Fire Responsibilities***

1. Notify Fire Department.
2. Notify Police Department (call 911 for Police or Fire Dept.) Advise whether ambulances are needed.
3. Advise nurse and staff to administer first aid as necessary.
4. Evacuate all staff and students to pre-designated evacuation routes.
5. Pre-appointed staff members should search all areas of building for stragglers.
6. Ensure that custodians and cafeteria personnel have turned off all motors, fans, and other power-driven equipment.
7. Designate custodians to keep access roads open for emergency vehicles.
8. Call the Superintendent's office who will ensure that the necessary administrators are notified:
  - Coordinator of Security and Safety Officer
  - Assistant Superintendents
  - Transportation Director
  - Public Information Officer
  - Advise whether primary or alternate assembly area will be used
  - Advise whether students need to be transported by bus to another site.
9. If students are to be evacuated to another site or they are to be dismissed for the day, the principal shall organize a system for loading the buses as quickly and safely as possible.
10. If students are to be dismissed for the day, a check-out area should be established. Students should only be released to parents or authorized persons.
11. Sound 2 bells to signal return to class. (Students and staff should not return to the school until Fire Department officials declare the area safe.)
12. File an incident report.

**C. *Faculty Considerations***

1. Teachers shall orient all students on the Fire Drill/Fire Plan Procedures and thereby ensure that students in every period know exactly what they are to do.

2. Teachers shall be the last to leave classrooms in order that a check may be made that every student has left the classroom. Lights should be turned off and doors closed.
3. While there is a general operational procedure for fire drill movement, each teacher is responsible for exercising good judgment in the selection of exit routes and evacuation site in the event of an actual fire.
4. Each teacher will be responsible for taking the student roll and grade book from the building during the fire exit drill.
5. Each teacher will be responsible to account for and supervise his/her students upon arrival at the designated evacuation site. Any missing student should be immediately reported to the administration.

**D. *Procedures for Exiting for Fire Drills***

During fire drills, students are to pass directly to their assigned exit and not visit with fellow students until they are fifty feet from the building. Quiet and order are essential so that directions from teachers may be heard and quickly followed.

Follow these steps:

1. The sound of 3 bells is a signal for an evacuation. Use P.A. Announcement if alternate evacuation route or alternate assembly area is to be used.
2. The sound of 2 bells means to return to room.
3. The sound of 1 bell means halt; stand in attention.

**E. *Bomb Threats (within the school)***

In the event that the school should receive a bomb threat, the following actions will be implemented:

1. The phone call recipient should follow the following procedures.
  - Keep caller on the phone as long as possible and do not hang up
  - If a student is answering the phones, the student should get an adult to the phone if possible.
  - Signal to someone near you to alert principal's office.
  - Write down everything caller says.
  - As soon as possible, use bomb threat checklist, (refer to Crisis Management Plan).
  - Ask the questions on the checklist.

- Make an educated guess as to caller's sex, age, race, accent.
  - Identify any background noises.
  - After call is over, write down any impressions of caller.
2. The principal or designee should then follow these procedures:
- a. Call security or 911 for police and report that a threatening phone call has been received.
  - b. Do not mention a bomb, if possible, in order to avoid premature media coverage.
  - c. Call the superintendent's office who will ensure that the necessary administrators are notified, (See B, #8, Fire Drill).
  - d. Make decision whether or not to evacuate building.
  - e. Clear the school using Fire Drill procedures.
  - f. Do not use radios or electronic bells. Bombs can be activated by radio signals and electronic devices.
  - g. Pass information and instructions to the teachers orally, by bullhorn or messenger.
  - h. Establish search teams of employees.
  - i. Under no circumstances are they to touch a suspicious package.
  - j. Principal should coordinate search team response and to act as a guide for the police or fire department.
  - k. Wait for "all clear" signal from police before allowing students back in school.
  - l. File an incident report.

***F. Teacher should follow these procedures***

- 1. Collect class roster.
- 2. Evacuate when advised.
- 3. Take attendance when students are assembled away from school.
  - a. Give roll and count to principal/administrator in charge.

***G. Tornado or Severe Weather***

Tornado and severe weather guidelines are found in the Crisis Management Plan. A copy of this plan is located in the principal's office.

### **Fees**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his own supplies of pencils, pens, paper, eraser, notebooks, etc. and may be required to pay certain other fees or deposits including:

- voluntary purchase of pictures, publications, etc.
- student accident insurance
  
- overdue library books
  
- damaged or lost textbooks or library books and school-owned equipment

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

### **Field Trips**

Class visits to places of cultural or educational significance give enrichment to the classroom lessons in a particular subject area. The campus allows for each classroom to provide field trips if the campus administration and the classroom teacher(s) of the specific grade or subject area agree that the trip will enhance the student's cultural or educational experiences. Overnight stay for field trips originated at the campus level are not allowed or trips that exceed a 50mile radius. A written permission slip signed by the parent/guardian is required before students are allowed to participate in a field trip. Permission provided over the phone will not be accepted.

### **Fund Raising**

Student clubs, organizations, classes, or parent groups may occasionally be permitted to conduct fund-raising drives. Permission to do so must be obtained from the principal, (who will seek permission from the Superintendent to hold such a drive); otherwise, fund-raising is not permitted on school property.

### **Grading Policy (Refer to Policies EIA Local; EEJA; EL)**

#### **Award of Credit or Grade**

Students who, through no fault of their own, are not enrolled for an entire grading period, semester, or course, shall be provided opportunities to earn credit for the semester or course for the grading period. Teachers shall take into consideration the student's particular circumstances in determining appropriate opportunities, which shall include, but not be limited to:

1. Testing (advanced placement or mastery tests) to verify mastery of essential knowledge and skills.

2. Tutorial sessions for students who enroll late to catch up on essential knowledge and skills already covered in the class.
3. Early final examinations.
4. Individualized work for students, such as migrant students, who must withdraw early to give them the opportunity to work ahead and ensure exposure to and mastery of essential knowledge and skills.

### ***Credit by Examination***

#### ***With Prior Instruction***

A student who has received prior instruction in a course or subject; but failed the course or subject with a grade of no less than 60-may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. **(Policy EEJA)**

#### ***Without Prior Instruction***

A student in grades 1-5 will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. As per policy EEJB, the District shall accelerate a student in grades 1-5 on grade level if the student meets the following requirements:

1. The student scores 90 percent or above in a criterion referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science and social studies.
2. A District representative recommends that the student be accelerated; and
3. The student's parent(s) or guardian gives written approval of the acceleration.

A student planning to take an examination for acceleration must register with the principal no later than 30 days prior to the scheduled testing date.

#### ***Late Entries Credits***

A student who enrolls in school after the beginning of the first semester, but by the end of the first six weeks, may be awarded credit under the following conditions:

1. Make-up work is satisfactory to the teacher.
2. Satisfactorily meets all other course requirements, i.e., passes exams, completes class requirements, etc.

A student who enrolls after the first six weeks must meet the requirements stated above.

### **Policy EI**

### ***Credit (Early Withdrawal)***

Early withdrawal from school will only be granted to students who are migrating out-of-district with their parents to pursue agriculture-related employment.

Any student enrolled in the District schools who withdraws early may complete any course work and be eligible to receive credit under one of the following plans:

#### **Plan I:**

In order to consider promotion without having to enroll at a school elsewhere upon migration, the student must:

1. Complete up to the third week of the sixth six weeks and possess the following:
  - good attendance
  - a passing grade in all subject areas.
2. Continue attending school elsewhere, if possible.
3. Attend summer school if recommended. (The teacher or the Attendance Committee may recommend that the student attend summer school if the student has poor attendance and failing grades.)

#### **Plan II:**

Students may withdraw at any time but must enroll in another school and complete the requirements for the second semester. A transcript of completed work must be sent to the appropriate District school immediately upon completion of course work.

Students will be permitted to withdraw one day before migrating. In extreme emergencies, the principal may permit the student to withdraw earlier.

If students withdraw for the purpose of migrating and then do not migrate, they must return to school or they will not receive credit for the semester.

Students will not be permitted to withdraw to work locally.

### ***Clearance to Withdraw Early***

The parents of students who are withdrawing early from school must see and/or contact the principal or counselors before the students are issued a clearance form.

### ***Relation to the Essential Knowledge and Skills***

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

#### ***Guidelines for Grading***

These guidelines shall ensure that grades reflect student achievement and that a sufficient number of grades are taken to support the average grade assigned. Grades shall not be reduced for disciplinary reasons except in case of late assignments and academic dishonesty. Guidelines for grading shall be clearly communicated to students and parents.

- Grades 1-5 (Method of Reporting)

In grades 1-5, achievement shall be reported to parents as number grades for all subjects.

90 - 100 = A

80 - 89 = B

75 - 79 = C

69 or below = Failing

- Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties.
- Regular attendance is an academically related factor that can affect the determination of a student's grade. Students shall be permitted to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. **(FDD Local)**
- Make-Up Work – Teacher(s) may assign additional work to assure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work. Students shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension. The grade for makeup work after an unexcused absence shall be reduced by 10 points. The District shall not impose a grade penalty for makeup work after an absence due to suspension. **(FDD Local)**
- Recording Failing Grades  

The District shall record a 50 in the permanent record for any average numerical grade that is lower than 50.
- Final Exam – A student shall not be exempted from taking a final examination in any class in which any other student is required to take a final examination. Education Code 21.723
- Pre-kindergarten and kindergarten – Achievement or progress in pre-kindergarten and kindergarten shall be reported as S+, S, S-, I, and U. (I can be coded as NI in report card.) (S = Satisfactory; I= Improvement; NI = Needs Improvement; U= Unsatisfactory).

## **Hall Behavior**

When walking in the halls, avoid running, horseplaying, being noisy, or using profanity.

## **Health Requirements and Services**

### ***Immunization***

All Students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria/tetanus, polio, measles (rubeola), mumps, and rubella. The school nurse can provide information on the required doses of these vaccines. Proof of immunization may be personal records by a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student is not able to be immunized for medical reasons, the student or parent must present a certificate, signed by a U.S. licensed physician, that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contra indication.

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

### ***Emergency Medical Treatment***

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

### ***Medicine at School***

A student who must take a prescription (or nonprescription) medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled bottle, to the school nurse. The nurse will either give the medicine at the proper time or give the student permission to take the medication as directed.

- A generally accepted definition for a "properly labeled" prescribed medication is one in which the prescription drug bears:
  1. The name and address of the pharmacy.

2. The name of the patient.
  3. The name of the prescribing practitioner.
  4. The date the prescription is dispensed.
  5. The instructions of use.
  6. Unless otherwise directed by the prescribing practitioner, in addition to the information listed in this section, the label shall bear either the brand name and strength, or if no brand name, then the generic name of the drug dispensed, the strength of the drug and the name of the manufacturer or distributor of such generic drug. The name of the manufacturer or distributor may be reduced to an abbreviation or initial, provided the abbreviation or initials are sufficient to identify the manufacturer. For combination drug products having no brand name, principal active ingredients shall be indicated on the label.
- It has been generally accepted in Texas that over-the-counter (OTC) medication will be treated as prescription medication. Definition of a “properly labeled” over-the-counter (OTC) medication is:
    1. The name of the product.
    2. The name and address of the manufacturer, or distributor.
    3. The net contents of the package.
    4. The established name of all active ingredients whether active or not .
    5. The name of any habit-forming drug contained in the preparation.
    6. Cautions and warnings needed for the protection of the user.
    7. Adequate directions for safe and effective use.

### ***Administering Medication***

Employees of the District may administer medication to a student, provided that:

1. The District has received a written request from the parent, legal guardian, or other person having legal control of the student to administer the medication.
2. When administering prescription medication, the medication is in the original container and is properly labeled. **(FFAC Legal)**
3. Doctor’s Request – In addition to the legal requirements, the District also requires a doctor’s written request to administer medication to a student. **(FFAC Local)**
4. Authorized Employees – Only nurses, principals, LVN’s and nurse aides may administer medication to students. **(FFAC Local)** (According to the Communicable Disease

Prevention and Control Act Section BB-7, a physician is defined as a person licensed by the Texas State Board of Medical Examiners to practice medicine in Texas.)

### ***Civil Liability Immunity***

The District, the Board, and its employees shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student in accordance with this policy.

### ***Accidents to Students (Emergency Forms):***

Procedures shall be established for both major and minor accidents. Records shall be maintained on all accidents that require the attention of a medical doctor. Student/parents shall complete an emergency care form each year, as provided by law, as well as other emergency information. **(FFAC Local)**

### ***Consent to Medical Treatment***

The school in which a minor student is enrolled may consent to medical treatment of that student, provided all of the following conditions are met: **(FFAC Legal)**

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Actual notice to the contrary has not been given by that person.
3. Written authorization to consent has been received from that person. **(Family Code 35.01)**

### ***Form of Consent***

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment.

The consent must be in writing and shall contain: **Policy (FFAC Legal)**

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.
3. The name of the school official giving consent and his relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin. **(Family Code 35.02, 35.03)**

### ***Minor's Consent to Treatment***

A minor may consent to hospital, medical, surgical, and dental care furnished by a licensed physician or dentist if the minor: **Policy (FFAC Legal)**

1. Is 16 years of age and residing separate and apart from his parents, managing conservator, or guardian, regardless of the duration of the residence, and is managing his own financial affairs, regardless of the source of the income; or
2. Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of Health, including all sexually transmitted diseases: or
3. Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment related to her pregnancy; or
4. Consents to examination and treatment for chemical addiction, chemical dependency, or any other condition directly related to chemical use. **(Family Code 35.03(a))**

### ***Reports***

The principal and/or nurse shall report to the local health authority those students attending school who are suspected of having a reportable disease or condition, as defined by state law and the Texas Board of Health. **(FFAD Local)**

### ***Exclusion***

The principal shall exclude from attendance any student suffering from a reportable disease, as defined by the Texas Board of Health, until one of the criteria from readmittance is fulfilled. **(25 TAC 97.35(a), 97.4 (See FFAD Local)**

The principal and/or nurse may exclude students suffering from scabies, impetigo, contagious ringworm of the scalp, common cold, infectious forms of conjunctivitis, and pediculosis. **(25 TAC 97.5(b) (See FFAD Local)**

### ***Readmittance***

Students excluded for reason of communicable disease shall be readmitted by one or more of the following methods, as determined by the local health authority:

1. Certificate of the attending physician attesting to their recovery and non-infectiousness.
2. Permit for readmission issued by the local health authority.

3. After a period of time corresponding to the duration of the communicability of the disease, as established by the commissioner of health. (See **FFAD Local**) **25 TAC 97.5©**

### ***Communicable Diseases***

The major criterion for exclusion from attendance is the condition's probability of spread from person-to-person. A student may have a non-excludable disease, yet require care at home or in a hospital. The school may require a note from a parent or physician for readmission regardless of the reason for the absence. (See **FDD (Legal)**)

\*Students with AIDS/HIV infection shall be excluded when the child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered poses a threat to others. The child's parents and physician should be advised in the case of measles, rubella, or chickenpox outbreaks in the school that may pose a health threat to the immunosuppressed child. **Guidelines adopted by the Texas Department of Health under authority of 25 TAC 97.6(c) (3).**

### ***Student Welfare; Child Abuse and Neglect***

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law. (**Family Code 34.01**)

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed. (**Family Code 34.03**)

Nonaccusatory reports shall be made reflecting the reporter's belief that one or more of the following acts has occurred:

1. A child has been or will be abused or neglected.
2. A child has died of abuse or neglect.
3. A child has violated the compulsory school attendance laws on three or more occasions.
4. A child has, on three or more occasions, been voluntarily absent from his home without the consent of his parent or guardian for a substantial length of time or without the intent to return. (**FFG**)

### ***To Whom Reported***

These reports shall be directed to any of the following:

1. Any local or state law enforcement agency.

2. The Child Protective Services Division of the Texas Department of Protective and Regulatory Services.

### ***Information In Report***

The report shall contain the name and address of the child, the name and address of the person responsible for the care of child, if available, and any other pertinent information. **(Policy FFG Legal)**

### ***Oral/Written Reports Required***

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above not later than 48 hours after the hour that person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department. **Family Code 34.02 (Policy FFG Legal)**

### ***Interview with Students***

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school. **Family Code 34.05(c) (FFG)**

### **Homework**

The District believes that homework is an integral part of the student's educational program. It is a reasonable extension of classroom assignment(s) and will vary according to reasonable extension of classroom assignment(s) and will vary according to individual student's grade level, ability, and need. Therefore, your child will have homework related to classroom activities, well-defined by the teacher, and clearly understood by the student. Homework will not be used as a punitive measure. It is important that you provide the time needed to help your child complete the work he/she brings home. It is also important that you listen to your child and that your read to him/her. Assisting with mastery tests would also prove beneficial. An early bedtime to ensure plenty of rest will also help your child succeed in school.

### **Insurance**

The District makes available a low-cost accident insurance for students at the beginning of the school year. The program shall be approved by the Board of Trustees each year. Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents/guardians are accepting full responsibility for costs associated with a student's injury or injuries.

### ***Insurance for Students in Sporting Events***

Any insurance for students (K-6<sup>th</sup>) participating in sporting events will be provided by the parents. **FFD Local**

### **Leaving Campus During the School Day**

- No student may leave the campus at any time for any reason without checking out. Once a student arrives on campus, the school becomes responsible for him/her and he/she may not leave, even prior to the beginning of the school day. Furthermore, since the school is still responsible for him/her until he/she departs for the day, a student may not leave the campus and then return to catch a bus or other ride. He/she is to remain on campus until his/her transportation takes him/her. A student found leaving campus or being off campus without proper permission is guilty of truancy. Students leaving school for whatever reason **must be signed out by either a parent or guardian.**
- A student who becomes ill at school may check out to go home only after the school nurse verifies such a need and the parents have been informed. **Students should never call parents to pick them up until they have cleared through the principal's office.**
- Upon his/her return to school after checking out for a doctor's or dentist's appointment, a student must bring an excuse from his/her parent accompanied by a note on doctor's stationary showing the exact time of the appointment. Follow-up appointments should not be scheduled during the same time period.
- A student can leave for lunch only when his parent secures permission from the building principal. Limited permission will be granted on special occasions. The parents must personally check the student out and in.

### **Library Services Program**

The campus offers library services to all students. Students in grades 1<sup>st</sup> to 5<sup>th</sup> are allowed to check out library books to enhance their reading skills and their reading for pleasure. The campus encourages all parents/guardians to make sure that students assume responsibility for these books. If books are lost, they must be paid for. If the book is found later, the money paid for the book will be returned to the student. Student report cards will be withheld at the end of any reporting period if the student has lost a book and owes a fine.

### **Lockers**

Lockers are the property of the school and are subject to search any time a reasonable cause exists. Once a student is issued a locker, he is responsible for its care, appearance, and contents. Lockers should be free of stickers, signs, posters, etc. on the outside. On the inside, the student may not have or place pornography or distasteful material or apply marks or stickers which cannot be removed. A student must use a school-issued lock. His/her own lock will be removed.

### **Loitering**

All students should be off campus by the time the last bus departs in the afternoon or any day when school is not in session unless they have business, such as athletic events, dances, practice, tutoring, etc. Students from another campus may not be on campus without permission. Trespassing charges will be filed on all students who have no business on campus.

### **Optional Extended Year Program**

A student who attends an Optional Extended Year Program must attend at least 90% of the days the program is offered and meet the criteria required by the program in order for the student to get promoted to the next grade level at the beginning of the next school year. (An optional extended year program may be offered by the School District for a period not to exceed 30 instructional days for students in Kindergarten through 8<sup>th</sup> who are identified as likely not to be promoted to the next grade level for the succeeding school year.)

### **Physical Education (P.E.)**

The State Board of Education (SBOE) adopted a new rule that requires students in elementary schools to participate in physical activity for a minimum of either 30 minutes daily or 135 minutes weekly.

Senate Bill (SB) 19 authorized, but did not require, the SBOE to adopt rules requiring students in Kindergarten-Grade 6, in an elementary setting, to participate in daily physical activity. The legislation upon which the new SBOE rule was based is cited in the Texas Education Code, §28.002, (1) Required Curriculum:

The State Board of Education, after consulting with educators, parents, and medical professionals, by rule may require a student enrolled in kindergarten or a grade level below grade seven in an elementary school setting to participate in daily physical activity as part of a school district's physical education curriculum or through structured activity during a school campus's daily recess, except that the board may not require more than 30 minutes of daily physical activity. If the board adopts rules under this subsection, the board must provide for an exemption for a student who is unable to participate in daily physical activity because of illness or disability.

The new SBOE rule (19 TAC §74.32) became effective September 1, 2002.

### **Police**

Depending upon the situation, The Rio Grande City CISD will press applicable charges as well as administer discipline. For example, charges will be filed for disorderly conduct, possession of a weapon, possession of drugs, stealing, etc. (Refer to Student Code of Conduct).

### **Posters**

Signs and posters that a student wishes to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts material without approval will be subject to disciplinary action.

## **Promotion, Retention, and Placement (Refer to Policy EIE Local)**

### ***Promotion Grades 1-5***

In grades 1-5, students performing at grade level shall be promoted to the next grade level based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards, grade level essential knowledge and skills for all subject areas, and a grade 70 or above in language arts, reading, mathematics, and a combined average of 70 or above for Social Studies and Science.

A grade of 70 or above may be posted in the report card for developmentally appropriate academic performance, provided that there is a clear indication that the grade earned is for below grade-level performance, and that the special intervention services that the student is receiving to bring him/her up to grade level are also clearly communicated to the parents/guardians. The decision to promote the student; however, shall be based on mastery of the grade level curriculum as per criteria set forth in this policy.

Each campus shall establish a grade placement committee (GPC) which will consist of the principal, the parent and the teacher of the student. This committee will meet with the parents of the students who are performing below grade level at the end of the first three (3) weeks of the student's enrollment date and periodically within the year as needed [at least four (4) times a year] to inform them of their children's progress and their academic level, and of the implications on retention that this type of progress will have if the student's performance remains below grade level. Proper documentation of the results of these meetings must be maintained by the principal of the campus. The Committee will also determine the appropriate instructional interventions that will be provided for the student to accelerate his/her performance.

In grades 1-5, students who do not meet District academic standards, policies for promotion, or who do not demonstrate proficiency of subject matter of the course or grade levels shall be provided with the following services to assist them in being successful and in gaining proficiency of subject matter of the course or grade level:

- optional extended-year program services
- compensatory/accelerated program services
- other instructional intervention strategies, and/or
- curriculum modifications

Promotion standards, as established by the individual educational plan (IEP), or grade-level classification of students eligible for special education shall be determined by the ARD committee.

In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the student to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in the primary language.

2. Assessment using ESL methodologies.
3. Assessment with multiple varied instruments.  
**[See EHBE] (Policy EIE Local)**

### ***Retention Grades Pre-K-8<sup>th</sup>***

Procedures for Retention: The District recognizes that retaining of students is not an effective strategy. Therefore, the District shall establish procedures designed to reduce retaining students at grade level, with the ultimate goal being elimination of the practice of retaining students.  
**(Policy EIE Local)**

Students in pre-kindergarten and kindergarten shall not be retained without parental consent. With parental consent, six-year-old students determined by the school not to be developmentally ready for first grade may be assigned to a grade as deemed appropriate by the school.

### **Publications**

#### ***School-Sponsored Publications***

The district's professional employees shall exercise editorial control over style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate instructional concerns.

The district may refuse to disseminate or sponsor student publications that:

- a. might reasonably be perceived to advocate drug or alcohol use, inappropriate and irresponsible sexual behavior, or conduct otherwise inconsistent with the shared values of a civilized social order;
- b. are inappropriate for the level of maturity of the readers;
- c. do not meet the standards of the professional employees who supervise the production of the publication; and
- d. can be reasonably interpreted to associate the school with any position other than neutrality.

#### ***Non School-Sponsored Publications***

This district campuses shall not be used for distribution of any materials over which the district or the campus principal does not exercise control. Distribution of written materials over which the district does not exercise control may be restricted.

#### ***Prior Review of Non-School Materials***

All written material over which the school does not exercise control that is intended for distribution to students must be submitted for prior review to the building principal. **(Policy FMA Local)**

### **Report Cards**

At the end of each six-week period, the campus will issue to the parents a report card (written report) indicating the grades that the student received in each class or subject. ("Parent" includes legal guardian.) The report shall include the number of times the student has been absent. For students in alternative programs (such as an extended school day, an extended school year, specialized tutorial support, peer tutoring, cross-age tutoring, student mentoring, or summer school), the report card shall clearly specify the instructional level at which the student is functioning. If a student's level of achievement is below the level required for course credit or grade level advancement, the teacher shall quote or summarize the requirements for advancement or course credit.

The report card shall provide for the parent's signature and must be returned to the campus/teacher within 3 working days. If the report card is not returned, the campus shall mail a notice to the parent.

### **School Buses and School Transportation**

#### ***Eligibility for Transportation***

1. The Rio Grande City CISD provides transportation for students who live two or more miles from the school they attend and for district approved hazardous areas.
2. Students who ride the bus are under the jurisdiction of the campus administration from the time they enter the bus in the morning until they leave the bus in the afternoon.
3. Misconduct of any kind will not be tolerated. Students are to obey instructions of the bus drivers in the same manner as they are to obey those of the classroom.
4. Students will be loaded or unloaded at regularly established stops designated by the Transportation Department. Students will not be unloaded at a stop other than their own, unless a note from the parent/guardian is given to the bus driver when the child first loads the bus (note must be approved by campus administration).
5. Students are to be at their regular bus stop/bus pick-up on time. The school bus cannot afford to wait on students and be expected to maintain a regular schedule. The behavior of all children at the bus stop is the **responsibility of the parents**, until the student loads the bus.

#### ***School Buses or other Vehicles***

A student being transported in a school owned vehicle is required to comply with the Student Code of Conduct. Any student who fails to comply with that code or other established rules of conduct while on school transportation may be denied transportation services and shall be

subject to disciplinary action. The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold on to the seat rails.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of any bus window, nor hold any object out of the window, nor throw any objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or on a bus serving an extracurricular activity:

- A. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
- B. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes place.
- C. In the case of serious misconduct that endangers the safety of other passengers or the driver, the bus driver shall have the authority to take the student off the bus or to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus services again until a conference involving all persons listed above has been held and the parents and the student clearly understand the conditions for receiving bus transportation services.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or the individually designed program for student considered disabled under Section 504.

### **School Day and Daily Hours**

A school day, as recommended by Policy EC, will be at least seven (7) hours each day, including intermissions and recesses. **(Section 25.082, SB1) (EC)**

- As per Policy EC Local, the school day will be scheduled so that students are provided the best opportunity for their development. The school principal will use flexibility in designing the daily schedule to meet student needs and considerations specified under Policy EC Local.
- Daily attendance counts shall be taken for both lunch and ADA purposes. Daily attendance for lunch and ADA counts will be taken at 10:00 A.M. At 1:00 P.M., ADA attendance shall be taken for those campuses who have students who are scheduled for afternoon sessions. Students will be marked absent for the day unless they are excused under Section 25.087 Senate Bill 1 which states that the school district shall excuse a student for a temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment.
- Students who report to school after 10:00 A.M. will be marked absent for the day unless they are excused under Section 25.087 Senate Bill I, which states that the school district shall excuse a student for a temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment, and he/she brings a note which states the reason for the absence signed by the parent or guardian.

### **Searches**

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Areas such as lockers, which are owned by the district and jointly controlled by the district and student, may be searched if reasonable cause exists to believe that contraband is inside the locker.

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car. At times, the trained dogs sniff bags, backpacks, purses, etc. in rooms selected at random. Students are asked to leave the room with the teacher at these times. Trained dogs' sniffing of students constitutes a search and requires individualized reasonable suspicion. **(Policy FNF)**

### **Students Picked Up During School By Someone Else other than Parents**

Parents who are not able to pick up their children must submit the names of no more than two persons besides themselves who are allowed to pick up their child/children during school hours. These names must be submitted to the principal's office of the school that the student is attending at the beginning of the school year and must be renewed annually.

### **Student Records**

The Rio Grande City CISD maintains general education records required by law. The district makes available to parents and guardians information concerning their child/children enrolled in school. A form requesting such information may be obtained from the school or at the district administrative office. Until parental rights are legally terminated, each parent or guardian has access to the records unless the student is eighteen years of age and no longer dependent. After that time only, the student has access to his/her records.

Parents, guardians, students, and officials of the district with legitimate educational interests are the only persons with general access to the records. The district also forwards education records (including special education records) on request to a school in which a student seeks to enroll. Certain other officials from various other governmental agencies may have limited access to the records.

Records may be reviewed during regular school hours. A parent may obtain permission to review his child's records by contacting the school principal.

If, after reviewing the records, a parent or student believes the contents include misleading or incorrect information, an informal hearing will be conducted to give that individual the right to challenge the record's content. The principal should be contacted for this hearing.

After following administrative procedures under board policy, the parent, guardian, or student has the right to file a complaint if he/she feels that the district is not in compliance with the law regarding student records.

The district will comply with all provisions of the Family Education Rights and Privacy Act of 1974. The cumulative records will be made available to the parent, guardian or eligible student upon written request given to the school principal. The principal or counselor shall be present to explain the records and to answer any questions. The confidential nature of the student's records will be maintained at all times. The records will be restricted to use only in the superintendent's, principal's, or counselor's offices, and other restricted areas designated by the principal. The original copy of the records, or any document contained in the cumulative records, will not be removed from the school.

The district may request transcripts from previously attended schools for students transferring into RGCCISD schools; however, the ultimate responsibility for obtaining transcripts from the sending school rests with the parent/guardian or student (if age 18 or older).

Some items of information are directory in nature and may be released to anyone without consent unless a parent or student objects to their release in writing within ten days after the

issuance of this notice. Examples of directory information include a student's name, address, telephone number, date and place of birth, and a parent's name. Objections in writing to release any or all directory information should be filed with the principal of the school which the student attends.

Copies of the district's student records policy are located at each campus and at district administrative offices. **Policy FL Local**

### **Textbooks**

Textbooks purchased by the District are a property of the State of Texas. Having access to free textbooks furnished by the State of Texas is a great privilege. All students must learn to be responsible for their proper care. The State provides one textbook per student and does not provide replacements. Therefore, when textbooks are lost or damaged, the campus suffers a shortage of textbooks. The only way to replace these textbooks is for the campus to purchase them from the textbook company. Textbooks are very expensive. Having to buy them to replace lost ones due to carelessness imposes a great burden on the campus budget which needs to be used to meet the numerous demands of operating the school. The school district must place a number on each textbook before distributing them to the campus. When distributing the textbooks to the students, each teacher must keep a record of the number or other identifying mark of each textbook issued to each student. Each textbook must be covered by the student under the direction of the teacher.

At the request of the parents/guardian, a student enrolled in the district must be allowed to take home any textbook used by the student subject to availability.

The student must return the textbook to the school at the beginning of the next school day. A student must return all textbooks to the teacher at the end of the school year or when the student withdraws from school.

Each student or students' parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued is paid for by the student, parent, or guardian. (A campus **may** allow a student who owes textbooks to use textbooks at school during class time only.) If a textbook is not returned or paid for, the campus **may** withhold the students records. (**Section 31.104 Senate Bill 1**)

### **Tutorials**

Tutorials are offered during the school year for accelerated instruction and for TAAS preparation during and after school.

### **UIL**

The School District provides opportunities for students in grades 2-6 to participate in UIL competitive activities. All students in these grades are permitted to participate provided that the following requirements are met:

1. Students who have received a six-weeks grade below a 70 in any academic class may not participate in UIL events during the following six weeks. The teacher will review the grades of a student suspended from participation in UIL at the end of three-weeks period following the date on which the suspension began. At the time of the review, the suspension is removed if the student's grade in class is equal or greater than the equivalent of 70 on a scale of 100. The campus principal and each of the student's teachers shall make the determination concerning the students grades.

For students in the special education program participating in UIL, suspension must be based on the student's failure to meet the requirements of the students' IEP. The determination for suspension must be made by the ARD Committee. **(Section 33.3081, Senate Bill 1).**

### **Visitors/Parent Volunteers**

No students may bring visitors to school. Persons with business at any of the Rio Grande City School schools must check in at the Principal's office. Parents are always welcome, but they may not expect a teacher to leave the class to see them; however, they may make up an appointment with the receptionist to see a teacher during the teacher's conference period. **Policy GKA Local**

Parents are encouraged to visit the school and become involved in the educational program of their children. To facilitate your services as a volunteer or as a visitor in a more effective way, we ask that you:

- Please contact your child's teacher if you are interested in helping with paper work and/or material preparation;
- Please report to the office upon arrival at the school campus; and
- Please observe the requirements for tuberculosis tests.

(All parent volunteers are required to have a tuberculosis test before starting to serve as a volunteer. Tests are administered free of charge at the School District Director of Health Services Office.)

