

Student/Parent Handbook For Rio Grande City CISD

Elementary Schools

2016



2017

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
Academy for Academic Enhancement

(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 Student Code of Conduct and _____ Student Handbook. I also understand and agree that my child, _____, will be held accountable for the behavior and consequences outlined in the Student Code of 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

Rio Grande City Consolidated Independent School District

Date

Student/Parent Handbook

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BELL SCHEDULE

AWARDS

**EXTRA-CURRICULAR
ACTIVITIES**

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HOMEWORK SCHEDULE

Days of the Week

Courses/Academic Areas assigned on these days

Monday and Wednesday

- 1.
- 2.
- 3.

Tuesday and Thursday

- 1.
- 2.
- 3.

Friday

- 1.

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 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. Epigmenio Gonzalez Jr., Director of Maintenance
Rio Grande City CISD
Fort Ringgold
Rio Grande City, Texas 78582 (956) 716-4600

Letter from Mr. Milton Villarreal sent on Sept., 2012 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) 716-4600.

Sincerely,

Milton Villarreal
Asbestos Designated Person

Pest Control Information

This school district periodically applies pesticides inside buildings. Information concerning these applications may be obtained from Mr. Epigmenio Gonzalez Jr., Director of Maintenance at (956) 716-4600, Fort Ringgold, Rio Grande City, Texas 78582.

Rio Grande City CISD Telephone Directory for Offices

	Phone/Fax Number(s)
District	716-6700
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
Copy room	716-6723
Bookkeeping	716-6715; 6717; 6719
Fax Number	716-6625
Payroll	716-6728; 6729; 6845
Fax Number	
Office of Human Resources	716-6749; 6750; 6758
Fax Number	487-5819
Directors/Coordinators Offices:	
Athletic Director's Office	716-6756
Career & Technology	488-6030
Fax Number	488-6070
Elementary Education and Elementary Staff Dev. Dept.	716-6891; 6609
Fax Number	716-6892
Secondary Education and Secondary Staff Dev. Dept.	716-6704
Fax Number	716-6694
Federal Programs Department:	
Title I & SCE	716-6767; 6768
Fax Number	716-2640
Migrant	716-6770;6771;6773;6774
Data Processing	716-6779; 6780; 6781
Fax Number	716-6832
Food Services Department	488-6336; 6206
Central Cafeteria	716-6793
Gifted & Talented Department	716-6804
Fax Number	716-6957
Health Services Department	716-6637; 6648
Fax Number	716-6802
Maintenance Department	716-4600
Fax Number	716-4606
Air Conditioning Department	716-4600
Purchasing Department	716-6810; 6818; 6681
Fax Number	716-6813
Shipping and Receiving	716-6811
Warehouse	716-6812
Police/Security Department:	
Chief of Police Office	716-6842; 6843
Main Gate	716-6816
Special Education Department	716-6661; 6662
Fax Number	716-6821

State Bilingual Office	716-6829; 6830
Fax Number	716-6831
Student Assessment	716-6739; 6740
Fax Number	716-6672
Student Services Department	716-6784; 6786
Fax Number	716-6790
Mailroom	716-6787
Transportation Department	716-6992
Motor Pool	716-6649; 6800
Technology Office	716-6743; 6809; 6996
Fax Number	716-6814

Schools:

Academy for Academic Enhancement (Elementary School)	716-6941
Fax Number	716-6797
Academy for Academic Enhancement (Middle School)	352-6324
Fax Number	352-6363
Alternative Center	488-0014; 2738
Fax Number	487-7311
Alto Bonito Elementary	487-6304; 6295
Fax Number	487-5755
Chance 2B	716-6725
Dr. Mario E. Ramirez Elementary	487-4457; 4432
Fax Number	487-4415
Early College High School	352-6349
Fax Number	352-6387
General Ricardo Sanchez Elementary	487-7043; 9924
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	716-6917; 6918; 6922
Fax Number	716-8634
Ringgold Elementary	716-6928; 6929
Fax Number	716-6930
Ringgold Middle School	352-6300
Fax Number	352-6371
Rio Grande City High School	488-6000
Fax Number	488-6050
Roque Guerra Elementary	716-6982; 6983; 6985
Fax Number	487-1046
Grulla High School	487-7278; 4235
Fax Number	487-4312
Veterans Middle School	488-0252
Fax Number	488-0261

2016-2017 School Calendar

Rio Grande City CONSOLIDATED INDEPENDENT SCHOOL DISTRICT SCHOOL CALENDAR

2016
JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FALL SEMESTER
1ST SIX WEEKS
2ND SIX WEEKS
3RD SIX WEEKS
TOTAL
SPRING SEMESTER
4TH SIX WEEKS
5TH SIX WEEKS
6TH SIX WEEKS
TOTAL

REPORTING PERIODS
FIRST DAY OF SCHOOL - AUGUST 22, 2016

13,100 MINUTES (30 DAYS)
10,800 MINUTES (24 DAYS)
10,800 MINUTES (24 DAYS)
35,100 MINUTES (78 DAYS)

13,050 MINUTES (29 DAYS)
13,500 MINUTES (30 DAYS)
17,100 MINUTES (38 DAYS)
43,650 MINUTES (97 DAYS)

78,750 MINUTES (175 DAYS)
LAST DAY OF SCHOOL - JUNE 2, 2017

INCLEMENT WEATHER MAKE-UP DAYS

FEBRUARY 6, 2017 APRIL 17, 2017

STAFF PROFESSIONAL LEARNING/WORKDAYS/STUDENT HOLIDAYS

AUGUST 15-18, 2016 PROFESSIONAL LEARNING DAYS
AUGUST 19, 2016 TEACHER WORKDAY
OCTOBER 10, 2016 PROFESSIONAL LEARNING DAY
NOVEMBER 7, 2016 PROFESSIONAL LEARNING DAY
NOVEMBER 21-22, 2016 TIME EQUIVALENCY DAYS
JANUARY 5, 2017 PROFESSIONAL LEARNING DAY
JANUARY 6, 2017 TEACHER WORKDAY
JUNE 3, 2017 TEACHER WORKDAY

STAFF/STUDENT HOLIDAYS

NOVEMBER 23-23, 2016 THANKSGIVING
DECEMBER 19, 2016 - JANUARY 4, 2017 CHRISTMAS
MARCH 13-17, 2017 SPRING BREAK
APRIL 14, 2017 EASTER

GRADUATION DATE

TBA

STATE ASSESSMENT SCHEDULE (DATES SUBJECT TO CHANGE)

OCTOBER 17-20, 2016 TAKS EXIT LEVEL
DECEMBER 5, 2016 STAAR ENGLISH I
DECEMBER 7, 2016 STAAR ENGLISH II
DECEMBER 9, 2016 STAAR ENGLISH III
DEC. 5 & DEC. 7, 2016, MUST BE COMPLETED BY THE END OF THIS DAY.
STAAR ASSESSMENT WINDOW: ALGEBRA I; BIOLOGY; US HISTORY
MAPS ASSESSMENTS
TAKS EXIT LEVEL
MAY 6-APR. 5, 2017 TELPAS GRADES K-12 TELPAS LISTENING, SPEAKING, READING, AND WRITING
MARCH 28, 2017 STAAR GRADES 4 & 7 WRITING DAY I; GRADES 5 & 8 MATHEMATICS; ENGLISH I
MARCH 29, 2017 STAAR GRADES 5 & 8 READING
MARCH 30, 2017 STAAR ENGLISH II
MARCH 31, 2017 STAAR ENGLISH III
ALL MAKE-UP SESSIONS FOR STAAR ASSESSMENTS SCHEDULED TO BE ADMINISTERED ON MAR. 28-30, 2017, MUST BE COMPLETED BY THE END OF THIS DAY.
APRIL 3-21, 2017 STAAR ALTERNATE 1 ASSESSMENT WINDOW GRADES 3-8 AND EOC
MAY 1-3, 2017 STAAR ASSESSMENT WINDOW: ALGEBRA I; BIOLOGY; US HISTORY
MAY 8, 2017 STAAR GRADES 1 & 4 MATHEMATICS; GRADES 6 & 7 MATHEMATICS; RETEST GRADES 3 & 8 MATHEMATICS
MAY 9, 2017 STAAR GRADES 3 & 4 READING; GRADES 6 & 7 READING; ENGLISH III; RETEST GRADES 5 & 8 READING
MAY 10, 2017 STAAR GRADES 5 & 8 SCIENCE; ALGEBRA II
MAY 11, 2017 STAAR GRADE 8 SOCIAL STUDIES
MAY 12, 2017 STAAR GRADE 8 SCIENCE
ALL MAKE-UP SESSIONS FOR STAAR ASSESSMENTS SCHEDULED TO BE ADMINISTERED ON MAY 8-11, 2017, MUST BE COMPLETED BY THE END OF THIS DAY.
JUNE 19, 2017 STAAR ENGLISH I TAKS EXIT LEVEL ELA
JUNE 20, 2017 STAAR GRADES 5 & 8 MATHEMATICS RETEST; TAKS EXIT LEVEL MATHEMATICS
JUNE 21, 2017 STAAR GRADES 5 & 8 READING RETEST; STAAR ENGLISH II; TAKS EXIT LEVEL SCIENCE
JUNE 22, 2017 TAKS EXIT LEVEL SOCIAL STUDIES
JUNE 23, 2017 ALL MAKE-UP SESSIONS FOR STAAR ASSESSMENTS SCHEDULED TO BE ADMINISTERED ON JUN. 19-21, 2017 MUST BE COMPLETED BY THE END OF THIS DAY.

LEGEND

BEGIN GRADING PERIOD
 WEATHER DAY
 DISTRICT HOLIDAY
 PROFESSIONAL LEARNING DAY
 END GRADING PERIOD
 ASSESSMENT DATES
 ★ TIME EQUIVALENCY DAY
 TEACHER WORK DAY

2017
JANUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

EB (Local) Board Approved: April 19, 2016

2016-2017 Student Assessment Calendar

Revised November 18, 2015		2016-2017 STUDENT ASSESSMENT TESTING CALENDAR		DATES SUBJECT TO CHANGE
Detailed information regarding the scheduling and administration of specific STAAR assessments can be found on the Coordinator Manual Resources webpage at http://tea.texas.gov/student.assessment/manuals/dccm/ .				
Test Date(s)		TAKS		Report Date(s)
Mar 6 (Mon)		Exit Level ELA		Reports Posted Online by March 28, 2017 Reports Due in District by April 14, 2017
Mar 7 (Tues)		Exit Level Mathematics		
Mar 8 (Wed)		Exit Level Science		
Mar 9 (Thur)		Exit Level Social Studies		
TELPAS				
Assessment Window Mar 6-Apr 5	Grades K-12 TELPAS Listening, Speaking, Reading, and Writing			By April 28, 2017
STAAR				
Mar 28 (Tues)	Grade 4 Writing Grade 7 Writing Grade 5 Mathematics Grade 8 Mathematics English I			Grades 4 and 7 Writing by June 14, 2017 Grades 5 and 8 Mathematics by April 18, 2017 English I by June 2, 2017
Mar 29 (Wed)	Grade 5 Reading Grade 8 Reading			By April 18, 2017
Mar 30 (Thur)	English II			By June 2, 2017
Mar 31 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from Mar 28-30, 2017, must be completed by the end of this day.			
STAAR Alternate 2				
Assessment Window April 3-April 21	STAAR Alternate 2 (grades 3-8 and EOC)			By May 12, 2017

2016-2017 Student Assessment Calendar

Revised November 18, 2015	2016–2017 STUDENT ASSESSMENT TESTING CALENDAR		DATES SUBJECT TO CHANGE
Detailed information regarding the scheduling and administration of specific STAAR assessments can be found on the Coordinator Manual Resources webpage at http://tea.texas.gov/student.assessment/manuals/dccm/ .			
Test Date(s)	STAAR	Report Date(s)	
Assessment Window May 1–May 5	Algebra I Biology U.S. History	By June 2, 2017	
	STAAR		
May 8 (Mon)	Grades 3–4 Mathematics Grades 6–7 Mathematics	By June 14, 2017	
	Grade 5 Mathematics (retest) Grade 8 Mathematics (retest)	By May 30, 2017	
May 9 (Tue)	Grades 3–4 Reading Grades 6–7 Reading	Grades 3, 4, 6, and 7 Reading by June 14, 2017	
	English III	English III by August 18, 2017	
	Grade 5 Reading (retest) Grade 8 Reading (retest)	By May 30, 2017	
May 10 (Wed)	Grade 5 Science Grade 8 Science	Grades 5 and 8 Science by June 14, 2017	
	Algebra II	Algebra II by June 29, 2017	
May 11 (Thurs)	Grade 8 Social Studies	By June 14, 2017	
May 12 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from May 8–11, 2017, must be completed by the end of this day.		

2016-2017 Student Assessment Calendar

Revised November 18, 2015		2016-2017 STUDENT ASSESSMENT TESTING CALENDAR		DATES SUBJECT TO CHANGE
Detailed information regarding the scheduling and administration of specific STAAR assessments can be found on the Coordinator Manual Resources webpage at http://tea.texas.gov/student.assessment/manuals/dccm/ .				
Test Date(s)	STAAR	TAKS	Report Date(s)	
June 19 (Mon)	English I		By July 28, 2017	
		Exit Level ELA	By July 21, 2017	
June 20 (Tues)	Grade 5 Mathematics (retest) Grade 8 Mathematics (retest)		By July 7, 2017	
		Exit Level Mathematics	By July 21, 2017	
June 21 (Wed)	English II		By July 28, 2017	
	Grade 5 Reading (retest) Grade 8 Reading (retest)		By July 7, 2017	
		Exit Level Science	By July 21, 2017	
June 22 (Thurs)		Exit Level Social Studies	By July 21, 2017	
June 23 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from June 19-21, 2017, must be completed by the end of this day.			
STAAR				
Assessment Window June 19-June 23	Algebra I Biology U.S. History		By July 28, 2017	

2016-2017 Student Assessment Calendar

2016–2017 STAAR Assessments

For specific administration dates, see the 2016–2017 Student Assessment Testing Calendar.

3-8 and EOC	Subjects Assessed	Assessments Available
Grade 3	mathematics and reading	STAAR STAAR Spanish STAAR L for mathematics STAAR A
Grade 4	mathematics, reading, and writing	STAAR STAAR Spanish STAAR L for mathematics STAAR A
Grade 5	mathematics, reading, and science	STAAR STAAR Spanish STAAR L for mathematics and science STAAR A
Grade 6	mathematics and reading	STAAR STAAR L for mathematics STAAR A
Grade 7	mathematics, reading, and writing	STAAR STAAR L for mathematics STAAR A
Grade 8	mathematics, reading, science, and social studies	STAAR STAAR L for mathematics, science, and social studies STAAR A
EOC	Algebra I, Algebra II, English I, English II, English III, biology, and U.S. history	STAAR STAAR L for Algebra I, biology, and U.S. history STAAR A for Algebra I, English I, English II, biology, and U.S. history

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

This section of the Rio Grande City CISD Student Handbook includes information on topics of particular interest to you as a parent.

Parental Involvement

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, contact the school principal.]
- Participating in campus parent organizations. Parent organizations include: PTO
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information contact the school principal.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.

Federal Program Director

The Federal Program Director, who works with parents of students participating in Title I programs is Joel Salinas and may be contacted at (956) 716-6767.

Parental Rights

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Accessing Student Records

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

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

Granting Permission to Video or Audio Record Student

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

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

Removing a Student Temporarily from the Classroom

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

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

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

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

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

Requesting Limited or No Contact with a Student through Electronic Media

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

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

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

Requesting Notices of Certain Student Misconduct

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

Prohibiting the Use of Corporal Punishment

Corporal (punishment spanking or paddling the student) may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in this handbook or please return the form included in the forms packet or submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. **[See policy FDE (LOCAL).]**
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same

campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

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

Parents of Students with Disabilities with Other School-Aged Children in the Home

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

Request for the Use of a Service Animal

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

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available

from the School district in a companion document, A Guide to the Admission, Review, and Dismissal Process.

Parents of Students Who Speak a Primary Language Other than English

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

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Student Records

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

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

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

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

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees

and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.

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

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

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

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

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

The district's policy regarding student records found at FL (LEGAL) and (LOCAL) is available from the principal's or superintendent's office.

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

Please Note:

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

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

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook or included in the forms packet.]

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.

Teachers have the responsibility to do the following:

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 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 19th 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: Partial day excused with a doctor's note.
- Religious holy day (must be pre-approved): The student is observing a recognized religious holy day. The holy day must be published on a religious calendar.
- Court Appearance: The student is involved in a mandated court proceeding or is participating in an activity related to mandated court proceeding.
- College Campus Visit: A high school junior or senior may visit a college campus two days each year of those years.
- Citizenship Activities: The student is engaged in the process to secure U.S. citizenship or is participating in their naturalization ceremony.
- Military Dependents: A district shall excuse a student whose parent, stepparent, or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides, to visit the student's parent, stepparent, or guardian.
- 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 extracurricular 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: as per HB2398: Truancy Reform documented in Student Code of Conduct.*

BULLYING

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District Policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electric means, or physical conduct that occurs on school property, at school sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

The conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

Policy FFI (Legal/Local)

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.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

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

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

Reports may be made to:

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

COMPLAINTS BY STUDENT/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).

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

Non-school Materials...from Students

Students must obtain prior approval from the campus principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal will designate the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Non-school Materials...from others

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (LOCAL).

DRESS CODE

Purpose:

The District's dress code is established to teach grooming and hygiene, instills 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.)
8. Prohibited Items:
 - Boy's earring - confiscation of item. (Any items confiscated will not be returned.)
 - Body piercing to include ear, tongue, nose, eyebrow, etc. (Any items confiscated will not be returned.)
 - Visible or clear type body piercing on boys or girls - confiscation of item. (Any items confiscated will not be returned.)

Failure to Wear Uniform:

Effective September 10, 1996, all students in grades pre-kindergarten-8th 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

Campus	Grade	Shirt Colors
AC ² E Elementary	1 st -5 th	Monday through Friday - Red or White Thursday - College Spirit Shirt Friday - School Spirit Shirt
Alto Bonito Elementary	PreK-5 th	Monday through Thursday - Red or White Friday - Navy Blue School Spirit Tee Shirt
Grulla Elementary	PreK-5 th	Monday through Thursday - Red or White Friday - Royal Blue Polo Shirt or Royal Blue School Spirit Tee Shirt
La Union Elementary	PreK-5 th	Monday through Thursday - Red or White Friday - Red or White Polo Shirt or Spirit Shirt
North Grammar Elementary	PreK-5 th	Monday through Thursday - Red or White Friday - School Spirit Shirt
Hinojosa Elementary	PreK-5 th	Monday through Thursday - Red Friday - School Spirit Tee Shirt
Ringgold Elementary	PreK-5 th	Monday through Thursday - Red or White Friday - Red School Spirit Tee Shirt
Roque Guerra Elementary	PreK-5 th	Monday through Thursday - Red Friday - School Spirit
Gen. Ricardo Sanchez Elem.	PreK-5 th	Monday through Thursday - Red or White

		Friday - School Spirit Shirt
Dr. Mario E. Ramirez Elem.	PreK-5 th	Monday through Thursday - Red White Friday - Spirit Tee Shirt
AC ² E Middle School	6 th Grade	Monday through Friday - White Polo Shirt Friday - School Spirit Shirt
	7 th Grade	Monday through Friday - Royal or Navy Blue Polo Shirt Friday - School Spirit Shirt
	8 th Grade	Monday through Friday - Red Polo Shirt Friday - School Spirit Shirt
Grulla Middle School	6 th Grade	Monday through Thursday - White
	7 th Grade	Monday through Thursday - Royal Blue or Navy Blue
	8 th Grade	Monday through Thursday - Red
Ringgold Middle School	6 th -8 th Grade	Friday - School Spirit Shirt
	6 th Grade	Monday through Thursday - White
	7 th Grade	Monday through Thursday - Royal Blue or Navy Blue
	8 th Grade 6 th -8 th Grade	Monday through Thursday - Red Friday - School Spirit Shirt
Veterans Middle School	6 th Grade	Monday through Friday - White Polo Shirt Friday - School Spirit Shirt
	7 th Grade	Monday through Friday - Royal or Navy Blue Polo Shirt Friday - School Spirit Shirt
	8 th Grade	Monday through Friday - Red Polo Shirt Friday - School Spirit Shirt
Rio Grande City High School	9 th -12 th	9 th Grade - Monday through Thursday - Navy Blue 10 th -12 th Grade - Monday through Thursday Red or White Friday - School Spirit Shirt
Grulla High School	9 th -12 th	9 th Grade - Monday through Thursday - Navy Blue 10 th -12 th Red or White Friday - School Spirit Shirt

Early College High School	9 th Grade	Monday through Wednesday - Navy Blue Polo Shirt Thursday - Navy Blue Polo Shirt or College Spirit Shirt Friday - Navy Blue Polo Shirt or School Spirit Shirt
	10 th Grade	Monday through Wednesday - Maroon Polo Shirt Thursday - Maroon Polo Shirt or College Spirit Shirt Friday - Maroon Polo Shirt or School Spirit Shirt
	11 th Grade	Monday through Wednesday - Gray or White Polo Shirt Thursday - Gray or White Polo Shirt/College Spirit Shirt Friday - Gray or White Polo Shirt/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 everyday footwear. (Rubber slaps or sandals worn without socks are not permitted. Campus administrator determines appropriateness if question arises.)

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Radios, CD Players, Cell Phones, Games, and Other Electronic Devices

Students are NOT PERMITTED to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, MP3 players, IPODs, cameras, video

cameras, electronic devices or games at school unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Cellular telephones are not permitted during school hours from 7:15 A.M. thru 3:45 P.M. Any student found in possession of a paging device or cellular telephone will have them confiscated. The first offense will require a parent conference. On the second offense the student will be charged an administrative fee of \$15.00 prior to its release. [Student Code of Conduct] Students will not be permitted to use the office phones unless authorized by school personnel.

Unacceptable and Inappropriate Use of Technology Resources

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

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

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

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.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

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, and 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.

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.

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 50 mile 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 PreK-5th (Method of Reporting)

In grades PreK-5th, 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 adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. The District grading policy:

1. Require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment;
2. May not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and
3. May allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. **(In accordance with Grading Policy EIA Legal). Education Code 28.0216**

- 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**

HALL BEHAVIOR

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

HEALTH REQUIREMENTS AND RELATED MATTERS

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, poliomyelitis (polio), measles (rubeola), mumps, and rubella (German measles), pertussis, hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. 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.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State

Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>.

*Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Food Allergies

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

Physical Activity for Students in Elementary and Middle School

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

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Food Service Director. [See policies at CO and FFA.]

Tobacco Prohibited

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

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Arcadio Salinas, the district's designated asbestos coordinator, at (956) 716-4600.

Pest Management Plan

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Dr. Arcadio Salinas, the district's IPM coordinator, at (956) 716-4600.

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)**

Non-accusatory 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)**

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Aracadio Salinas III, at (956) 716-6784.

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 you 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-6th) participating in sporting events will be provided by the parents. **FFD Local**

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. **[For further information see Policy GRA]**

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 1st to 5th 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.

LIMITED ENGLISH PROFICIENT STUDENTS

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

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

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.

NONDISCRIMINATION STATEMENT

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender:
Joel Trigo Jr.
Student Services Director
Fort Ringgold, Rio Grande City, Texas 78582
(956) 716-6784
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Joel Trigo Jr.
Student Services Director
Fort Ringgold, Rio Grande City, Texas 78582
(956) 716-6784
- All other concerns regarding discrimination: See the Superintendent:
Alfredo Garcia
Superintendent of Schools
Fort Ringgold, Rio Grande City, Texas 78582
(956) 716-6702

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

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 8th 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, (l) 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.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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.

PRAYER

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

PROMOTION, 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 PreK-8th

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.

SCHOOL FACILITIES

Use by Students Before and After School

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

Contact the campus principal for more information about locations.

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

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

Conduct Before and After School

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

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential.

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student. Contact the principal for more information on the different times available.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL).

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

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

Electronic Devices

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

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

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student/driver. A driver has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

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

SPECIAL PROGRAMS

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

Students Who Have Learning Difficulties

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

positive impact on the ability of local education agencies to meet the needs of all struggling students.

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

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

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

Contact: Cynthia G. Bazan or Veronica Bazan
(956) 716-6661

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8

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

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

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

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

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

Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

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.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact the campus principal, who has been designated as the campus liaison for children in the conservatorship of the state, for any questions.

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)

STUDENT WELFARE

Freedom from Discrimination, Harassment, and Retaliation

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited. **Policy FFH (Local)**

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

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

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as

directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

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 student's records. **(Section 31.104 Senate Bill 1)**

TRANSFERS

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

[See School Safety Transfers, Bullying, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services]

TRANSPORTATION

School-Sponsored Trips

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

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-week 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-week 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 student's 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).

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video and audio recording equipment may be used to monitor student behavior, including on buses and in common areas on campus.

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

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. For safety reasons, parents must report to the campus principal's office. To facilitate your services as a volunteer please visit the district's Human Resources Office.

- Please report to the office upon arrival at the school campus

(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.)

Appendix I
Parent Statement Prohibiting Corporal Punishment

**APPENDIX I:
Parent Statement Prohibiting Corporal Punishment**

A parent has the responsibility of submitting a signed statement to the principal each year if he or she chooses to prohibit the use of corporal punishment with his or her child. A parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal. Corporal punishment will be administered in accordance with the law, district policy, and the Student Code of Conduct (SCOC). [See FO and the SCOC]

Corporal punishment will be administered as soon as possible after an offense and will not be administered in anger. The principal or a designee may choose not to use corporal punishment even if the parent has requested its use. Any use of corporal punishment will be documented on a district form. The principal or a designee will inform the parent when corporal punishment is used. Paddles used for administering corporal punishment will not be generally displayed and will be under the control of the principal or designee. Corporal punishment will be limited to spanking or paddling and will consist of an appropriate number of strikes based upon the size, age, and the physical, mental, and emotional condition of the student. Before corporal punishment is used, the district may give the student a choice between other disciplinary measures and corporal punishment.

Parent Statement Prohibiting Corporal Punishment:

I have read the information on the use of corporal punishment in the Rio Grande City CISD Student Handbook, and I prohibit the use of corporal punishment with my child.

This form must be submitted annually and can be revoked by the parent at any time.

Name of parent or guardian: _____

Signature of parent or guardian: _____

Date: _____

Name of student: _____

Campus: _____

Grade: _____

Appendix II
Acknowledgement Form-Amendment

**APPENDIX II:
Acknowledgement Form-Amendment**

My child and I have received a copy of the _____ Student Handbook
Amendment # _____ dated _____.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Appendix III
Use of Students Work and District Publications

**APPENDIX III:
Use of Student Work in District Publications**

Occasionally, the Rio Grande City CISD wishes to display or publish student artwork, photos taken by the student, or other original work on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give)** **(do not give)** the district permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

Appendix IV
Consent/Opt-Out Form

APPENDIX IV: Consent/Opt-Out Form

Dear Parent:

The district is required by federal law to notify and obtain your consent for or denial of (opt-out) your child’s participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as “protected information survey” that concerns one or more of the following eight areas:

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

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes (marketing surveys), and to certain physical exams and screenings.

Following are activities requiring parental notice and consent or opt-out for the 2012-2013 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

<i>Surveys concerning private information</i>
--

Date: On or around School Year 2015-2016

Grades: PreK-5th

Activity: _____

Summary: This is an anonymous survey that asks students questions about

“You must sign and return this consent form no later than _____ if you permit your child to participate in this survey.”

Parent’s Signature

“Contact _____ at _____ no later than _____ if you do not want your child to participate in this activity.”

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to _____. _____ will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to your child.

<i>Marketing Activities</i>

Date: 2015-2016 School Year

Grades: PreK-5th

Activity: Student-Based Commercial Services

Summary: _____ collects, or allows businesses to collect, use, and disclose personal information on students, including: _____

These businesses provide student-based products and services: _____

To consent: You must sign and return the consent form no later than _____ if you permit your child to participate in this activity.

Parent’s Signature

If you wish to review any survey instrument or instructional material used in connection with any marketing survey, please submit a request to _____. _____ will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to your child.

Opt-out for nonemergency physical exam or screening

Date: _____

Grades: _____

Activity: _____

Summary: _____

To opt out: Contact _____ at _____ no later than _____ if you do not want your child to participate in this activity.

Appendix V

Directory Information

APPENDIX V: Directory Information

For all other purposes, the Rio Grande City CISD has designated the following as directory information:

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

Parent: Please circle one of the choices below:

I, parent of _____(student's name), (**do give**) (**do not give**) the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent Signature _____ Date _____

Appendix VI
Acknowledgement of Electronic Distribution of
Student Handbook

**APPENDIX VI:
Acknowledgement of Electronic Distribution of Student Handbook**

My child and I have been offered the option to receive a paper copy of the campus student handbook or download an electronic version by accessing it at <http://www.rgccisd.org> (district website) campus link.

I have chosen to:

- Receive a paper copy of the Student Handbook.
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook, I should direct those questions to the campus principal.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____