

Dumas Intermediate School

2018-2019 Student Handbook



“Together We Can!”

Principal: Philip Rhodes

Assistant Principal: Caynon Strickland

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PREFACE

To Students and Parents:

Welcome to the 2018-19 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Dumas Intermediate School Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

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

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

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

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

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

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

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

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

If you or your child has questions about any of the material in this handbook, please contact the Dumas Intermediate school office at 935-6474.

Please complete and return to your child’s campus the following form provided in the forms packet distributed at the beginning of the year or upon the student’s enrollment:

1. Acknowledgment of Electronic Distribution of Student Handbook Form. Please note that references to policy codes are included so that parents can refer to current board policy. The district’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at www.dumasisd.org.

ACKNOWLEDGMENT OF RECEIPT

STUDENT: _____
Last Name First Name Middle Name

⇒ CAMPUS: _____ DATE: _____

⇒ DOCTOR/HEALTH PREFERENCE: _____

To serve my child in case of ACCIDENT or SUDDEN ILLNESS to my child, I hereby authorize officials of Dumas Independent School District to refer this child to a licensed physician of my choice or any other physician available. I hereby authorize the release of information pertinent to my child's health care. The school officials are hereby authorized to take whatever action is deemed necessary in their judgment for the health of my child. This includes taking my child to the Dumas Memorial Hospital Emergency Room for treatment by the physician on call. I will not hold the school district financially responsible for the emergency care and/or transportation for said child and further understand DISD is not responsible for medical cost resulting from an accident while at school.

The student handbook is provided in order that you may know the rules and regulations in the Dumas secondary schools. A hard copy of the handbook can be provided by request, however, the handbook is subject to changes and the electronic copy will be the most up to date. **The current educational regulations require that parents receive and acknowledge receipt of the Student Handbook. Please sign below and return to the school.**

My child has been instructed that the Dumas Independent School District's Student Code of Conduct and Student Handbook for Dumas Intermediate School is viewable on the Dumas Independent School District's website at <http://www.dumasisd.org>. I understand and consent to the responsibilities outlined in the district's Student Code of Conduct. 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.

Student absences from classes for curricular, co-curricular, or extracurricular activities which have the approval of the administrator in charge shall also have the approval of the parents as evidenced by their signature acknowledging the content and provisions of the student handbook.

My child has my permission to go by bus to attend any event sponsored by the school during the 2018-2019 school year. I understand that I will be notified by written note prior to any out-of-town field trip that is taken.

Videotaping and audiotaping a lesson has proven beneficial to teachers in evaluating instructional skills. These are sometimes shared in a class setting of teachers. Tapes will only be used for non-commercial activities. This tape will not be used for an evaluation of students.

Occasionally, the school district wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

By signing below, I certify that I:

- ✓ Give my permission to Dumas ISD to seek medical treatment for the above named child in case of emergency.
- ✓ Understand that the Dumas High School Student Handbook is viewable at <http://www.dumasisd.org>.
- ✓ Understand that the Dumas ISD Student Code of Conduct is viewable at <http://www.dumasisd.org>.
- ✓ Understand that a copy of the Dumas ISD Acceptable Use Policy is viewable at <http://www.dumasisd.org>.
- ✓ Understand that the Right to Request Teacher Qualifications letter is viewable at <http://www.dumasisd.org>.
- ✓ Understand that the Annual Notice of Student Education Record Privacy letter is viewable at <http://www.dumasisd.org>.
- ✓ Understand that a copy of the Annual Notice for Disclosure of School Directory Information letter is viewable at <http://www.dumasisd.org>.
- ✓ Give my permission for the above named child to participate in school field trips.
- ✓ Give my permission for the above named child to be videotaped in the classroom setting.
- ✓ Give my permission to use my child's artwork or special project on the district's Web site and in district publications.
- ✓ Give my permission for the above named child to be part of the Dumas ISD technology loan program

⇒ _____
Parent/Guardian Signature

⇒ _____
Student Signature

Please sign this page and return it to the student's school.

DISD BOARD OF EDUCATION & ADMINISTRATION

BOARD OF EDUCATION

Patty Willis – President
Brent Clark – Vice President
Brandon Skipworth – Secretary
Chris Johnson – Member
Joe Rivera – Member
Jay Davis – Member
Brett Stegall - Member

SUPERINTENDENT OF SCHOOLS

Monty Hysinger
935-6461

ASSISTANT SUPERINTENDENT

Phil Guerra - Personnel
Kelly Legg - Instruction
935-6461

CURRICULUM DIRECTOR

Sally Heaton
935-6461

ATHLETIC DIRECTOR

Brian Heaton
935-2523

DISD POLICE DEPT

Larry Payne (Police Chief)
935-6889

CHIEF FINANCIAL OFFICER

Daniel West
935-6461

DUMAS TRADITIONS

SCHOOL COLORS: Orange and Black

SCHOOL MASCOT: Demon

ALMA MATER

Dumas High School beautiful, pride of all forever be.

In our hearts we say a prayer for thy prosperity,

Strive for honor, love and truth, with thy colors raised;

Dumas High School beautiful, ever we'll sing thy praise.

“Demon Pride Never Dies”

The Alma Mater was conceived in the school year 1949-50. The school song at that time was the fight song and the students wanted a more sophisticated school song. They had a contest for the writing of the song and Sally Rice was the winner.

"DEMON PRIDE NEVER DIES!"

The slogan “Demon Pride Never Dies” was added to the end of the school song in 1991-92. The principal had suggested “Demon Fight Never Dies” and Anthony Bethel suggested “Pride” and so it was.

FIGHT SONG

When the orange and black are fighting, and they're doing their best for you,

As those Demons are marching onward - are you going to back them through?

From the students a voice of thunder, comes the answer that brings a thrill;

Dear Old Dumas, and Dumas Demons, for our dear old high school we will.

The Fight Song was written in 1944-45 by Mildred Bosler. She used the music from the University of Indiana and wrote the words to fit the music.

SCHOOL MASCOT

There is a unique story behind why and how the Demon was picked. The year was 1926. Three DHS students were traversing across the playing field on a hot, dusty September afternoon. One of them asked their coach, “What about calling ourselves the ‘Dumas Devils’ or maybe the ‘Dumas Dust Devils’?” One of the other students asked, “Or what about the ‘Dumas Demons’?” That next week it was not an ordinary Monday. As usual, the students met at the DHS Chapel for opening exercises. After the ceremonies were concluded, Principal Johnny Carver addressed the student body and asked them for ideas about a mascot and a color. Ann Throckmorton suggested orange and black for the school colors. Finally a vote was called for and the Dumas Demons emerged victorious.

DUMAS INTERMEDIATE

Hello and welcome,

We are so excited for you to be part of our DIS family. Here at DIS, both teachers and students have high expectations for themselves and each other. We challenge you to reach your full potential both academically and in extra-curricular activities. You are encouraged to contribute to your school in a positive way.

DIS PLEDGE

Today is a great day at Dumas Intermediate School. I will be kind to others, work hard, and be respectful to my teachers. Today I choose to live above the line and become a better person.

INTERERMEDIATE SCHOOL MISSION STATEMENT

“Together we can!”

OFFICE HOURS

Office hours are from 7:30 a.m. until 4:30 p.m. each school day.

Si usted necesita hablar con una traductora a lo que se refiere el libro de estudiante, usted puede llamar de las 7:35 AM hasta las 4:00 PM de lunes a viernes. Llamar al 935-6474.

BELL SCHEDULE	
2018-2019	
6 PERIOD DAY	
Attendance will be taken 2 rd period.	
Announcements will be made 1 st period.	
Homeroom will be 1 st period	
<i>5th Grade</i>	<i>6th Grade</i>
<i>8:00-8:10 Breakfast</i>	<i>8:00-8:10 Breakfast</i>
<i>1st 8:10-9:18</i>	<i>1st 8:10-9:18</i>
<i>2nd 9:22-10:30</i>	<i>2nd 9:22-10:30</i>
<i>3rd 10:34-11:42</i>	<i>3rd 10:34-11:42</i>
<i>Lunch 11:42-12:23</i>	<i>4th 11:46-12:54</i>
<i>4th 12:23-1:31</i>	<i>Lunch 12:54-1:35</i>
<i>5th 1:35-2:43</i>	<i>5th 1:35-2:43</i>
<i>6th 2:47-3:55</i>	<i>6th 2:47-3:55</i>

SECTION I: PARENTAL RIGHTS

This section of the Dumas Intermediate School Student Handbook includes information related to certain rights of parents as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

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

Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14

A student under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law 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; or
- When it relates to the promotion to student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

[See **Video Cameras** for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]

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 come to the intermediate school and fill out a refusal of corporal punishment form. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition 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.

Note: If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

Limiting Electronic Communications with Students by District Employees

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

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

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

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

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school-wide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize A/B honor roll for a specific grading period.

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. 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 the forms packet.]

The district has identified the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. [\[FL\(LOCAL\)\]](#). If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

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 Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

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. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- 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 ~~spinal~~ screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

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

REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION

Human Sexuality Instruction

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

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

CareNet Relationships Under Construction

Board approved, state mandated sex education program.

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

Reciting a Portion of the Declaration of Independence in Grades 3–12

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).]

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.

Religious or Moral Beliefs

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

Tutoring or Test Preparation

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

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

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

RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES

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.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the student's teacher

Notices of Certain Student Misconduct to Noncustodial Parent

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.]

Participation in Federally Required, State-Mandated, and District Assessments

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

Student Records

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,

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

Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student’s education records. For purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of postsecondary education. These rights are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA 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.

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

Inspection and release of student records is primarily restricted to an eligible student or a student’s 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 reaches the age of 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.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a “legitimate educational interest” in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, 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 to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information.
- Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies

for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 421 W. 4th St or P.O. Box 615.

The address of the Intermediate principals' offices are: 400 Texas Ave.

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

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the district's website at www.dumasisd.org.

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.

Teacher and Staff Professional Qualifications

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 whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

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

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

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

Additional information may be found at **MILITARY FAMILY RESOURCES AT THE TEXAS EDUCATION AGENCY**.

Parental Role in Certain Classroom and School Assignments

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).]

Safety Transfers/Assignments

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. See the campus administration for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
- 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.]
- Request the transfer of your child to an alternative 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. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

Service/Assistance Animal Use by Students

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

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student does only passes one semester of a two-semester course.

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

[See also **Credit by Examination For Advancement/Acceleration**, **Course Credit**, and **Students in Foster Care** for more information.]

Students Who Are Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;

- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

School district policies [FDC(Local), FDC(Legal)] provide explanation of enrollment procedures for children who are homeless.

Federal law allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

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

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

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

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

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

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

Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

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

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is **Frankie Blue** at **806-935-6461**.

Section 504 Referrals

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

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is **Frankie Blue** at **806-935-6461**.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
 - **Texas Project First** □

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Students Who Receive Special Education Services 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. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

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.

Students With Physical or Mental Impairments Protected Under Section 504

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

[Also see policy FB.]

SECTION II: IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you have a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact the Intermediate school administration at 935 – 6474.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Between Ages 6 and 19

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

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

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

Exemptions to Compulsory Attendance

All Grade Levels

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
 - Documented health-care appointments for the student or a child of the student, including

absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and

- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

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

Secondary Grade Levels

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

Failure to Comply with Compulsory Attendance

All Grade Levels

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

Students with Disabilities

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

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Cindy Rhoades at 935-7043. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year. If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

Attendance for Credit or Final Grade (Kindergarten Through Grade 12)

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

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

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

Official Attendance-Taking Time (All Grade Levels)

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 9:10 which is during the 2nd instructional hour as required by state rule.

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

Documentation After an Absence (All Grade Levels)

Notification of School When Absent

When a student is absent from school, the student— upon returning to school and within three (3) days of the absence—MUST bring a note signed by the parent that describes the reason for the

absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

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

Overdue notes will not be accepted after 3 calendar days (excluding holidays). The student will report to the attendance office before school, with a note concerning the absence. The written statement should contain the following information:

Name of student

Date of the absence(s)

Reason for the absence(s)

Signature of parent or guardian

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Students who schedule doctor/dentist appointments during the school day need to bring a note from their parents or doctor's office indicating the time and date of the appointment. Before leaving campus, students are to sign out in the attendance office. However, upon return to school that day the student must bring a note from the doctor indicating the date and time of visit.

No more than six (6) absences per semester will be excused without verification. A parent may excuse only six absences per semester. All absences the rest of the semester will be unexcused unless they are verified by approved agencies. Absences of one or more class periods in a day constitute a full absence. Undocumented absences, in excess of six (6), become automatically unexcused.

Truancy prevention measures will be implemented for students having excessive unexcused absences.

Doctor's Note After an Absence for Illness (All Grade Levels)

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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

Tardies

The 4-minute passing period between classes is designated to allow students to from one class to another. Students should not loiter in the hallways. Tardiness is tabulated by class period and aggregated by six weeks. Any student not in the appropriate classroom when the bell rings is considered to be tardy. A student who is late to class by more than ten (10) minutes, will be counted as absent and considered truant.

- * A student may not leave class for the first 30 minutes of class, other than for an emergency.
- First tardy—no penalty

- Second tardy and following result in disciplinary action

Make-Up Work

Students will be allowed to make up work prior to or after the anticipated date or dates of absences. A student will be permitted to make up worksheets, tests and to turn in projects due in any class missed. Secondary teachers may assign a late penalty to any project in accordance with timelines approved by the principal and previously communicated to students.

Students will be responsible for obtaining and completing the work in a satisfactory manner and within the time specified by the teacher. Generally, a student is given one day to make up work per day of absence. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero (0) for the assignment.

Absences for Curricular, Co-curricular, and Extra-curricular Activities

Students who are absent from class for curricular, co-curricular, or extra-curricular activities which have the approval of a school administrator will be counted present at school for funding purposes. Parent permission is acknowledged by signing the receipt for this handbook.

Extra-Curricular Participation When Absent

Except for unusual circumstances, a student who is absent from school all day or part of the day will not be allowed to participate in school-related activities on that day or evening without permission from a principal.

Truancy Prevention Measures

The Intermediate School will follow the truancy prevention measures outlined in the Appendix of this handbook.

ACADEMIC MANAGEMENT PLAN

The Academic Management Plan is built around a group of student responsibilities that ensures teachers will be able to teach effectively in an atmosphere conducive to education. Students who accept these responsibilities are good learners and assure the efficient operation of the classroom. Students who fail to live up to these responsibilities not only reduce their own ability to learn but reduce the overall efficiency of the educational process in the classroom.

Students are expected to accept responsibility for all of the provisions in the Academic Management Plan. Those who fail to do so will accept the consequences provided. The plan assures that a student who habitually keeps the teacher from teaching will be removed from that class.

Teacher and student expectations must be posted in each classroom.

- Teacher Expectations: Teacher Developed, what students can expect from the teacher
- Student Expectations: Teacher Developed or Teacher/Student Developed, what teachers expect from their students

Teachers are responsible for documenting marks given in their classroom. When teachers make an office referral, they will document marks received that lead to the referral, as well as date and type of parent contact made.

Student Consequences:

- 1 mark = redirection
- 2 marks = redirection
- 3 marks = teacher communicates with parent (phone, email, in person)
- 4 marks = office referral (lunch detention or corporal punishment)
- 5 marks = parent conference, additional office referral
- 6 marks = office referral (consider ISS placement)

*After each six weeks, the process starts over

*Marks will be accumulated and documented by teachers.

*Serious violations of the Student Code of Conduct will be dealt with outside the Academic Management Plan.

*Excessive tardiness will be dealt with outside the Academic Management Plan.

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by the federal law.

Information about all of these can be found on the district's website at www.dumasisd.org. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA performance reporting division](http://www.tea.texas.gov) and TEA Home page <http://www.tea.texas.gov>.

ADMISSION

Students, with their parents, wishing to enroll in Dumas Intermediate should contact the enrollment center 935-7043. A student who is not living with their parent will not be allowed to enroll unless the person with whom they are living is their legal guardian.

ANNOUNCEMENTS

Announcements pertaining to the student body will be made over the intercom system. All announcements must be in to the principal's secretary by 8:00 the morning of the day they are to be announced. Announcements must be approved and signed by a staff member to be read.

AWARDS AND HONORS (All Grade Levels)

BEGINNING OF SCHOOL DAY

The 1st bell rings at 7:55 am. The **Tardy Bell** rings at 8:00 am. If a student arrives before 7:55, they are to report to the gym. We have a closed campus, which means that once you arrive in the morning, you are not to leave campus. This also includes the lunch period. Students should ask their parents to let them out in the morning at the front of the school on Texas Ave. or in the unloading zone by the flagpole. Students should ask their parents not to enter any of the parking lots to let them out of the car. A DISD police officer may ticket the parents.

Late Arrivals

Any student arriving to school after the 8:00 bell must report to the office to obtain an admission slip. Students will receive office referrals after being tardy 2 or more times during a six weeks. If a student arrives later than 8:15, he or she will be counted absent.

BULLYING (All Grade Levels)

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- 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;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet based communication tool.

The district is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity. **David's Law (Please go to the appendix of this handbook)**

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by asking for a bully form in the office or by reporting the bullying incident through the StopIT app.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have

engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district.

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

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

CAFETERIA SERVICES

A nourishing breakfast will be served between 8:00 – 8:15 each morning. Lunch times are: 5th grade 11:42 – 12:23 and 6th grade 12:54 – 1:32.

Students may establish an account at the cafeteria (please see the Cafeteria Manager). Students use their student ID number to access their accounts. Students must pay for their meals or ala carte items at the time they are selected. If a student has money in his/her account, the account may be accessed to pay for their items. Lunch prices are as follows: Paid \$2.50, Reduced 40 cents. Milk will be 50 cents. Charges: Students will be allowed 3 charges. If the student does not have money in their account or money in their hands to pay for their meal, the student will be offered an alternative meal of a cheese sandwich and milk.

Parents and/or guardians are invited to eat lunch with their children. Parents or guardians may provide a sack lunch for their own child's consumption, but they may not provide restricted items to other children at school. All lunches, except under situations specifically stated otherwise, must be consumed in the cafeteria. Food must be brought to the office for student pick-up; it may not be taken directly to the cafeteria. A restaurant may not deliver food.

The school policy states, that a parent or guardian must come to the office and sign out a student leaving campus for lunch at the student's assigned lunchtime. The school must have a note from the parent of a child before that child may leave for lunch with another student's parent. The student must sign in upon returning to the building. It is the student's responsibility to be back to school on time. Any absences incurred because a student left campus for lunch will automatically be unexcused.

The district participates in the National School Lunch Program and offers free and reduced-priced meals based on a student's financial need. Information can be obtained from the campus secretaries. Applications approved the last school term will expire within 30 school days of the new school year; if you need further assistance with your application contact Food Service at 935-4275. Parents or guardians will be responsible for all cafeteria payments until applications have been approved. Menus are published monthly. If you have comments or questions, contact Patty Woods, Food Services Director.

CELEBRATIONS (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or

teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

CHANGE OF ADDRESS

Any change in a student's residence, mailing address, or telephone number during the school year is required to be reported immediately to the enrollment office.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)

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

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

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County. Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

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

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- <http://kidshealth.org/en/parents/child-abuse.html>
- <http://taasa.org/resources-2/>
- <http://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-1>
- <http://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-2>

Reports of abuse or neglect may be made to:

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

CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class/course schedule to

fulfill each period of the day.

[See **Schedule Changes** for information related to student requests to revise their course schedule.]

CLOSED CAMPUS

In consideration of the safety and well-being of all students enrolled, the Dumas Board of Trustees has designated Dumas Intermediate School a closed campus. Release of students during the day is permissible only if a parent or guardian picks up the student from the office. During school hours, students are to check out when leaving and check in upon returning to campus. **Students may not leave campus for any reason after arrival without properly signing out in the office. Once a student leaves campus after school, they may not return unless a parent accompanies them.** A note from a parent the next day will not serve in lieu of properly signing out in the office.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, student council may establish codes of conduct-- and consequences for misbehavior--that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school will apply in addition to any consequences specified by the organization.

COMPLAINTS AND CONCERNS (All Grade Levels)

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

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT (All Grade Levels)

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Students' attitude and behavior during the class period will be graded by the following scale:

E Excellent

S Satisfactory

N Needs Improvement

U Unsatisfactory

It is very important that Dumas Intermediate students' attitude and behavior be above reproach.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and

administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinators at Dumas Intermediate are listed below:

- Philip Rhodes
- Caynon Strickland
- Rebeca Cruz

Academic Dishonesty / Cheating / Plagiarism

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. 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 another supervising professional employee, taking into consideration written materials, observation, or information from students.

Aggressive Behavior

Aggressive behavior of any kind that is exhibited by a student will not be tolerated. There is zero tolerance for fights, assaults, threats or any other behavior that is offensive or dangerous to another person. Serious school consequences will result if any such behavior is confirmed. All fights, assaults, terroristic threats, and other infractions that are against the law will be referred to the proper court for prosecution.

Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

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. If you wish to request that your student does not receive corporal punishment for discipline reasons at Dumas Intermediate School you must visit the school and fill out the proper documents with the office personnel in person.

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- EC 37.124 Disruption of classes: Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.

- EC 37.126 Disruption of transportation: Interferes with the transportation of students in District vehicles.
- PC 42.05 Disrupting meeting or procession: (a) A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
- PC 42.06 False alarm or report: (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property and facilities, is essential to the maintenance of facilities, safety, order, and discipline. Attending all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class is expected of all students. Students are to be well-groomed and dressed appropriately each day. The district's rules of student conduct apply to all school approved and school related activities, on or off campus.

Hallway Conduct

Before school, passing periods, lunch, and after school:

Students are to walk in an orderly manner to their next class. When possible stay on the right side of the hallway and continue moving, do not stop and block the flow of traffic.

When Class is in session:

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

Extra-Curricular Activities

Students are representing Dumas Intermediate School whether on the field, court, stage, or in the stands. Students are expected to act appropriately during all events. Any action that does not represent Dumas Intermediate School in the appropriate manner is subject to disciplinary action. Students shall not bring outside food or drink into any extra-curricular activity. Concession stands are provided and students can buy food and drink at the concession stand.

Disciplinary Alternative Educational Program (DAEP)

Students will be assigned to the disciplinary alternative education program for certain serious infractions as prescribed in the DISD Code of Conduct and for habitual misbehavior. Students assigned DAEP will complete community service and physical education daily. Successful completion of all assigned days of the DAEP program is necessary before a student may return to regular classes. Students assigned to this DAEP would report each day to the DAEP meeting location. DAEP hours will be from 7:45-3:55. Students who ride the bus will be released at 3:55. DAEP students are prohibited from all school grounds outside of school hours and may not participate in any extracurricular activity. The placement is located at Dumas Intermediate School. Provisions will be made through the coordinating efforts of the DAEP teacher and classroom teacher to provide these students with assignments. Refer to code of conduct.

Fire Alarms

Tampering, pulling, disabling, disconnecting, and/or dismantling a fire alarm system for any reason is both a Federal and State criminal offense. Anyone found in violation of the above listed criminal offense is subject to a criminal charge, disciplinary action and court ordered restitution if applicable.

Fire Extinguishers

Inappropriate discharge or tampering with a fire extinguisher will result in a criminal charge, disciplinary action and court ordered restitution to recharge the fire extinguisher.

Gang Activity

Any time a group of students unite to create any kind of a problem, the group's actions will be considered a gang activity. There is no requirement that the administration proves that the students were members of a specific gang. It is only consequential that a group of students were acting as one. Students should not become part of a situation unless they want to be punished as part of a gang activity.

Any action that involves a group of students can be considered an overt gang activity if the group breaks a standard. Any individual act, piece of literature or gesture that associates a student with a particular known gang will be considered an overt gang activity. Any gang activity can be punished by placement in the Disciplinary Alternative Educational Program.

Gang-Related Gestures, Words, Signs, and Materials

The display of gang-related hand gestures or signs is prohibited in and around school or at school functions. Using gang-related words and phrases is likewise prohibited. The display or possession of materials determined to be gang-related would also not be allowed. School administrators will make the final determination as to whether a gesture, spoken language, or material is gang-related. Any gang activity can be punished by placement in the Disciplinary Alternative Educational Program.

In-School Suspension (ISS)

Students may be assigned to In-School Suspension for certain disciplinary actions when requested by a principal. The placement is located at Dumas Intermediate School.

Knives

Knives are prohibited at school and at school related events

Lunch D-Hall

Lunch D-hall will be held in the cafeteria during the lunch period. Zero tolerance for inappropriate behavior will be enforced, often resulting in additional days being added for D-Hall infractions.

Profanity and Vulgarity

Profanity and vulgarity are loathsome anywhere, but are particularly out of place in school or while attending school functions. Profanity and the circulation of vulgar materials will be considered a very serious offense. The problem will be dealt with in the same manner as outlined under "Misconduct".

Prohibited Items

The following items are prohibited at school *in addition to* all the items prohibited in the Student Code of Conduct:

Ammunition	Electronic devices or games	Permanent markers
Any device considered a "shank"	Glitter	Personal radios
		Pokemon Cards
Any device that will shock a person	Laser pens	Remote control devices
Bandanas	Lighters	Shaving cream
Camcorders	Fidget Spinners	Lime salt
Cameras	Magnets	Spiked jewelry
Cinnamon oil/toothpicks	Matches	Sunflower seeds
Chains	Non-prescription sunglasses	Tape recorders
DVD Players	Electronic Cigarettes (E-Cigs)	Yo-yo's
		Water guns

Any other item that becomes a problem at school may be prohibited temporarily or permanently. Administrators may prohibit any other individual item that is deemed necessary to maintain order and safety in school. Teachers will collect the items and turn into the office.

Any prohibited item that is taken from a student will be released only to a parent. Any item that may be used as evidence, even in a school-related matter, will not be released until all possible need for the item is over.

Exception: Listening devices may be used on school busses and on school trips when allowed by trip sponsors and bus drivers. These items must never be used or in view while on campus. They can be stored in the Attendance Office.

If a student finds that he/she has accidentally brought a prohibited item to school, that item should immediately be turned in to a teacher or administrator. Disciplinary actions will not be taken in most such cases the first occurrence. This exception does not apply to weapons as defined in the DISD Student Code of Conduct.

Relationships

Students are expected to handle their relationships with good taste while in school. Your relationship should not cause you to be tardy to class and should not include physical contact, kissing, or inappropriate hugging/touching while in school. Avoid problems by exercising good judgment in your relationships. Failure to do so may be dealt with as misbehavior.

Social Events

School rules apply to all school social events held by school organizations. These events are for the enjoyment of all students. Consequences for infractions during these activities are the same as if the incident occurred during school hours.

Rules for these special events:

- 5th and 6th grade students only, unless otherwise advertised.
- Students in DAEP will not be allowed to attend.
- Outside guests may attend only with the PRIOR approval of a principal.
- These events are closed. A student attending a social event will not be readmitted if they leave before the end of the event; students are expected to stay.
- Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

Suspension, out of school (OSS)

Students may be suspended from school for up to 3 days for certain disciplinary actions when requested by a principal. Any absence for OSS will be considered unexcused.

CONFERENCES

Teachers may request a conference with parents: 1) if the student is not maintaining grades or achieving the expected performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wishes information or who wants to raise a question or concern should confer with the appropriate teacher, counselor, academic team, or principal. A parent who wishes to confer with a teacher or their child's team may call the office (806-935-6474) to arrange for an appointment or email at firstname.lastname@dumasisd.org. Conferences will be scheduled during the teacher's conference period. If this is not possible a conference may be scheduled at another mutually convenient time.

COUNSELING

Academic Counseling

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should sign up in the counselor's office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

CREDIT BY EXAM—

If a Student Has Taken the Course/Subject (All Grade Levels)

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[For further information, see the school counselor and policy EHDB(LOCAL).]

CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district's board of trustees, and state law requires the use of certain examinations, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which examinations are scheduled during the 2018-2019 school year will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

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

Students in Grades 1–5

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

Students in Grades 6–12

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 50 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable examination before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels)

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

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

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

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

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

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

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

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

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

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

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

Retaliation

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

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

Reporting Procedures

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

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

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

Investigation of Report

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

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

of the agency's investigation.

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

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

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

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

DISCRIMINATION

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

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels)

School Materials

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

The school yearbook is available for purchase by students.

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

Non-school Materials

From Students

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

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

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

From Others

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.
- All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING (All Grade Levels)

[DUMAS ISD STUDENT DRESS CODE](#)

2017-2018 School Year

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

Grades 5 through 12

Each student will adhere to the student dress code at all times with the exception of designated days. Campuses may designate special days where changes to the dress code may be allowed in accordance with district guidelines.

UPPER GARMENTS – Acceptable Dress

1. Collared Shirts – Must be visible
2. Turtlenecks or mock turtlenecks
3. All sleeves must be at least middle upper arm length.
4. All upper garments for boys and girls must be worn in a way that eliminates exposure of the chest, shoulders, back, armpits, midsection, and/or underwear.
5. When standing, if the garment extends below the back pocket area, it must be tucked in.
6. Students may wear the layered look as long as the primary garment is in compliance with the dress code.
7. T-Shirts are not allowed at any time.

LOWER GARMENTS

1. All lower garments are acceptable except spandex, athletic shorts and/or wind suits, knit, nylon and stretch-type materials, cargo pants and clinging or transparent clothing.
2. All lower garments must be at least knee cap length with no slits above the knee cap.
3. Lower garments must be worn to ensure that the midsection is covered when sitting or standing and that they do not sag
4. Lower garments must be worn at the waist, fitted and properly hemmed.
5. Baggy leg style pants or bell bottom pants wider than shoe length are not allowed at any time.

OUTERWEAR

1. Coats, jackets, windbreakers, sweatshirts and sweaters are acceptable.
2. Outerwear may not be worn in the classroom, unless an exception is granted by the teacher. They may

be worn in the hallway while changing classes. Trench coats that extend below the knee are not allowed.

JEWELRY, TATTOOS, AND HAIR

1. All visible piercings, including tongue rings and gauges, are prohibited. Exception: earrings are acceptable.
2. Tattoos shall be covered by clothing, makeup, or bandages.
3. Spiked jewelry and chains are not allowed.
4. Hair is to be neat, clean, and well-groomed so that vision is not obstructed, and its color, style and accessories are not to be of a distracting nature.

GENERAL RULES

1. No restrictions on colors or fabric patterns.
2. Shoes must be worn at all times. House shoes are unacceptable.
3. Clothing must be in good condition and free from holes.
4. Clothing must be sized appropriately.
5. The district's dress code is in effect from the first tardy bell to the end of the instructional day (which includes after school tutorials and detention).
6. Caps, hats, gloves, and head coverings are prohibited inside the building.
7. Sweatbands, bandannas and hairnets are prohibited.
8. All clothing with pictures, emblems, or writing on them that is considered lewd, offensive, vulgar, obscene, or related to tobacco, alcohol, drugs, or other inappropriate substances are prohibited.
9. Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

EXCEPTIONS

1. Dumas School Spirit t-shirts will be allowed on Fridays only. Shirts must be in school colors (orange, black, white or gray) and promote Dumas ISD schools.
2. Deviations from the dress code for the purpose of promoting school spirit, DEF, holidays, or special events are left to the discretion of the building principal.
3. With respect to any extracurricular activities please see FNCA-R1 – Dress Code Extracurricular.
4. With respect to dress code variances based upon medical or religious reasons, documentation from a medical doctor or an established religious authority will suffice for such variances to be granted. All dress code variances must comply with the parameters outlined in this code.

DECISIONS

1. The campus administration will have complete and final judgment on all matters concerning interpretation of the student dress code. Matters concerning appearance and dress not specifically covered in policy shall be within the discretion of the administration.
2. Any clothing not referenced in this code is prohibited.

CONSEQUENCES

1. 1st Violation: Immediate Placement in 1 Day ISS*.
2. 2nd Violation: Immediate Placement in 3 Days ISS*.

3. 3rd & Subsequent Violations: Immediate placement in AEP** as listed:

Intermediate – 7 days in AEP**

Junior High – 7 days in AEP**

High School – 7 days in AEP**

* ISS – In School Suspension

** AEP – Alternative Education Placement

Grados 5° hasta el 12°

Cada estudiante se adherirá al código de vestimenta estudiantil en todo tiempo con la excepción de días especiales. Cada campamento escolar puede designar días especiales donde cambian el código de vestimenta, de acuerdo a las reglas del distrito.

CAMISAS, BLUSAS, CUELLO DE TORTUGA (CUELLO ALTO O CORTO)

1. Camisa de Cuello –deve de ser visible
2. Camisa Estilo Cuello de tortuga
3. El largo de las mangas deve estar por lo menos a mediado de la parte superi or del brazo.
4. Todas las prendas de los niños y las niñas devende llevarse puestas de una manera que no expongan el pecho, hombros, espalda, axcilas, cintura, ni prendas interiores.
5. Si la camisa o blusa desfajada cubre los bolsillos traseros del pantalon, debera de ser fajada.
6. Los Estudiantes pueden usar el estilo empalmado de blusas o camisas siempre y cuando siguan las normas del reglamento.
7. Camisetas no son permitidas. (Mire las excepcionesdebajo para los días viernes apoyo a el equipo – camisetas escolares de Apoyo a el equipo)

PANTALONES, SHORTS, FALDAS

1. Todas las prendas de pantalon son permitidas menos los spandex, pantaloneras, shorts depotivos, los pantalones rompe vientos ni cualquier tipo de material delgadito como la licra ni estilo licra.
2. No pantalones de material transparente
3. Pantalones cortos deven de llegar debajo de la rodilla sin haverturas que pasen la rodilla.
4. Todos los pantalones deben de quedar a la sintura y que queden apropiadamente.
5. Pantalones estilo guangos o pantalones acampanados de modo que cubran los zapatos no son permitidos.

PRENDAS DE VESTIR PARA EL FRIO

1. Chamarras, Rompe vientos, Sudaderas, Suéters son permitidas
2. Todos los suéters, chamarras, sudaderas no son permitidas en el salon, al no ser que los maestros lo permitan. Pueden utilizarlas en los pasillos mientras que cambian de salon. Gabardinas que quedan debajo de la rodilla no son permitidas.

JOYAS, TATUAJES, Y PELO

1. Todos los perforamientos visibles, incluyendo perforamientos de anillos
2. extra grandes en los oídos y aretes en la lengua están prohibidos.
3. Excepción: aretes son aceptables
4. Los tatuajes deben de ser cubiertos por curitas, ropa, o maquillaje.
5. Joyeria o prendas con picos no son permitidas.
6. El cabello debe de estar bien estilizado y limpio, de una manera que no obstruya la vision del estudiante, colores, estilos, accesorios que no distraigan la atención.

REGLAS GENERALES

1. Ningunas restricciones con los colores o patrones de telas.
2. Se require usar zapatos a tod tiempo. Zapatos de la casa son inaceptables.
3. Las prendas deben de estar en buenas condiciones.
4. Se requiere usar suficiente ropa interior y no debe estar visible en ningún tiempo.
5. Toda ropa debe quedar apropiadamente a la medida.
6. Cachuchas, gorros, guantes, y cualquier tipo de pañuelos estan prohibidos dentro de la escuela.
7. Mayas para cubrir el cabello y cualquier tipo de pañuelo son inaceptables.
8. Toda prenda con fotos, caricaturas, escrituras, logo tipos que sean consideradas ofencivas, vulgares,

relacionadas con Tabaco, alcohol, drogas, o otras cosas inapropiadas estan prohibidas.

9.Las prendas no se pueden llevar de ninguna manera que refleje o sea relacionada con pandillas, contrabando ocultado, o que creen distracción.

10.El código de vestimento del distrito comienza desde que suena la primera campana tardía hasta que se termina el día escolar (incluyendo clases después del horario escolar como los tutorials y d-hall).

EXCEPCIONES

1.Camisetas escolares de Dumas se permitirán en los días viernes solamente. La camiseta deberá de ser en los colores de la escuela solamente (anaranjado, negro, blanco o gris) y promover las escuelas de Dumas.

2.Las desviaciones de las normas del código del vestuario estandarizado para el propósito de promover el espíritu escolar, DEF, días festivos, o eventos especiales se dejan a la discreción del director/a de cada escuela.

3.Con respecto a cualquier actividad extracurricular, favor de revisar la FNCA-R1 –Codigo de vestuario extracurricular.

4.Con respecto a las variaciones del código de vestido que están basadas con razones médicas o religiosas, documentación de un doctor médico o de un personaje con autoridad religiosa será suficiente para que tales variaciones sean concedidas. Todas las variaciones del código de vestido deben cumplir con los parámetros bajo éste código.

DECISIONES

1.El director/a del campus tendrá la última palabra en todos los asuntos que conciernen la interpretación del código del vestido del estudiante. Los asuntos que conciernen la apariencia y el vestuario que no se indican específicamente en la política del uniforme se dejara a la discreción de los administradores.

2.Cualquier tipo de vestuario que no se ha referido en éste código es prohibido.

CONSECUENCIAS

1.1 Violación: Colocación Inmediata por 1 Día en ISS*.

2.2 Violación: Colocación inmediata por 3 Días en ISS*.

3.3 Y Subsiguiente Violación: Colocación Inmediata en AEP**

Intermedia –7dias en AEP

Junior High –7 dias en AEP

High School –7 dias en AEP

* ISS –Suspensión Escolar

** AEP –Colocación de Educación Alternativa

DRILLS - FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado and safety drills will be conducted throughout the school year. Students, teachers and other campus employees will be required to participate in the drills. Students shall follow the direction of teachers or campus employees quickly, quietly and in an orderly manner.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. Dumas Intermediate School guidelines are devices must be turned off at 7:55 A.M and remain off until 3:55 P.M. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be

reported to the Dumas ISD Police Department for possible criminal charges.

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

If a staff member hears or sees a telecommunications device, including a cell phone, during the instructional day the staff member will confiscate the device and release the device to the Principal or their designee.

An administrative fee of fifteen dollars (\$15.00) will be assessed for the first and second violations, and the device will be released to a parent or guardian. A third violation in the same school year will result in the device being retained by school administration until the last instructional day of the school year when the device can be released to a parent or guardian for an additional administrative fee of fifteen dollars (\$15.00).

The office will not be responsible for lost or stolen telecommunications devices, including cell phones.

Confiscated telecommunications devices, including cell phones, shall be held for a period of 30 days after notification (by telephone or in writing) has been made to the parent or guardian that the device can be released. After the 30-day period has expired the District shall dispose of the device in a reasonable manner.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

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

Possession and Use of Other Personal Electronic Devices

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

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

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

Acceptable Use of District Technology Resources

[Acceptable Use Policy](#)

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement at www.dumasisd.org (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Consequences for Violation. The District may suspend or revoke a user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Students knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

Employees knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Supervision and Monitoring. The district monitors the use and security of the information technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

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, 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 Before you Text' Sexting Prevention Course <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.

END-OF-COURSE (EOC) ASSESSMENTS

[See **Graduation** and **Standardized Testing**.]

END OF THE SCHOOL DAY

The END OF THE DAY BELL is at 3:55. All students should leave the building promptly after being dismissed. Students on campus after 4:00 must have a valid reason for being here such as extra-curricular activities.

ENGLISH LANGUAGE LEARNERS (All Grade Levels)

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated

assessments. The STAAR L, as mentioned at **Standardized Testing**, may be administered to an English language learner or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)

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

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- See [FM \(Local\)](#) for extracurricular student absence information.
- A student will be permitted to participate in extracurricular activities subject to the following restrictions:

The following rules shall apply to the determination of whether an offense has occurred when law enforcement personnel are involved:

- a. When the Dumas ISD conducts an investigation and determines that an offense has been committed by a student without assistance from any law enforcement agency, the district's determination shall be sufficient to support the finding that an offense has occurred.
- b. When the Dumas ISD receives information or assistance from any law enforcement agency, but the district independently verifies the occurrence of an offense, the school's independent

verification shall be sufficient to support a finding that an offense has occurred. Any subsequent action by any law enforcement agency is not binding on the school's determination that an offense has occurred.

- c. In the event that Dumas ISD receives information that any law enforcement agency is conducting an investigation into any student regarding the possible occurrence of an offense, or any law enforcement agency files criminal charges against any student regarding the occurrence of an offense, and Dumas ISD does not independently verify whether an offense has occurred, the law enforcement agency's action shall be sufficient to support a finding that an offense has occurred under this policy, subject to the following conditions:
 - i. If the law enforcement agency drops the criminal charges against the students, or declines to file any such charges, the student's activities shall not be sufficient to support a finding that an offense has occurred unless Dumas ISD independently verifies that an offense has occurred as defined in paragraph b. above.
 - ii. In the event that criminal charges filed against a student are not dropped, and the criminal charges result in a guilty verdict, a plea of guilty, a plea of nolo contendere, or other similar disposition, the disposition, the disposition shall be sufficient to support a finding that the offense as determined by Dumas ISD has occurred, regardless of whether the student subsequently receives deferred adjudication, community supervision (probation), or any other similar relief.

Students in violation of terms of a given offense may be subject to the provisions of the next level offense or other disciplinary action as determined appropriate by the administrator in charge.

Students who provide false information or withhold information during the course of an investigation shall be subject to disciplinary action as determined by the administrator in charge.

The reporting of observed violations of the above policy is an obligation of each staff member and is to be considered a part of each teacher and administrator job description

All incidents shall be reported to the building principal for action. The principal, upon verification, shall notify each sponsor of an extra-curricular activity of the student's name and action taken. The principal is the custodian of records for documented violations of this regulation. This responsibility shall not be delegated.

This regulation applies only to participation in extracurricular activities and no provision herein shall reduce or otherwise change disciplinary actions taken in cases of illegal drug or alcohol use by students during school hours or at school related events.

Standards of Behavior

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

FEES (All Grade Levels)

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

- Costs for materials for a class project that the student will keep.
- Lock rental. A \$5.00 lock rental charge will be assessed. \$3.00 will be returned at the end of the

school year upon successful return of rented locks.

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Student identification cards.
- Fees for lost, damaged, or overdue library books.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Waiver of Fees

The District shall adopt reasonable procedures for waiving a deposit or fee which a student and his or her parent or guardian are unable to pay. These procedures shall be posted in a central location in each school, and shall be included in the District's policy manual and in student handbooks.

Application for a fee or deposit to be waived may be made to Philip Rhodes, principal.

Fees-Prohibited

The District is not authorized to charge fees to students in the following areas:

1. Textbooks, workbooks, laboratory supplies or other supplies necessary for participation in any instructional course, except as authorized under this code.
2. Field trips required as part of a basic educational program or course.
3. Any specific form of dress necessary for any required education program or presentation of diplomas.
4. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
5. Library books required to be utilized for any educational course or program. However, fines may be assessed for lost, damaged or overdue books.
6. Admission fees, dues, or fees for activity which the student is required to attend as a prerequisite to graduation.
7. Any admission for examination cost for any required educational course or program.
8. Lockers.

FIRE ALARMS

It is against the law to falsely signal a fire. Fire alarms are for the protection of all school inhabitants. A false alarm will result in referral for prosecution and severe school action.

FUNDRAISING (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved

school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

GANG-FREE ZONES (All Grade Levels)

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

GENDER-BASED HARASSMENT

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

GRADING REQUIREMENTS

HOMEWORK

Students are expected to complete **all** homework and class assignments as instructed by their teachers. If the student elects not to finish an assignment the student may be required to stay after school until the assignment is complete.

** Habitual failure to complete homework may result in disciplinary action.

HONOR ROLL REQUIREMENTS

The Honor Roll will be published at the end of each six-week grading period. In order to be eligible a student must maintain an overall average of 90 or above (grades will be rounded to 90) in the following subjects in which the student is enrolled: ELAR, Math, Science, Social Studies. A "U" in citizenship will disqualify a student from the honor roll the six weeks that it occurs.

GRADING GUIDELINES (All Grade Levels)

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

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

RELATION TO ESSENTIAL KNOWLEDGE AND SKILLS

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses. 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.

Conferences

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

Grade Reporting

Grades in all subjects are determined in the following manner: Fall and spring each constitute one reporting period.

To earn credit in a one credit course the average of the two (2) semester or term grades must be 70 or above. Grades will not be changed any later than 7 calendar days after the end of the grading period. A grade issued by a classroom teacher can be changed only if the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

Grades given for the grading period will not exceed a numerical value of 100.

EXPLANATION OF GRADES

90 - 100	A
80 - 89	B
70 - 79	C
	Below 70 is Failing
	I - Incomplete

Grades affect quest eligibility.

*Note: In complete grades in any class render students ineligible for extracurricular purposes.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. 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 another supervising professional employee, taking into consideration written materials, observation, or information from students.

Grade Transfers

Grades received from a sending school on an official transcript shall not be changed for any reason, including points added for honor classes.

The sending school can change the grades provided adequate documentation is provided by the respective principal

Late Papers

Teachers will use their discretion in determining whether or not to accept late papers and/or projects. Students are required to complete all course requirements, ie., research paper, or projects in order to receive credit for the course.

Definition: A late paper and/or project is one that is received after the deadline for turning in that particular item.

An assignment made prior to an absence will be due the first day upon returning to school, if it was due during the absence.

Student Work

It is important that each teacher have a sufficient number of grades recorded to justify the three-weeks grade given students. Therefore, a minimum of two (2) grades per week, and six (6) grades for each three-week period must be recorded in the computer. Daily work, projects and tests may vary in weight. Any deviation from this guideline must be approved by the principal.

HARASSMENT

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

HAZING (All Grade Levels)

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

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

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

HEALTH-RELATED MATTERS

Student Illness (All Grade Levels)

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

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

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Immunization

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Texas Department of Health Web site: http://www.tdh.state.tx.us/immunize/school_info.htm.]

Bacterial Meningitis (All Grade Levels)

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

- What is meningitis?

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

- What are the symptoms?

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

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

into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

* Note: that the DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Food Allergies (All Grade Levels)

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

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

Head Lice (All Grade Levels)

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

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

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held two meetings. Additional information regarding the district's SHAC is available from **Frankie Blue**.

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

Student Wellness Policy/Wellness Plan (All Grade Levels)

Dumas ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Nurse Charlene Mendoza with questions about the content or implementation of the district's wellness policy and plan.

Other Health-Related Matters

Physical Activity Requirements

Junior High/Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

Physical Fitness Assessment (Grades 3–12)

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 the student's PE teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the Superintendent. [See policies at CO and FFA.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

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

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all 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 (All Grade Levels)

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 Eddie Crossland, the district's designated asbestos coordinator, at 935-6461.

Pest Management Plan (All Grade Levels)

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 Eddie Crossland, the district's IPM coordinator, at 935-6461.

HOMELESS STUDENTS (All Grade Levels)

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district's homeless education liaison, Cindy Rhoades, at 935-6461.

LAW

VIOLATIONS OF LAW

Alcohol, Drugs, Tobacco, and Weapons – Under state and federal law, a student is not allowed to possess, sell, give away or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having any of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited. Citations will be issued to those who are found in possession of a tobacco product on school property.

Disruptive Activities – State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:

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

Gangs and Other Prohibited Organizations –

Under State law; a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

LAW ENFORCEMENT AGENCIES (All Grade Levels)

Questioning of Students

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

STUDENT CRIME STOPPERS

Students that provide tips that lead to arrests, discipline, etc. will be eligible for a cash reward up to \$1000.00. You will not be asked to identify yourself or to testify in court.

When to call...

- Maybe you overhear someone bragging about having committed a crime.
- Maybe you know someone who is driving a stolen car...or is hiding from the police...or is a robber or drug dealer.
- Or maybe you just see something that doesn't look right. A strange car. A person acting sneaky. Someone with a gun or a knife.

If you aren't sure that what you heard or saw is really a crime, call anyway. Let the police decide if it's worth investigating. It may be a piece of a clue to a big crime. Give a tip. Call Student Crime Stoppers at 934-9999.

TERRORISTIC THREATS

A student commits an offense if he/she threatens to commit any offense involving violence to any person or property and will be subject to civil and criminal penalties and school discipline. All threats will be taken seriously.

LEAVING CAMPUS (All Grade Levels)

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

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

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

Dumas Intermediate is a closed campus. Parents must come to the office to sign out students, if they wish to take them off campus for lunch.

At Any Other Time During the School Day

If a student must leave the building during school hours, no matter what the reason, whether requested by a teacher, parent or for personal reasons, they must report to the attendance office for permission and then sign out before leaving. They will return to the office, sign in and have the time of their return recorded on the permit. Failure to follow these guidelines may result in an unexcused absence and disciplinary action.

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

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

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Searches of lockers may be conducted any time there is reasonable cause to do so whether or not a student is present.

LOST AND FOUND (All Grade Levels)

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

LUNCH PROCEDURES

Books and study materials are not to be taken into the cafeteria at lunch. Adequate room does not exist in the cafeteria. Students must eat items in the cafeteria. No food item should be taken outside.

After finishing their lunch students must go outside and stay in the designated areas.

MAKEUP WORK

Makeup Work Because of Absence (All Grade Levels)

Students who have missed class work due to an excused absence and without prior knowledge of that assignment will be allowed one (1) day for each day missed up to 5 (five), to complete the work after returning to school. All students who have been absent are responsible for making arrangements with each teacher for completing the work missed. Teachers will not give constant reminders.

Make-up work should not be completed during regular class time. If the work is not completed, then the grades will be averaged as zeros (0).

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

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

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

In-School Suspension (ISS) Makeup Work (All Grade Levels)

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

MEDICINE AT SCHOOL (All Grade Levels)

Parents should try to give all medications at home whenever possible. Only medications that must be given during school hours should be sent to school. The District will not purchase medication to give to a student

outside of specific over the counter medications that are covered in a standing order on file with the district. The standing order is given to the district by a local physician and will be reviewed each May for implementation the following school year.

The following guidelines must be followed:

1. The district must receive a written request to administer medication from the parent, legal guardian or other person having legal control of the student.
2. Instructions on the request must include the name of the student, name of the medication, dosage and times to be given.
3. Medication kept at school for more than 10 days requires a physician's statement. This must be renewed annually.
4. Prescription and non-prescription medication must appear to be in the original container and to be properly labeled.
5. Medication will be administered only to the student whose name is on the container.
6. No drugs from foreign countries or prescriptions filled outside the United States will be administered by school personnel.
7. Only FDA approved drugs will be given by school personnel.
8. All medications will be left at the office and stored in a locked cabinet or container unless otherwise directed by a physician.
9. Medication may be self-administered by students experiencing a severe allergic reaction (anaphylaxis).

All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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

Only authorized employees, in accordance with policy FFAC(LOCAL), may administer:

1. Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
2. Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
3. Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
4. Specific over the counter medications covered in a standing order on file with the district.
5. Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

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

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

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

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

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, Dumas ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Monty Hysinger, 421 W. 4th St., 935-6774.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Frankie Blue, 421 W. 4th St., 935-6774.
- All other concerns regarding discrimination: See the superintendent, Monty Hysinger, 935-6461. [See policies FB(LOCAL) and FFH(LOCAL) and GKD.]

MESSAGES

In order to prevent classroom interruptions, emergency messages only as determined by the office will be delivered to the student during the school day. Flowers, balloons, etc., will not be delivered to classrooms. No food deliveries to the school will be allowed from outside vendors; however parents are allowed to bring lunch to their own students.

PARENT AND FAMILY ENGAGEMENT (All Grade Levels)

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 and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
 - Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.

- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 935-6474 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**.]
- Becoming a school volunteer.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council (SHAC)**.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Portal

Parents can get access to their child's grades and attendance through the parent portal. Visit the front office for your login ID and password.

PERSONAL PROPERTY

The school is not responsible for valuables that are lost or stolen while a student is attending school. Please be careful with your personal property and your textbooks. The school provides a "lost and found" service in the office. If you find an article of any value, take it to the office so that its rightful owner may claim it. Students are urged to have name labels on all personal articles and clothes.

PERSONAL SUPPLIES

Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers and notebooks.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels)

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.

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

[See policy EC for more information.]

PRAYER (All Grade Levels)

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

PROMOTION AND RETENTION

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

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

In addition, at certain grade levels (Grade 5) a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) in Reading and Math, if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

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

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

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

REPORT CARDS/PROGRESS REPORTS AND CONFERENCES (All Grade Levels)

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks. Report cards will be sent home with the student, students will sign that they received a report card, and parents will sign and return the report cards to school.

At the end of the first three weeks of a grading period, parents will receive a progress report of their child's performance. If the student receives a grade lower than 70 in any class or subject at the end of a progress report period, the parent will be contacted and may be asked to schedule a conference.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved,

the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

Teachers will inform students and parents whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

RESPONSE TO INTERVENTION

Dumas ISD believes in providing the highest quality of education to students. The following provides you with information about a three-tiered instructional approach referred to as Response to Intervention (RtI), which is a part of the federal education law.

For RtI, all students will participate in the core curriculum, with three levels (tiers) of interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum. All student will be screened three times a year to measure their progress to determine if they are performing at grade level. Behavioral expectations will also be monitored on a regular basis throughout the year.

- **Tier One** – Teachers will use different teaching strategies within the core curriculum to address all educational needs of students
- **Tier Two** – Based on progress data, students who are unsuccessful in Tier One will be provided research-based interventions matched to their individual needs. The RtI Team will track the student’s progress, and parents will receive ongoing progress data.
- **Tier Three**- Students with ongoing struggles in Tier Two will receive more intensive interventions at this level. Parents will receive ongoing progress data. After Tier Three implementation, students who continue to display limited progress may then be considered for further evaluation and services with your participation.

The RtI Team meets to address the child’s needs and to review the progress monitoring data during the intervention time period. We encourage you, as the person who best knows your child, to join us as a member of the intervention team. Each campus has a particular day and time that the RtI Team meets. We will keep you informed of meeting days and times as well as the child’s progress within the interventions in the Tiers.

Dumas ISD believes that we have the responsibility to make ALL children successful and we do that one child at a time.

RETALIATION

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

SAFETY (All Grade Levels)

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, campus behavior coordinator, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Gun Free School Zones

It is unlawful for any individual knowingly to possess a firearm at a place the individual knows, or has reasonable cause to believe is a school zone. It is unlawful for any individual, knowingly or with reckless disregard for the safety of another, to discharge or attempt to discharge a firearm when the individual knows they are in a school zone. School zone means in or on the grounds of a public school or 1000 feet from the grounds of a public school. Individuals will be prosecuted to the fullest extent of criminal law and the Texas Education Code.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

Emergency Medical Treatment and Information

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

The District is not responsible for medical expenses associated with student injuries.

Emergency School-Closing Information

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

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

Whenever the weather turns bad, there is always a question about whether school will be cancelled or delayed, and whether or not busses will be running. In order to inform you of changes to our regular school schedule, announcements will be available by 6:00 A.M. through the following forms of communication:

1. Amarillo TV Stations:

KVII-TV (PRONEWS 7)

KFDA-TV (NEWS CHANNEL 10)

KAMR-TV (CHANNEL 4)

2. KDDD Radio – 95.3 FM

3. Dumas ISD Website – www.dumasisd.org

4. SchoolWay (App)

Communication tool utilized by Dumas ISD that sends you instant push notifications with the school information that is important to you. You choose the content you want to receive and SchoolWay keeps you updated (Myschoolway.com). FREE to download. Easy to use. Available in 7 languages for

iPhone, Android, or any browser-enabled device.

Download it FREE today from:

Apple AppStore

Android App on Google play

5. Facebook – Dumas Independent School District

6. Dumas ISD Twitter Account (Text “follow dumasisd” to 40404 or follow with a Twitter account.)

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from Greg Lewis at 935-6461.

Roofs

It will be considered a violation to climb on a roof. This is an extremely unsafe practice that could result in serious injury. If your ball goes on top of a roof, tell a principal or secretary.

Tornado Siren Procedures

To ensure safety of Dumas ISD students, employees, and parents in the event of a tornado, students will not be released to parents or allowed to leave the school building if tornado sirens are activated indicating the imminent threat of a tornado. Staff will be instructed to lead students to a safer area of the building as practiced in tornado drills.

*Parents may pick their children up from school at any time other than when the tornado sirens are activated.

SAT, ACT, AND OTHER STANDARDIZED TESTS

[See **Standardized Testing** on page 85.]

SCHEDULE CHANGES (Middle/Junior High and High School Grade Levels)

It is important that you consider very carefully the courses in which you want to enroll. The courses you request will not be changed without good reason. Schedules will not be available until the first day of school or other designated time. Schedule changes will take place the first 5 days of the school year. Any changes to a schedule after that date will be at the principal and assistant principal’s discretion. The schedule change procedure is to sign up at the Registrar’s Offices between class periods (not during class time). The registrar may consult with the teachers involved, the assistant principal or principal, and evaluate the circumstances of the request.

- Each student is required to carry a full class load.
- Schedule changes must have the approval of the principal/asst. principal.
- Changes made after the fifth day of a semester must be within the same general subject area. Approval of any schedule changes must meet one or more of the following criteria:
 - A change is necessary because of health reasons.
 - A change is necessary due to being improperly assigned.
 - A change will benefit the operation of the school.
 - The school made an error when scheduling a student.
 - A change is necessary due to discipline or academic reasons.
 - A change is deemed necessary by the principal.
- A course change prior to the sixth day of classes will have no grades recorded. Beginning with the sixth day, grades accumulated in the original class will be transferred with the student to the new assignment.

SCHOOL FACILITIES

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes.

Students are required to remain in the area where their activity is scheduled to take place.

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

- Gym

Unless a staff member 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, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School (All Grade Levels)

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 (All Grade Levels)

A nourishing breakfast will be served between 8:00-8:10 each morning. Lunch time is from 11:42-12:23 (5th grade), and 12:54-1:32 (6th grade).

Meals served in the cafeteria must be paid for in advance or at the time of service. Students may establish an account with the Intermediate School Cafeteria, (please see the Cafeteria Manager). Students may not charge breakfast, lunch, or ala carte items. Lunch prices are as follows: Paid \$2.50, Reduced .40.

Parents and/or guardians are invited to eat breakfast or lunch with their children. Parents or guardians may provide a sack lunch for their own child's consumption, but they may not provide restricted items to other children at school.

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information about a student's participation is confidential. Information can be obtained from the campus secretaries.

Applications approved last school term will expire at the end of the September; if you need further assistance with your application contact Food Services at 935-4275. Parents or guardians will be responsible for all cafeteria payments until applications have been approved. Menus are published monthly. If you have comments or questions, contact the Food Services Director.

Students shall be allowed to charge a maximum of three meals. Once the charge amount reaches the equivalent of three meals for the student (whether full paid or reduced price), the student will be given an alternative meal at no cost. A student who has reached the limit of charges may bring cash to pay for a regular meal and be served though there is an outstanding charge balance. The cafeteria manager shall notify students when they do not have funds in their account to pay for their meal. They shall make every effort to catch students who have reached the charge limit before they get a regular meal to avoid having to discard the regular meal to avoid having to discard the regular meal and exchange it for the alternative meal.

The cafeteria staff is responsible for collecting charges. If a parent has been contacted numerous times but they continue to refuse to pay, and their child continues to eat the alternative meal, the Food Service Manager may decide that we will no longer offer the alternative meal to that student. That decision shall be communicated to the parent and the student before it is enforced.

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Gym Use

Outside groups may request use of Intermediate gym through the principal's office.

Library (All Grade Levels)

The library is available for student use between the hours of 8:00 a.m. and 4:00 p.m. Students must have a pass from a teacher to do individual work during the regular school hours of 8:00-3:55.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-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.

SCHOOL JURISDICTION

Students are reminded that they are under school jurisdiction while on school property, on a school bus, on a school-sponsored trip, or while attending a school activity. Normal jurisdiction is generally from 7:30 a.m. to 4:30 p.m. but may be extended if a student arrives at school early. Jurisdiction is extended for the entire time a student is on a school trip or is attending a school activity. Jurisdiction extends three hundred (300) feet beyond the Intermediate School campus.

SCHOOL PROPERTY

The facilities and equipment you enjoy as a student of Dumas Intermediate School are made possible through the taxes paid by the patrons of Dumas. It is, therefore, important that you do your part to preserve their investment. Any neglectful or willful damage of school property will be paid for by the student inflicting damage, and the student may face disciplinary action.

SCHOOL SPONSORED EVENTS

School sponsored events such as special student recognition at sporting events, assemblies, social events, yearbook pictures and other related activities shall be limited to Dumas Intermediate School students. Relatives and siblings are not to be included in these school-sponsored student activities.

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 (All Grade Levels)

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 suspicion 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.

Telecommunications and Other Electronic Devices (All Grade Levels)

The office telephone is a business phone and should be used by students for emergencies only.

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.

Trained Dogs (All Grade Levels)

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.

Metal Detectors (All Grade Levels)

This campus employs the use of hand held metal detectors and portable metal detectors to conduct random searches of students throughout the school year. The objective is to deter students from bringing and or possessing contraband on school property. All searches are conducted in accordance with school board policy.

[For further information, see policy FNF(LOCAL).]

SELLING OF MERCHANDISE

Merchandise in any form should not be sold on the intermediate school campus or at intermediate school activities without the approval of the Superintendent and Principal. This includes students, teachers, and persons in the community.

SEXUAL HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 39.]

SPECIAL PROGRAMS (All Grade Levels)

The District provides special programs for gifted and talented students, bilingual students, homeless students, students in foster care, migrant students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the **DISD Director of Special Education services**; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

Special Education / 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. 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 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 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 is: **Frankie Blue (806-935-6774)**

Gifted and Talented

Gifted and talented students are those who excel consistently or who *show the potential to excel* in any one or a combination of the following areas: general intellectual ability, specific subject matter aptitude, creative and productive thinking ability, leadership ability, ability in the visual and performing arts, and psycho-motor ability. These children *require* educational experiences beyond those normally provided by the regular school program. The Dumas Independent School District recognizes that students identified as gifted and talented can come from all races, socio-economic groups, geographical locales, and environments.

Through the Department of Gifted Services, Dumas Independent School District has chosen to serve students identified as gifted in the areas of general intellectual ability, specific subject matter aptitude, and creative and productive thinking ability. Services for students identified as gifted and talented are recognized as a *vital part of their educational plan* in compliance with the Texas State Plan for the Education of Gifted /Talented Students.

Gifted and Talented Services are offered at the Dumas Intermediate school level through ****Pre-Advanced Placement** courses, and special field trip opportunities. (**Within these courses, defensible differentiation is expected to be provided and documented for those students identified as Gifted and Talented.) Course work and/or independent study in this program will have the same status as honors courses. These grades will be used in determining rankings for honors.

Teachers, parents, and students may refer a student for assessment for placement in the gifted program. The measurement information for those students who complete the entire screening procedure will be presented to a district placement committee, which will make the decision for placement in the program. For more information on the referral/nomination process, please contact the office.

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Frankie Blue at 935-6774.

STANDARDIZED TESTING

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

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 are required to take the state assessment, called STAAR, in the following subjects:

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

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] Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP).

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

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Parents are encouraged not to take their child out of school during a state test - this could invalidate their test.

STUDENTS IN FOSTER CARE (All Grade Levels)

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

Please contact Cindy Rhoades, who has been designated as the district's foster care liaison, at 935-6461 with any questions.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels)

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

Drug Free Schools

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and/or alcohol, on school premises, or as part of any of the District's activities.

Being in possession of or having consumed alcoholic beverages or drugs while in attendance during school hours, while on school premises, or while attending any school sponsored function, shall be considered a major disciplinary offense. Students suspected of a violation shall be dealt with as follows:

- Immediate removal from class or function.
- Parents will be notified to pick up student.
- Suspension from all classes pending a hearing to determine further disciplinary action
- May also be dealt with as misbehavior.
- Notify DISD Police if health and safety of other students is endangered.

Additional information regarding Drug Free Schools can be found in District policies FNCF, FOA, and FFE, District Discipline Management Plan, and the District Drug Education Plan.

Dumas Family Services----- 8th and Bliss -----935-5691
Memorial Hospital ----- 224 East 2nd -----935-7171 Care
Unit Hospital Program ----- 200 NW 7th Amarillo, TX -----806-378-6797
1-800-854-0318

This notice complies with notice requirements imposed by the federal Drug-free Workplace Act [20 U.S.C. 3471, 1221e-3 (a) (1) and 34 CF\$ 85.630] and notice requirements imposed by the federal Drug-free School and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201] or most recent revision.

SUICIDE AWARENESS (All Grade Levels)

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

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

SUMMER SCHOOL (All Grade Levels)

Students may be required to attend summer school for grade, course or test deficiencies.

TARDIES (All Grade Levels)

Students who are not in the room when the bell rings will be tardy. If a student fails to bring all needed class materials, the teacher may require the student to get materials. The student may be charged with a tardy. Students that are later than 15 minutes are considered absent.

One of the most important lessons one must learn in order to achieve success is to be punctual to appointments and engagements. Individuals who are consistently late are usually subject to criticism by their associates. Failure to arrive at one's destination on time is an indication of carelessness, poor preparation, and lack of concern. This frequently leads to a feeling of distrust among those with whom the individual must associate. If one does not assume the responsibility for being punctual, he is, in effect, expressing a lack of respect for those who are left waiting for him. Punctuality is not difficult for one to achieve, as it merely requires personal organization, and soon becomes habitual if one expends sufficient effort in that direction. Those who fail to develop such a habit are expressing an attitude, which may very well carry over into other endeavors.

The public school not only must concern themselves with developing the intellectual abilities of students, but they must also assume the responsibility for assisting parents in the proper development of the student's traits and habits which will have a direct effect on the future success of these young people. Developing the habit of punctuality is certainly one of the most important of these responsibilities.

The 4-minute passing period between classes is designated to allow students to go from one class to another. Students should not loiter in the hallways! Tardiness is tabulated by class period and aggregated by six weeks. Any student not in the appropriate classroom when the bell rings is considered to be tardy. The penalties for being tardy are as follows per class per six weeks:

First tardy – No penalty

Second and successive tardies will result in disciplinary action One unexcused absence will be counted after the tenth (10) tardy

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels)

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.

Textbooks are provided for student use without any cost to you. However, students are responsible for:

- (1) Keeping the books in good condition while in your possession (they should be covered at all times and used with care). Failure to do so is subject to a fine.

- (2) Returning the books upon completion of the course.
- (3) Reimbursing the original cost of the book if lost, or if damaged too much for future use.
- (4) Report any damage to book when issued so a record of damages can be made. (Damage not reported will be paid for when books are returned.)
- (5) The legislation also authorizes our school district to withhold a student's records if a textbook, including an electronic textbook or an item of technological equipment, is not returned in an acceptable condition or paid for by the student, parent, or guardian.

TOBACCO

Dumas ISD is a tobacco free district. Students and adults may not possess, smoke or use tobacco products on school property or at any school related or school sanctioned activity, either on or off school property.

Transfers (All Grade Levels)

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

TRANSPORTATION (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

The following regulations will be observed for school-sponsored trips:

- (1) Students will be under supervision of a school sponsor and will be expected to conduct themselves in an orderly manner while in attendance at the activity and en route to and from the place of activity.
- (2) Students are responsible for all makeup work.

Buses and Other School Vehicles

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

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Eddie Crossland at 935-6461.

Dumas ISD Bus Conduct - Discipline

Bus drivers and /or bus monitors are to maintain discipline on the school buses.

While on the school bus students shall conduct themselves as if they were in their classrooms. Students who violate bus rules shall receive a bus conduct report on the same day as the incident.

Students who are removed from the bus shall be allowed to ride until the Parent/Guardian has been contacted. During the transitional period additional violations may be given to students.

Students who are removed from riding a school bus and who board a different bus for transportation without getting permission from the Transportation Department will be assessed with an additional violation.

After receiving notification of the student's conduct report, Parents/Guardians may call the Campus Administration to get further clarification about the report.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

Please Remember: By Texas Law it is the responsibility of the Parent/Guardian to see that the student attends class. Dumas ISD chooses to help Parent/Guardian by furnishing bus services. Bus service will be available only to students who choose to abide by Dumas ISD school bus rules.



***Dumas ISD Bus Conduct - Discipline
School Year (2018-19)***

- *Bus drivers and /or bus monitors are to maintain discipline on the school buses.*
- *While on the school bus students shall conduct themselves as if they were in their classrooms.*
- *Students who violate bus rules shall receive a bus conduct report on the same day as the incident.*
- *Students who are removed from the bus shall be allowed to ride until the Parent/Guardian has been contacted.
During the transitional period additional violations may be given to students.*
- *Students who are removed from riding a school bus and who board a different bus for transportation without getting permission from the Transportation Department will be assessed with an additional violation.*
- *After receiving notification of the student's conduct report, Parents/Guardians may call the Campus Administration to get further clarification about the report.*

Please Remember: By Texas Law it is the responsibility of the Parent/Guardian to see that the student attends class. Dumas ISD chooses to help Parent/Guardian by furnishing bus services. Bus service will be available only to students who choose to abide by Dumas ISD school bus rules.

CONSEQUENCES FOR BUS CONDUCT VIOLATIONS

<i>1ST Violation</i>	<i>Removal from riding the bus for three (3) days</i>
<i>2nd Violation</i>	<i>Removal from riding the bus for ten (10) days Or Alternative Discipline Technique (Campus Administrator Discretion)</i>
<i>3rd Violation</i>	<i>Removal from riding the bus for thirty (30) days Or Alternative Discipline Technique (Campus Administrator Discretion)</i>
<i>4th Violation</i>	<i>Removal from riding the bus for the remainder of the school year</i>



Conducta de autobuses del Distrito Escolar de Dumas – Disciplina del Año escolar

(2018-19)

- Los conductores de autobús y/o monitores de los autobuses son para mantener la disciplina en los autobuses escolares.
- Mientras vayan en los autobuses escolares los estudiantes deben comportarse como si estuvieran en sus salones.
- Los estudiantes que rompan las reglas del autobús recibirán un reporte de conducta en el mismo día del incidente.
- Los estudiantes que sean removidos del autobús se les permitira utilizar el transporte hasta que se les comuniquen a sus padres/guardianes. Durante este proceso el estudiante podran recibir mas reportes de conducta adicionales si es necesario.
- Estudiantes que an sido removidos de un autobús escolar y que intenten utilizar otro autobús como transporte sin obtener ningun permiso del Departamento de Transportación Escolar recibiran una violació adicional.
- Después de recibir la notificación del reporte de conducta de su estudiante, los padres/guardianes pueden llamar a la administración escolar para obtener más información sobre el reporte de conducta.

Favor de Recordar: Por ley de Texas, el padre / guardian es responsable de ver que su estudiante asista a clase. El Distrito Escolar de Dumas elige ayudar a padre / guardian con el transporte escolar para los estudiantes. El servicio de autobuses estará disponible sólo para los estudiantes que sigan las normas de los autobuses escolares del Distrito Escolar de Dumas.

Consecuencias por romper el codigo de conducta del autobús

1^{ra} Violación	La eliminación del autobús por tres (3) días
2^{da} Violación	La eliminación del autobús por diez (10) días O La alternativa de diciplina técnica (a discreción del administrador de la escuela)
3^{ra} Violación	La eliminación del autobús por treinta (30) días O La alternative de diciplina técnica (a discreción del administrador de la escuela)
4^{ta} Violación	La eliminación del autobús por lo que reste del año escolar.

TUTORIALS

Students must attend tutorial sessions as required by the district.

VANDALISM (All Grade Levels)

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 (All Grade Levels)

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

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

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

Students visiting from other schools will not be permitted to attend classes with students. They can eat and visit during the lunch period, but should not be on the campus any other time during the day.

Visitors are required to check in at the attendance office and to conduct themselves according to the rules for students. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

Unauthorized Persons - In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL)

VOLUNTEERS (All Grade Levels)

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the intermediate office at 935-6474 for more information and to complete an application.

WITHDRAWING FROM SCHOOL (All Grade Levels)

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

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

Withdrawals from school must be approved through the assistant principal's office and with parent approval. The proper procedure for completing this process will be explained thoroughly at this point.

GLOSSARY

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

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

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

CPS stands for Child Protective Services.

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

DFPS is the Texas Department of Family Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (end of course) assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and United States History.

ESSA is the Every Student Succeeds Act passed by the federal government in December 2015.

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

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

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

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

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

STAAR is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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

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

TAC stands for the Texas Administrative Code.

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

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

APPENDIX

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

STUDENT WELFARE FREEDOM FROM BULLYING

FFI

(LOCAL)

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

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.

DEFINITION

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

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.

This 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.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

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

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES

STUDENT REPORT

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION

BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify

problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

FERPA

**Dumas Independent School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
- 3) To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Dumas Independent School District
Ley de derechos educativos y privacidad de la familia (FERPA)
Aviso anual sobre privacidad de antecedentes educativos del estudiante

Estimado padre/madre/apoderado:

La ley de derechos educativos y privacidad de la familia (Family Educational Rights and Privacy Act, FERPA) es una ley federal que protege la privacidad de los antecedentes educativos de los estudiantes. La ley se aplica a todas las escuelas que reciben fondos federales.

La ley FERPA le otorga a los padres ciertos derechos con respecto a los antecedentes educativos de sus hijos. Cuando un estudiante cumple 18 años o asiste a una escuela postsecundaria o universidad, los derechos de los padres se transfieren al estudiante, el cual se convierte en un "estudiante calificado" según la ley.

Según la ley FERPA, los padres y los estudiantes calificados tienen los siguientes derechos:

- 1) A inspeccionar y revisar los antecedentes educativos del estudiante que conserve la escuela en un plazo de 45 días a partir de la recepción de la solicitud correspondiente por parte de la escuela. La solicitud debe identificar el o los antecedentes que se desean inspeccionar. La escuela no está obligada a proporcionar copias de los antecedentes y puede cobrar una comisión si se solicitan copias.

Se le avisará sobre el lugar y la hora en que podrá revisar el o los antecedentes.

- 2) A solicitar que la escuela corrija antecedentes que se crean son incorrectos o engañosos. La solicitud debe presentarse por escrito y especificar claramente: (a) la parte de los antecedentes que se solicita cambiar, y (b) por que dichos antecedentes son incorrectos o engañosos. Si la escuela decide no enmendar los antecedentes, los padres o el estudiante calificado tienen derecho a solicitar una audiencia. Después de la audiencia, si la escuela insiste en no enmendar los antecedentes, los padres o el estudiante calificado tienen derecho a incluir una declaración en los antecedentes sobre la información en disputa. La escuela no tiene la obligación de considerar solicitudes para enmendar información sobre las decisiones de calificaciones o disciplina, las opiniones de funcionarios escolares en los antecedentes educativos, ni la determinación de educación especial del estudiante.
- 3) A controlar la divulgación de información de identificación personal de su hijo/a en sus antecedentes educativos. Los padres pueden solicitar que la escuela, con ciertas excepciones, obtenga su consentimiento previo por escrito para divulgar información de su hijo/a. Una de las excepciones que permite la divulgación sin su consentimiento es la Divulgación a personal de la escuela que tenga un legítimo interés educativo, como una persona empleada por el distrito, un miembro de la junta de la escuela, una persona o empresa que el distrito haya contratado para realizar una tarea especial (como un abogado, auditor o terapeuta); o un padre o estudiante miembro de un comité oficial, como un comité de quejas o disciplinario o que ayude a otro funcionario escolar; y/o un funcionario de otro distrito escolar en el cual el estudiante quiera matricularse. Un funcionario escolar posee un legítimo interés educativo si tiene la necesidad de revisar un antecedente educativo para llevar a cabo su labor profesional.
- 4) A presentar un reclamo ante del Ministerio de Educación de los Estados Unidos sobre el presunto incumplimiento del distrito de los requisitos de la ley FERPA a la siguiente dirección:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE TO PARENTS: DIRECTORY INFORMATION

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the students. If you do not want Dumas ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of your child's first day of instruction for the current school year. Dumas ISD has designated the following information as directory information: student name, dates of attendance, telephone number, grade level, photograph, awards or recognition received, participation in school activities, and weight and height of athletic team members.

**Dumas Independent School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information
Dumas Intermediate School**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program showing your child's role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school/student directory
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (student records, etc.)
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

Our school district has designated the following as directory information:

Student name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must contact your child's school to complete the form "Parent Request for Non-Disclosure of School Directory Information" to let us know which type of directory information you wish to deny release or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child's school. If you have any questions or concerns, please let us know.

Philip Rhodes, DIS Principal

Dumas Independent School District
Family Educational Rights and Privacy Act (FERPA)
Parent Request for Non-Disclosure of School Directory Information
Dumas Intermediate School

Name of Student: _____ Date: _____

Name of Parent/Guardian: _____ School: _____

Use a separate form for each child you are requesting non-disclosure of school directory information.
 Please return this form to:

**Dumas Intermediate
 School**
 400 Texas Ave.
 PO Box 978
 Dumas, TX 79029

*Parent/Guardian: Please complete the section below and return the entire form to your child's school.
 Parent: Select 1, 2, or 3 from the list below.*

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

1. **Do not release ANY information about my child.**

OR

2. **Do not release the following information about my child (select one or more):**

- | | |
|---|---|
| <input type="checkbox"/> Student name | <input type="checkbox"/> Dates of attendance |
| <input type="checkbox"/> Telephone number | <input type="checkbox"/> Grade level |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Awards or recognition received |
| <input type="checkbox"/> Participation in school activities | <input type="checkbox"/> Weight and height of athletic team members |

OR

3. **Notify me for my prior written consent before any directory information is disclosed or released about my child.**

Signature of Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ E-mail address: _____

Preferred method for school to communicate with parent: Telephone E-mail

OFFICE USE ONLY			
Student ID #	Date Received	Notify Enrollment	Initials

NOTIFICACIÓN PARA PADRES: INFORMACIÓN DEL DIRECTORIO ESCOLAR

Cierta información del Distrito de los estudiantes se considera como información del directorio y se librará a alguien que sigue el procedimiento para solicitar información a menos que el padre o el guardián se oponga a librar la información del directorio sobre los estudiantes. Si usted no quiere que Dumas ISD revele información del directorio de los archivos educativos sin que usted primero de su permiso en forma escrita, usted debe notificar el Distrito en forma escrita dentro de diez días después que su niño a comenzado clases de este año escolar. Dumas ISD ha designado la siguiente información como información del directorio: nombre del estudiante, fechas de asistencia, número de teléfono, nivel de grado, fotografía, premios o reconocimientos, participación en actividades escolares, y el peso y/o altura del miembro de los equipos atléticos.

Dumas Independent School District Ley de derechos educativos y privacidad de la familia (FERPA) Aviso anual sobre divulgación de información del directorio escolar

Estimado padre/madre/apoderado:

La ley de derechos educativos y privacidad de la familia (Family Educational Rights and Privacy Act, FERPA) es una ley federal que exige que el distrito escolar, con ciertas excepciones, obtenga su consentimiento por escrito antes de divulgar información de identificación personal incluida en los antecedentes educativos de su hijo/a. A veces, la escuela o el distrito pueden divulgar algunos datos de los estudiantes sin un consentimiento por escrito cuando se trate de "información de directorio" a menos que usted le haya solicitado a la escuela o al distrito lo contrario según los procedimientos pertinentes establecidos.

El principal propósito de la información de directorio es permitirnos incluir algunos tipos de información en ciertas publicaciones escolares. Por lo general la divulgación de esta información no se considera dañina ni una invasión de la privacidad. A continuación se indican algunos ejemplos de publicaciones escolares:

- un folleto o programa, en el que se indica el papel de su hijo(a) en una producción escolar
- una lista de honores o de otros reconocimientos publicada en la escuela o en la prensa
- directorio escolar/estudiantil
- sitio Web de la escuela o el distrito

La información de directorio también puede divulgarse a organizaciones externas sin el consentimiento previo por escrito de los padres. Las organizaciones externas incluyen:

- otras escuelas a las que pretenda asistir el estudiante (antecedentes del estudiante, etc.)
- autoridades estatales o federales que realicen auditorías, evaluaciones de programas o supervisen el cumplimiento de las leyes federales
- un tribunal mediante una citación judicial

Nuestro distrito escolar ha designado a los siguientes datos como información de directorio:

Nombre del estudiante	Fechas de asistencia
Número telefónico	Grado escolar
fotografía	Galardones o reconocimientos recibidos
Participación en actividades escolares	Peso y estatura de miembros de equipos deportivos

Si no desea que la escuela o el distrito divulguen información de directorio/colegio/militar sobre su hijo(a) sin su consentimiento previo por escrito, usted debe ir a la escuela de su niño y llenar una forma llamada "Parent Request for Non-Disclosure of School Directory Information" para dejar saber que tipo de información usted desea negar del directorio o que tipo de información necesita su consentimiento escrito antes de librar la información.

Le pedimos que complete un formulario para cada hijo(a) y que lo regrese a la escuela correspondiente. Si tiene alguna consulta o inquietud, le rogamos que nos la haga saber.

Atentamente,

SPECIAL EDUCATION
OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE
LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

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

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

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

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

Contact Person: Frankie Blue

Phone Number: 935-6774

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en las clases regulares deben ser considerados para tutoría, servicios compensatorios, y otros servicios de apoyo académicos o de comportamiento que son disponibles para todos los estudiantes incluyendo el proceso de un programa basado en la Respuesta a la Intervención. Implementando el programa de Respuesta a la Intervención tiene la potencial de tener un impacto positivo para que el distrito escolar supla las necesidades de todos los estudiantes que luchan para lograr éxito.

En cualquier momento, un padre tiene derecho de solicitar una evaluación de los servicios de educación especial. Dentro de un periodo de tiempo razonable, el Equipo de Impacto del campus debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de su consentimiento escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de 60 días desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Frankie Blue Número de teléfono: 935-6774.

STUDENT WELFARE--FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

STATEMENT OF NONDISCRIMINATION

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.

DISCRIMINATION

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

PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

GENDER-BASED HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

RETALIATION

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

EXAMPLES

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

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

PROHIBITED CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES

STUDENT REPORT

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

DEFINITION OF DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Monty Hysinger
Position: Superintendent
Address: Box 615, Dumas, TX 79029
Telephone: (806) 935-6461

ADA/SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Frankie Blue
Position: Special Services Director
Address: Box 615, Dumas, TX 79029
Telephone: (806) 935-6774

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If not, the District official shall refer the complaint for consideration under FFI.

If an investigation is required in accordance with this policy, the District official shall also determine whether the allegations, if proven, would constitute bullying, as defined by FFI.

If appropriate, the District shall promptly take interim action calculated to address prohibited conduct or bullying during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

PROHIBITED CONDUCT

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where harassment has occurred, and reaffirming the District's policy against discrimination and harassment.

BULLYING

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION

Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and readily available at each campus and the District's administrative offices.

TRUANCY PREVENTION MEASURES

Intermediate students who are chronically absent will be subject to the local measures put in place to encourage school attendance.

3rd Unexcused Absence: Verbal Warning and Letter to Parents

4th Unexcused Absence: Verbal Warning and Phone Call to Parents

5th Unexcused Absence: Verbal Warning and Parent Conference

6th Unexcused Absence: Parent Phone Call and 2 swats or 2 days of ISS and Letter to Parents

7th Unexcused Absence: Parent Phone Call and 5 days of ISS

8th Unexcused Absence: Parent Conference and 7 days ISS

9th Unexcused Absence: Parent Conference and 7 days DAEP

10th Unexcused Absence: Parent Conference and 7 days DAEP and Court Referral

David's Law

Education Code:

Under David's Law, Texas public schools will have the authority to address cyberbullying that occurs off-campus. Schools will be required to notify a bullying victim's parents of a bullying incident within three business days after the incident is reported and must notify the parents of an aggressor within a reasonable amount of time. School procedures for reporting bullying incidents must include anonymous reporting for students. Schools will be able to expel students who engage in very serious bullying. This includes bullying that (i) encourages another student to commit suicide (i.e., suicide baiting), (ii) incites violence against another student, or (iii) involves releasing indecent photos of another student. Strong protections from civil or criminal liabilities will be given to schools and school personnel who report criminal bullying to law enforcement officials. There will be new provisions in the law to promote mental health education, including education about the effects of grief and trauma on a student's mental health and learning. The role of school counselors will be expanded to include mediating interpersonal conflicts among students, including accusations of bullying.

Civil Code:

David's Law will make it easier to obtain an injunction (similar to a protective order) from a Texas court to prevent continual cyberbullying against a student. Victims will be able to have the court issue an injunction against not only the cyberbully, but also against the cyberbully's parents, requiring those parents to take action to stop their child from cyberbullying. The Texas Supreme Court's office will make easy-to-use forms available to the general public to allow parents to obtain an injunction against ongoing cyberbullying of their children without the need for hiring a lawyer.

Criminal Code:

The definitions in the harassment provisions of Texas criminal laws will be modernized to better include the current ways cyberbullies attack victims through smart phones and social media. Cyber-harassment against a child that includes suicide baiting or the violation of an injunction against cyberbullying will be a much more serious criminal offense than before, up to Class A Misdemeanor.