Dumas Junior High Student Handbook
2019–20 School Year

If you have difficulty accessing the information in this document because of disability, please contact the district at www.dumasisd.org.
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DISD BOARD OF EDUCATION & ADMINISTRATION

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

Superintendent of Schools
Monty Hysinger
806-935-6461

Assistant Superintendent
Phil Guerra – Personnel
   Kelly Legg – Instruction
806-935-6461

Chief Financial Officer
Daniel West
806-935-6461

Secondary Curriculum Director
Sally Heaton
806-935-6461

Athletic Director
Stan Stroebel
806-935-2523
DISD Police Department
Larry Payne – Chief
806-935-6889

DUMAS TRADITIONS

School Colors and Mascot
Orange and Black/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”

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.

DUMAS JUNIOR HIGH
Hello and welcome,
We are so excited for you to be part of our DJHS team. Here at DJHS, 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. Get involved and remember,
“You...Make It Matter.”

-Kurt Baxter, Principal
DJHS PLEDGE

I am a champion. The color of my skin or the amount of money I have has nothing to do with my intelligence. I believe in myself, and I can become anything I want as long as I use my mind and follow my heart.

JUNIOR HIGH MISSION STATEMENT

Bring the HEAT! (Honor, Effort, Attitude, Team)

OFFICE HOURS

Office hours are from 7:30 a.m. to 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 a.m. hasta las 4:00 p.m. de lunes a Viernes. Llamar al 935-4155.

BELL SCHEDULE

2019 – 2020

9 Period Day

*Announcements will be made during 7th period homeroom.

<table>
<thead>
<tr>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 8:00 – 8:53</td>
<td>1st 8:00 – 8:53</td>
</tr>
<tr>
<td>2nd 8:57 – 9:50</td>
<td>2nd 8:57 – 9:50</td>
</tr>
<tr>
<td>5th (Lunch) 11:44 – 12:23</td>
<td>5th 11:48 – 12:41</td>
</tr>
<tr>
<td>6th 12:27 – 1:20</td>
<td>6th (Lunch) 12:41 – 1:20</td>
</tr>
<tr>
<td>7th 1:24 – 2:17</td>
<td>7th 1:24 – 2:17</td>
</tr>
<tr>
<td>9th 3:18 – 3:45</td>
<td>9th 3:18 – 3:45</td>
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</tbody>
</table>
Preface

Parents and Students:

Welcome to the new school year!

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

The *Dumas Junior High* Student Handbook is a general reference guide that is divided into two sections:

**Section I: Parental Rights** will help you respond to school-related issues regarding curriculum and the school environment.

**Section II: Other Important Information for Parents and Students** is organized alphabetically by topic. Where applicable, it is divided by age and/or grade level.

**Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with board policy and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is **not** meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the *Dumas ISD* Student Code of Conduct. To review the Code of Conduct, visit the district’s website at [www.dumasisd.org](http://www.dumasisd.org). State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the *Dumas Junior High School Office*.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

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

For questions about the material in this handbook, please contact the *administration at Dumas Junior High 935-4155*. 

Complete and return to the student’s campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information,
- Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form.

[See Objecting to the Release of Directory Information on page 13 and Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation on page 14 for more information.]

**Note:** References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in Dumas ISD Central Office 935-6461.

**Accessibility**

If you have difficulty accessing this handbook because of a disability, please contact Frankie Blue at 935-6461.
### ACKNOWLEDGMENT OF RECEIPT

**STUDENT:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

⇒ **CAMPUS:** ___________________________ **DATE:** ___________________________

⇒ **DOCTOR/HEALTH PREFERENCE:** ____________________________________________

- To serve my student in case of ACCIDENT or SUDDEN ILLNESS to my student, I hereby authorize officials of Dumas Independent School District to refer this student to a licensed physician of my choice or any other physician available. I hereby authorize the release of information pertinent to my student’s health care. The school officials are hereby authorized to take whatever action is deemed necessary in their judgment for the health of my student. This includes taking my student 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 student and further understand DISD is not responsible for medical cost resulting from an accident while at school.

- The Student Handbook provides 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 student has been instructed that the Dumas Independent School District’s Student Code of Conduct and Student Handbook for Dumas Jr. High 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 student 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 student 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 student in case of emergency.
- Understand that the Dumas Junior 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.
- Give my permission for the above named student to participate in school field trips.
- Give my permission for the above named student to be videotaped in the classroom setting.
- Give my permission to use my student’s artwork or special project on the district’s website and in district publications.
- Give my permission for the above named student to be part of the Dumas ISD technology loan program.

⇒ ___________________________

Parent/Guardian Signature

⇒ ___________________________

Student Signature
Section I: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

Note: An evaluation may be legally required under special education rules 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 a student’s work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student’s work on the district’s website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

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

A student under age 14 must have parental permission to participate in the district’s parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:
• Is to be used for school safety,
• Relates to classroom instruction or a cocurricular or extracurricular activity,
• Relates to media coverage of the school, or
• Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

**Prohibiting the Use of Corporal Punishment**

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

However, in accordance with law, the district may not administer corporal punishment if a student’s parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must submit a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

**Note:**

• District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.

• If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student’s caregiver or caseworker has not submitted a signed statement prohibiting its use.

**Limiting Electronic Communications between Students and District Employees**

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to such a page.

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

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should 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, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student’s photograph (for publication in the school yearbook);
- A student’s name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide 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 the 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 this information. Any objection must be made in writing to the principal within ten school days of the student’s first day of instruction for this school year. [See Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

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 a parent objects to the release of the student’s information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll,
- School newspaper,
- Yearbook,
- Recognition activities,
- News releases, and
- Athletic programs.
**Note:** Review *Authorized Inspection and Use of Student Records* on page 18.

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

Unless a parent has advised the district not to release his or her student’s information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests by military recruiters or institutions of higher education for the student’s:

- Name,
- Address, and
- Telephone listing.

See a document in the forms packet for this purpose.

**Participation in Third-Party Surveys**

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

A student 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;
- Sex 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 parent; or
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in or receive financial assistance under a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [For more information, see policy EF(LEGAL).]

**“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified when a survey is not funded by the U.S. Department of Education.

A parent has a right to deny permission for his or her child’s participation in:
• Any survey concerning private information listed above, regardless of funding.
• School activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information.
• Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

A parent may inspect a survey created by a third party before the survey is administered or distributed to his or her 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) makes recommendations for course materials.

State law requires that the district provide written notice before each school year of the board’s decision to provide human sexuality instruction.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):
• Present abstinence from sexual activity as the preferred choice 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, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity;
• Direct adolescents to abstain from sexual activity before marriage as 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.

Per state law, here is a summary of the district’s curriculum regarding human sexuality instruction:

Board approved, state mandated sex education program. Relationships Under Construction (RUC) teaches youth the blueprint for strong future families. Our program addresses character development, goal setting, and how to recognize healthy vs. unhealthy relationships. For more information, please go to the following link. relationshipsunderconstruction.com/parents/
A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district’s SHAC. (See the campus principal for details.)

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

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,
- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL).]

**Reciting the Pledges to the U.S. and Texas Flags**

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See Pledges of Allegiance and a Minute of Silence on page 83 and policy EC(LEGAL).]

**Religious or Moral Beliefs**

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent’s religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

**Tutoring or Test Preparation**

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
• Evaluative data such as grades earned on assignments or tests, or
• Results from diagnostic assessments.

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, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, see policies EC and EHBC, and contact the student’s teacher.]

Right of Access to Student Records, Curriculum Materials, and District Records / Policies

Instructional Materials

A parent has the 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.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

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

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child’s participation in required assessments.

Student Records

Accessing Student Records

• A parent may review his or her child’s 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,
• Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law,
• State assessment instruments that have been administered to the child, and
• Teaching materials and tests used in the child’s classroom.

**Authorized Inspection and Use of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 13, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- 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; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202
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 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 restricted to an eligible student or a student’s parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records 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:

- When district 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 medical staff);
  - A person or company with whom the district has contracted or allowed to provide a specific 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 person appointed to serve on a school committee to support the district’s safe and supportive school program;
  - 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, the Texas Education Agency, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.

• To individuals or entities granted access in response to a subpoena or court order.

• To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.

• In connection with financial aid for which a student has applied or has received.

• To accrediting organizations to carry out accrediting functions.

• To organizations conducting studies for, or on behalf of, the school 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 directory information-designated details. [To prohibit this disclosure, see Objecting to the Release of Directory Information on page 13.]

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 wants to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits 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 the records.

The address of the superintendent’s office is 421 W. 4th St. or P.O. Box 615.

The address of the principal’s office is: 700 East 5th Street.

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 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 after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement 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 complaint process found in policy FNG(LOCAL). A grade issued by a 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 guidelines. [See Finality of Grades at FNG(LEGAL), Report Cards/Progress Reports and Conferences on page 85, and Complaints and Concerns on page 42.]

The district’s student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal’s or superintendent’s office or on the district’s website at www.dumasisd.org.

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child’s teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:
• Called to active duty,
• On leave, or
• Returning from a deployment of at least four months.

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**

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students’ enrollment. [See policy FDB(LEGAL).]

**Safety Transfers / Assignments**

A parent may:

• Request the transfer of his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

• Consult with district administrators if the district has determined that his or her child has engaged in bullying and the board has decided to transfer the child to another classroom or campus.

Transportation is not provided for a transfer to another campus. See the superintendent for more information.

[See Bullying on page 36, and policies FDB and FFI.]

• Request the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE.]

• Request the transfer of his or her child to a neighboring district if the child has been the victim of 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 the assault. In accordance with policy FDE, if the victim does not wish to transfer, the district will transfer the assailant.
**Student Use of a Service / Assistance Animal**

A parent of a student who uses a service/assistance animal because of the student’s disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

**A Student in the Conservatorship of the State (Foster Care)**

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course.

A student in the conservatorship of the state who is moved outside the district’s or school’s attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district’s or school’s boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

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 a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student’s 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration** on page 49, **Course Credit** on page 49, and **A Student in Foster Care** on page 95 for more information.]

**A Student Who Is 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 at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
• Awarding partial credit when a student passes only one semester of a two-semester course;
• Eligibility requirements for participation in extracurricular activities; and
• Graduation requirements.

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

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See Credit by Examination for Advancement/Acceleration on page 49, Course Credit on page 49, and Students who are Homeless on page 95 for more information.]

A Student Who Has Learning Difficulties or Who Needs Special Education 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.

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.

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.

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 935-6774.

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 935-6774.

[See *A Student with Physical or Mental Impairments Protected under Section 504* on page 27.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

**Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education**

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

**A Student Who Receives 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, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL).]

**A Student Who Speaks 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 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.
A Student with Physical or Mental Impairments Protected under Section 504

A student with 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 whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See policy FB.]

[See A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services on page 24 for more information.]
Section II: Other Important Information for Parents and Students

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 or your child has 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 Junior High at 935-4155.

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 U.S. 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. [See page 21.]

**Secondary Grade Levels**

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for a student serving as:

• An early voting clerk, provided the district’s board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and

• An election clerk, if the student makes up any work missed.

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 12–18 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 policies FEA(LEGAL) and FED(LEGAL).]

Attendance for Credit or Final Grade
(Kindergarten–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.]

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 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 10:10 a.m., which is during the second 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)**

When a student is absent from school, the student—upon arrival or return to school—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.

Students who schedule doctor/dentist appointments during the school day need to bring a note from their parents of doctor’s office indicating the date and time 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 the 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.

If a student’s absence in undocumented for any part of the week, he/she will be called to come to the office to get a white slip. This is to make sure students are aware they have an unexcused absence that needs a doctor excuse or parent note. If the student does not return the slip, the absence will remain undocumented and be considered 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.
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 Junior High 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 and 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 of the Academic Management Plan.
*Excessive tardiness will be dealt with outside of the Academic Management Plan.

**Doctor’s Note after an Absence for Illness**
(All Grade Levels)

Within two (2) days of returning to school, a student absent for more than five (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 to determine whether the absence or absences will be excused or unexcused.

[See policy FEC(LOCAL).]

**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; and

• Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information 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 and the TEA homepage.

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 a.m. the morning of the day they are to be announced. Announcements must be approved and signed by a staff member to read.

Athletic Competitions

All athletic contests are conducted within the guidelines set forth by the University Interscholastic League and the District Executive Committee. The intent of the guidelines is to insure good sportsmanship and conduct at all athletic contests. The following is to be observed:

• Students or adults are not to be on the field of court prior to, during, or after the game, except those in uniform engaged in the game and half-time activities.

• Lines cannot be formed by students on the field or courts, pep squads, or adults prior to, during or after the game. Only the cheerleaders shall be permitted to bring teams onto the field or court.

• Spectators and fans shall refrain from abusive language and gestures toward game officials and the visiting team and their fans.

• Possession of consumption of alcoholic beverages in any form is prohibited at any school athletic contest.

• Dumas ISD has been designated smoke free. This includes Demon Stadium.

• Outside food and drink will not be allowed.

Failure to abide by these guidelines can cause disciplinary action to be taken against the school.

Awards and Honors

(All Grade Levels)

Academic excellence awards shall be given by the teachers during Pride Side meetings each of the first 5 six weeks, as well as End of Year Academic awards given at the end of the year awards assembly.

Beginning of School Day

The first bell rings at 7:55 a.m. The tardy bell rings and class begins at 8:00 a.m. If students arrive before 7:55, they may report to the cafeteria for breakfast or report to the outside
commons area behind the main building. 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 on one of the side streets of 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.

If a student needs to conduct business in the office or counselor’s office, use the restroom, of to the cafeteria, he/she may enter the west door by the office and walk east down the main hall downstairs. This is a one-way hall going east in the mornings. Students must go outside and around the building to travel west. All other outside doors will remain locked until 7:55 a.m.

Students will wait outside in the designated area for school to start. Specifically, students are not to wait in the band hall, west gym, choir room, north gym locker room, or boys’ locker room. To be in any area that is not authorized, students must be under the supervision of a teacher. Students must have a pass from a teacher to go to a classroom.

**Bullying**

*(All Grade Levels)*

Bullying is defined in state law 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 state law 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:

- 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;

- 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
• 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.

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 using the STOPit app.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of 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. [See Safety Transfers/Assignments on page 22.]

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).

[See Safety Transfers/Assignments on page 22, Dating Violence, Discrimination, Harassment, and Retaliation on page 50, Hazing on page 67, policy FFI, the district’s Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

**Cafeteria Services**

A nourishing breakfast will be served between 7:30 – 7:50 each morning. Lunch times are: 7th 11:44 – 12:23 and 8th 12:41 – 1:20.
Students may establish an account at the cafeteria (please see the Cafeteria Manager). Students use their ID number to access their accounts. Students must pay for their meals of 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. Breakfast prices are as follows: Paid $1.75, Reduced 30 cents. Lunch prices are as follows: Paid $3.00, 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 of 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 breakfast of lunch with their children. Parents of guardians may provide a sack lunch for their own students’ 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 students’ assigned time. The school must have a note from the parent of the student before that student may leave for lunch with another students’ parent. The student must sign in upon returning to the building. It is the responsibility of the student to be back to school on time. Any absences incurred because a student left campus will be unexcused.

The district participates in the National School Lunch Program and offers free and reduced priced meals based on a students’ financial need. Information can be obtained from the campus secretaries. Applications approved the last school term will expire 30 days after the first day of school; 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 any 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.

[See Food Allergies on page 70.]
Child Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children
(All Grade Levels)

The district has established a plan for addressing child sexual abuse, sex trafficking, and other maltreatment of children, which may be accessed at www.dumasisd.org.

Warning Signs of Sexual Abuse
(All Grade Levels)

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.

Possible physical, behavioral, and emotional warning signs of sexual abuse include:

- Difficulty sitting or walking;
- Pain in the genital areas;
- Claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children;
- Fear of being alone with adults of a particular gender;
- Sexually suggestive behavior;
- Withdrawal;
- Depression;
- Sleeping and eating disorders; and
- Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels) on page 50.]

Warning Signs of Sex Trafficking
(All Grade Levels)

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child’s community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:
• Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
• Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
• Tattoos or branding;
• Refillable gift cards;
• Frequent runaway episodes;
• Multiple phones or social media accounts;
• Provocative pictures posted online or stored on the phone;
• Unexplained injuries;
• Isolation from family, friends, and community; and
• Older boyfriends or girlfriends.

Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)

Anyone who suspects that a child has been or may be abused, sex trafficked, 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).

A child who has experienced sexual abuse, trafficking, 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 and sex trafficking 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.

Parents, if your child is a victim of sexual abuse, sex trafficking, 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.]

Reports of abuse, trafficking, or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website).

Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)

The following websites might help you become more aware of child abuse and neglect, sexual abuse, sex trafficking, and other maltreatment of children:
• Child Welfare Information Gateway Factsheet
• KidsHealth, For Parents, Child Abuse
• Texas Association Against Sexual Assault, Resources
• Office of the Texas Governor’s Child Sex Trafficking Team
• Human Trafficking of School-aged Children

City Park
The city park to the west of the Junior High is off limits to all persons from 7:30 a.m. – 8:30 a.m. and 3:45 p.m. – 4:40 p.m. Exceptions include teachers taking their classes to the park during regular school hours.

Class Rank / Highest-Ranking Student
(Secondary Grade Levels Only)
Pre AP Algebra is considered a high school credit and is tabulated for class ranking. 8th grade students may receive high school credit for the following courses: Algebra I and Spanish I.

Class Schedules
(Secondary Grade Levels Only)
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 on page 88 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 Junior High 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
Clubs and Organizations
Student clubs and performing groups such as the band, choir, student council and athletic teams 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.

Communications—Automated

Emergency
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. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

[See Safety on page 86 for information regarding contact with parents during an emergency situation.]

Nonemergency
Your child’s school will request that you provide contact information, such as your phone number and email address, for the school to communicate items specific to your child, your child’s school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school’s administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related the school’s mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child’s principal. [See Safety on page 86 for information regarding contact with parents during an emergency.]

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, available on the district’s website at www.dumasisd.org. A copy of the complaint forms 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 on the following scale:

E-Excellent  
S-Satisfactory  
N-Needs Improvement  
U- Unsatisfactory

It is very important that Junior High’s 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 contact information for each campus behavior coordinator is available on the district’s website at [www.dumasisd.org](http://www.dumasisd.org) and is listed below:

- Kurt Baxter
- Stan Williams, stan.williams@dumasisd.org, 806-935-4155
- JaNan Grice

**Academic Dishonesty/Cheating/Plagiarism**

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments of tests and disciplinary actions 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 judgement of the classroom teacher of 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 of 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 Junior High School you must visit the school and fill out the proper documents with the office personnel in person.

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruptions of School Operations

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

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

- Interference with the transportation of students in vehicles owned or operated by the district.

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 for 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. Headphones/earbuds are not allowed during this time.

When class in 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.

**Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

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

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

**Extra-Curricular Activities**

Students are representing Dumas Junior High 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 Junior High 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 may buy food and drink there.
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 AEP will report each day to the AEP meeting location. DAEP hours will be from 7:45 – 3:35. Students who ride the bus will be released at 3:45. 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 Junior High School. Provisions will be made through the coordinating efforts of the AEP teacher and classroom teacher to provide these students with assignments. Refer to code of conduct.

Good Time Credits (GTC) may be earned for completing assignments, excellent attendance, and excellent behavior while placed in DAEP.

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 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 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.

A 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 permitted. 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 Junior High 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 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 the items listed in the Student Code of Conduct:

Ammunition, Electronic cigarettes, permanent markers, any device considered a ‘shank’, electronic devices or games, personal radios/speakers, any device that will shock a person, glitter, remote control devices, balloons, shaving cream, bandanas, laser pens, skateboards, camcorders, lighters/matches, spiked jewelry, cameras, lime salt, sunflower seeds, cinnamon oil/toothpicks, magnets, tape recorders, chains, non-prescription sunglasses, yo-yo’s, DVD players, 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 at school. Teachers will collect the items and turn them into the office. Any item taken from a student will be released to a parent only. 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.

If a student finds that they have accidentally brought a prohibited item to school, they should immediately turn it in to the office. Disciplinary actions will not be taken in most cases the first time. This does not apply to bringing weapons to school.
Relationships

Students are expected to handle their relationships with good taste while in school. Your relationships 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.

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.

Counseling

Academic Counseling

Elementary and Middle / Junior High School Grade Levels

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.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

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.

If your child has experienced trauma, contact the school counselor for more information.

[See Substance Abuse Prevention and Intervention on page 96, Suicide Awareness and Mental Health Support on page 96, and Child Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children and Dating Violence on page 39.]
Course Credit
(Secondary Grade Levels Only)
A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed.

Credit by Examination
If a Student Has Taken the Course / Subject (Grades 6-12)
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 or a final grade 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 nonaccredited 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 Examination 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. The dates on which examinations are scheduled during the 2019–20 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 who is homeless 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 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 examination, 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 exam 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 or at 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, sex, gender, national origin, disability, age, 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 parent 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 parent 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 on page 50.]

**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 to purchase for students.

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

**Nonschool 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 nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the office as the location for approved nonschool 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 nonschool 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 nonschool 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.]

The principal has designated office as the location for approved nonschool materials to be placed for voluntary viewing or collection.

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 noncurriculum-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 nonschool 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)

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

Dumas ISD Student Dress Code

2019 – 2020 School Year

Grades 5 – 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

1. Collared shirts – must be visible
2. Turtlenecks or mock turtlenecks
3. Collared shits must be visible unless wearing a hoodie
4. All sleeves must be at least middle upper arm length
5. 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
6. When standing, if the garment extends below the back pocket area, it must be tucked in.
7. Students may wear the layered look as long as the primary garment is in compliance with the dress code.
8. T-shirts are not allowed at any time.
9. Collared shirts are no required under a hooded sweatshirt.

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 snag.
4. Lower garments must be worn at the waist, fitted and properly hemmed.
5. Baggy leg style pants or bell bottom pants wider that the 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 must 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. Distressed clothing must meet principal approval (example – holes in pants)

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.

6. Caps, hats, gloves, and head coverings are prohibited inside the building

7. Sweatbands, bandanas 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 Friday only. Shirts must be in school colors (orange, black, white or gray) and promote Dumas ISD.

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 principal.

3. With respect to any extracurricular activities please see FNCA-R1 – Dress Code Extracurricular.

4. With respect to dress code for variances based on 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 dress 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 AEP
Junior High – 7 days AEP
High School – 7 days AEP

Grados 5º hasta el 12º
Cada estudiante se adherirá al código de vestimento estudiantil en todo tiempo con la excepción de días especiales. Cada campamento escolar puede designar días especiales donde cambian el código de vestimento, de acuerdo a las reglas del distrito.

CAMISAS, BLUSAS, CUELLO DE TORTUGA (CUELLO ALTO O CORTO)
1. Camisa de Cuello – debe de ser visible
2. Camisa Estilo Cuello de tortuga
3. El largo de las mangas debe estar por lo menos a mediado de la parte superior del brazo.
4. Todas las prendas de los niños y las niñas deviene llevarse puestas de una manera que no expongan el pecho, hombros, espalda, axilas, cintura, ni prendas interiores.
5. Si la camisa o blusa desfajada cubre los bolsillos traseros del pantalon, deberá 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 excepciones debajo 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 deben 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. Joyería o prendas con picos no son permitidas.
6. El cabello debe de estar bien estilizado y limpio, de una manera que no obstrepe 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 están 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 están 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 vestimenta 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 –Código 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 dejan 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 –7 días en AEP
Junior High –7 días en AEP
High School –7 días en AEP
* ISS –Suspensión Escolar
** AEP – Colocación de Educación Alternativa
If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

**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 fashion.

**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.

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.

Junior High school guidelines are devices must be turned off at 7:55 a.m. and remain off until 3:45 p.m. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in some circumstances, be reported to the Dumas ISD Police Department for possible criminal charges.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal’s office for a fee of $15.

Confiscated telecommunications devices that are not retrieved by the student or the student’s parent will be disposed of after the notice required by law. [See policy FNCE.] The office will not be responsible to for stolen or lost telecommunication or cell phone devices.

In limited circumstances and in accordance with law, a student’s personal telecommunications device may be searched by authorized personnel. [See Searches on page 92 and policy FNF.]

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. [See Searches on page 92 and policy FNF.]

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

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 (separate from this handbook) regarding use of these district resources found at www.dumasisd.org. 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 policy and/or administrative regulations regarding acceptable use.

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined in accordance with 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, 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.

**Eligibility to represent the school**

All pupils elected to student offices, or who represent their school in extracurricular activities, shall have and maintain a good citizenship record, both in and out of school. Any student who does not maintain a good citizenship record shall not be eligible to represent his/her fellow students nor the school for a period of time recommended by his/her principal and/or responsible administrator, but in no case, except when approved by the school board of trustees, shall the time exceed twelve calendar months.

**End-of-Course (EOC) Assessments**

[See Graduation on page Error! Bookmark not defined. and Standardized Testing on page 94.]

**English Learners (All Grade Levels)**

A student who is an English 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 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.

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 Spanish, as mentioned at Standardized Testing on page 94, may be administered to an English learner for a student up to grade 5. 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 learners who qualify for services.
If a student is considered an English 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. [See **Transportation** on page 98.]

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 [UIL Parent Information Manual](#); 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](mailto:curriculum@tea.texas.gov).

[See **UIL Texas** for additional information on all UIL-governed activities.]

Generally, a student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved course music course that participates in UIL Concert and Sightreading Evaluation, and the student receives a grade below 70 at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

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

- 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.
• A student is allowed up to 20 absences per semester not related to post-district competition, and unlimited absences for state and post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

• An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill 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.

**Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Student Council and Honor Society

**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.
• 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 health and 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.
• Parking fees and student identification cards.
• Fees for lost, damaged, or overdue library books.
• Fees for driver training courses, if offered.
• Fees for optional courses offered for credit that require use of facilities not available on district premises.

• Lock rental. A 5.00 lock charge will be assessed. $3.00 will be returned at the end of the school year upon successful return of rented locks.

• Student identification cards

• Summer school for courses that are offered tuition-free during the regular school year.
  ▪ A reasonable fee for providing transportation to a student who lives within two miles of the school. [See Buses and Other School Vehicles on page 98.]
  ▪ 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 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.
  ▪ In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

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

Prohibited Fees

1. Textbooks, workbooks, lab 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 for graduation.

7. Any admission for examination cost for any required educational course or program.

8. Lockers
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 on page 50.]

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.

[See Report Cards/Progress Reports and Conferences on page 85 for additional information on grading guidelines.]

Honor Roll

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 in the following subjects the student is enrolled: ELAR, Math, Science, Social Studies. A ‘U’ in citizenship will disqualify a student from the honor roll during the six-weeks that it occurs.

Grade Reporting

Grades in all subjects are determined in the following manner: Fall and Spring each constitute one reporting period. The semester grade includes all semester grades and the final examination, which counts one-fifth or 20%. To earn credit in a one credit course the average of the two semester or term grades must be a 70 or above. Grades will not be changed any later
than 7 calendar days after the grading period. A grade is 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
75-79 C
70-74 D
Below 70 Failing
I – Incomplete

Late Papers
Teachers will use their discretion in determining whether or not to accept late papers and/or projects. Teachers accepting late papers can do so up to three days after the work is due with an allowable ten points being deducted from the grade for each day the work is late. Students are required to complete all course requirements, ie., research paper, or projects in order to receive credit for the course.

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 grades per week, and six grades for each three-week period must be recorded in the computer.

Harassment
[See Dating Violence, Discrimination, Harassment, and Retaliation on page 50.]

Hazing
(All Grade Levels)
Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

• Any type of physical brutality;

• An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student’s mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;

• An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
• Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

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

[See Bullying on page 36 and policies FFI and FNCC.]

**Health-Related Matters**

**Student Illness (All Grade Levels)**

When your child is ill, please contact the school to let us know he or she will not 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.

**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 (CDC), particularly the CDC’s information on bacterial meningitis, and the Texas Department of State Health Services.

**Note:** 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.

[See Immunization on page 73 for more information.]

**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, based on the Texas Department of State Health Services’ (DSHS) “Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis.” The district’s management plan 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.

The complete text of the “Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis” can be found on the DSHS website at Allergies and Anaphylaxis.

[See policy FFAF and Celebrations on page 38.]

**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.

Notice will also be provided to parents of elementary school students in the affected classroom. More information on head lice can be obtained from the DSHS website Managing Head Lice. [See policy FFAA.]

**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.

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

**Temporary Restriction from Participation in Physical Education**

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

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

During the preceding school year, the district’s School Health Advisory Council (SHAC) held four (4) meetings. Additional information regarding the district’s SHAC is available from the DISD Administrative Office.

The duties of the SHAC include:

- Making recommendations regarding physical and mental health curriculum.
- 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, substance abuse prevention, and employee wellness.
- Making recommendations for increasing parents’ awareness of warning signs of suicide and mental health risks and community mental health and suicide prevention services

[See policies at BDF and EHAA. See Human Sexuality Instruction on page 15 for additional information.]

**Seizures (All Grade Levels)**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year or upon enrollment of the student, or as soon as
practicable following a diagnosis of a seizure disorder for the student. For more information, contact the school nurse.

For more information, see “A Student with Physical or Mental Impairments Protected under Section 504” on page 27.

**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 Heather Sauer with questions about the content or implementation of the district’s wellness policy and plan.

**Other Health-Related Matters (All Grade Levels)**

**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 Dumas Junior High 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, periodic indoor and outdoor 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 U.S. 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 questions or who want to be notified of the times and types of applications prior to pesticide application inside their child’s school assignment area may contact Eddie Crossland, the district’s IPM coordinator, at 935-6461.

**Homework**  
(All Grade Levels)

**Illness**

[See Student Illness under Health-Related Matters on page 68.]

**Immunization**  
(All Grade Levels)

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

The immunizations required are: diphtheria, tetanus, and pertussis; rubeola (measles), mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.
If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor’s opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at Bacterial Meningitis on page 68, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the DSHS website: Texas School & Child Care Facility Immunization Requirements.]

**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 regarding a student who is required to register as a sex offender.

[For further information, see policy FL(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 of 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 knife.
If you aren’t sure that what you heard or saw is really a crime, call anyway. Let the Police decide it 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 of 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 school day.

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 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 Junior High School is a closed campus. Parents must come to the office to sign out students before taking them off campus for lunch. The student is responsible for making it back to school in time to be in their next class.*

**At Any Other Time during the School Day**

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. All items should be placed in student lockers during the lunch periods.

**Lost and Found (All Grade Levels)**

A “lost and found” collection box 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.
Makeup Work

Makeup Work Because of Absence
(All Grade Levels)

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student 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 regarding the state laws surrounding “attendance for credit or final grade.” [See Attendance for Credit or Final Grade on page 30.]

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 timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle / Junior High School Grade Levels

In-School Suspension (ISS) and Out-of-School-Suspension (OSS) Makeup Work
(All Grade Levels)

Completion of Course Work

While a student is in ISS or OSS, the district will provide the student with all course work for the student’s foundation curriculum classes that the student misses as a result of the suspension.

Medicine at School
(All Grade Levels)

Medication that must be administered to a student during school hours must be provided by the student’s parent. 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.

The district will not purchase nonprescription medication to give to a student. 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, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellant is considered a nonprescription medication.
- 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 able to do 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.]

**DJHS Junior Honor Society**

The DJHS Honor Society is governed by the same rules that are set forth by the national office. The criteria for membership at Dumas Junior High School are as follows:

- ‘A’ Honor roll 5 of the 6 six-week period during their 7th grade year.
- Grades will be modified 5 points for Pre-AP English and Math
- Cannot be in violation of the Compulsory Attendance Law
- No major or consistent discipline issues

**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: Frankie Blue, 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, FFH, and GKD.]
Nontraditional Academic Programs
(All Grade Levels)

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 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 on page 48.]

• 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 806-935-4155 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 on page 85.]

• Becoming a school volunteer. [For further information, see policy GKG and Volunteers on page 103.]

• Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact Manty Hysinger.]

• 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) on page 71.]

• 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 student’s grades and attendance through the parent portal. Visit the counselor’s office for your login ID and password.

**Physical Examinations / Health Screenings**

**Athletics Participation**
*(Secondary Grade Levels Only)*

A student who wishes to participate in, or continue participation in, the district’s athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

For more information, see the UIL’s explanation of sudden cardiac arrest.

**Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

**Other Examinations and Screenings**
*(All Grade Levels)*

[See policy FFA.]
Pledges of Allegiance and a Minute of Silence
(All Grade Levels)
Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See Reciting the Pledges to the U.S. and Texas Flags on page 16.]

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.

Pride Side
The purpose of DJHS Pride Side is to help students create a positive school environment that fosters pride within themselves and their surroundings.

Criteria for membership each six weeks:

- No office referrals
- Grade 75 or better in each class
- No more than 2 absences (excused or unexcused, special provision for those receiving healthcare treatment)
- No U’s or N’s in conduct
- No more than 1 tardy
- No more than 1 late assignment

Rewards:
- Pride Side Award
- Door Prize Drawings
- Special privileges
- Overnight trip – must qualify 4 out of the first 5 six weeks
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.

Elementary and Middle / Junior High Grade Levels

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

To be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

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.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See Standardized Testing on page 94.]

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. 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 learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. 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.

A personal graduation plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and/principal and policy EIF(LEGAL).] For a student receiving special education services, the student’s IEP may serve as the student’s PGP and would therefore be developed by the student’s ARD committee.

[For information related to the development of personal graduation plans for high school students, see Personal Graduation Plans on page Error! Bookmark not defined.]

Release of Students from School

[See Leaving Campus on page 76.]

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 at least once every six weeks.

At the end of the first three weeks of a grading, parents will receive a progress report if their child’s performance in any course/subject area is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See Working Together on page 81 for how 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. [See policy EIA(LOCAL) and Grading Guidelines on page 66.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).
The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

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 students 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 student’s needs and to review the progress monitoring data during the intervention time period. We encourage you, as the person who best knows your student, 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 student’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 student at a time.

Retaliation

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 50.]

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. A student may make anonymous reports about safety concerns by STOPit app or calling 935-9999.

• Know emergency evacuation routes and signals.

• Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

**Accident Insurance**

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

**Gun Free Zone**

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 a firearm when the individual knows they are in a school zone. School zone means in or on the grounds of a public school of 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**

Occasionally, 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.

Students in grades 7–12 will annually be offered instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security’s Stop the Bleed and Stop the Bleed Texas.

**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, all parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.
**Emergency School-Closing Information**

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- Amarillo TV Stations – KVII-TV (Pronews 7), KFDA-TV (News Channel 10), KAMR-TV (Channel 4)
- KDDD Radio – 95.3 FM
- SchoolWay App
- Facebook – Dumas Independent School District
- Twitter – Test ‘Follow dumasisd’ to 40404

[See Communications-Automated, Emergency on page 42 for more information.]

**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 94.]

**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 Counselor’s Office before or after school. The counselor may consult with the teachers involved, the assistant 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 counselor.

Changes made after the 5th 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:

1. A change is necessary because of health reasons.
2. A change is necessary due to being improperly assigned.
3. A change will benefit the operation of the school.
4. The school made an error when scheduling the student.
5. A change is necessary due to discipline or academic reasons.
6. A change is deemed necessary by the counselor or principal.

A course change prior to the 6th day of classes will have no grades recorded. Beginning with the 6th 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.

- Commons Area
- Cafeteria
- Foyer of the gym

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

After dismissal of school in the afternoon, 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.

**Use of Hallways during Class Time (All Grade Levels)**

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.

**Cafeteria Services (All Grade Levels)**

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.

Meals served in the cafeteria must be paid for in advance or at the time of service. Students may establish an account with the Junior High School Cafeteria, (please see the cafeteria manager). Students may not charge breakfast, lunch or ala carte items. Breakfast prices are as follows: Paid $1.75, Reduced .30. Lunch prices are as follows: Paid $3.00, reduced .40.

Free and reduced-price meals are available based on financial need or household situation. Information about a student’s participation is confidential. The district may share information such as a student’s name and eligibility status to help enroll eligible children in Medicaid or the state children’s health insurance program (CHIP) unless the student’s parent notifies the district that a student’s information should not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See Food Services 935-4275 to apply for free or reduced-price meal services.

See CO for more information.

Parents are strongly encouraged to continually monitor their child’s meal account balance. When a student’s meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board, and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student’s parent on replenishment of the student’s meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

**Gym Use**

Outside groups may request use of Junior High gyms through the principal’s office.
Library
(All Grade Levels)
The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Monday – Friday 8:00 a.m. to 4:00 p.m.

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 4:40 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 Junior High campus and the city park.

School Property
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 Junior High School students.

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-sponsored Field Trips
(All Grade Levels)
The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student’s medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.
Searches

District Property
(All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

Searches in General
(All Grade Levels)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student’s person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

Vehicles on Campus
(Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student’s parents. If the parents also refuse to permit the vehicle to be searched, the district may contact law enforcement officials and turn the matter over to them. The district may contact law enforcement even if permission to search is granted.

Metal Detectors
(All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.
Trained Dogs
(All Grade Levels)

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Telecommunications and Other Electronic Devices
(All Grade Levels)

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 to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) and Electronic Devices and Technology Resources on page 60 for more information.]

Drug Testing
(Secondary Grade Levels Only)
[See Steroids on page 95.]

Sexual Harassment
[See Dating Violence, Discrimination, Harassment, and Retaliation on page 50.]

Special Programs
(All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English 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 the principal at 935-4155.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission’s Talking Book Program, which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.
Standardized Testing

Secondary Grade Levels

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
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level. 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). [See Promotion and Retention on page 84 for additional information.]

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.

High School Courses—End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.
STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student’s ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student’s personal graduation plan (PNP).

[See Graduation on page Error! Bookmark not defined. for additional information.]

**Steroids**  
*(Secondary Grade Levels Only)*

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

**Students in Foster Care**  
*(All Grade Levels)*

In an effort to provide educational stability, the district will 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 806-935-6461 with any questions.

[See Students in the Conservatorship of the State on page 23 for more information.]

**Students Who are Homeless**  
*(All Grade Levels)*

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district’s homeless education liaison, Cindy Rhoades, at 806-935-6461.

[See Students Who Are Homeless on page 23.]

**Student Speakers**  
*(All Grade Levels)*

The district provides students the opportunity to introduce the following school events: assemblies and pep-rallies. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).
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 Texas Department of State Health Services (DSHS) maintains information regarding children’s mental health and substance abuse intervention services on its website: Mental Health and Substance Abuse.

- Student Assistance Program –
  1. Dumas High School – 806-935-4538
  2. Dumas Junior High – 806-935-4155
- Dumas Family Services – 8th and Bliss, 806-95-5691
- Memorial Hospital – 224 East 2nd, 806-935-7171
- Care Unit Hospital Program – 200 NW 7th Amarillo, 806-378-6797

Suicide Awareness and Mental Health Support
(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 visit 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)

A student who is tardy to class by more than 5 minutes may be assigned to lunch detention or given another appropriate consequence.

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
- 2nd and successive tardy will result in disciplinary action
- One unexcused absence will be counted after the 10th 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.

If the district does not issue graphing calculators for a course requiring their use, a student may use a calculator application with the same functionality as a graphing calculator on a phone, laptop, tablet, or other computing device in place of a graphing calculator.

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.
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.

[See Safety Transfers/Assignments on page 22, Bullying on page 36, and Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services on page 24, for other transfer options.]

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. [See School-sponsored Field Trips on page 91 for more information.]

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

- 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.
- Students will be 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 and any students who are homeless. 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.

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

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

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.
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.

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

<table>
<thead>
<tr>
<th>Violation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST Violation</td>
<td>Removal from riding the bus for three (3) days</td>
</tr>
</tbody>
</table>
| 2nd Violation | Removal from riding the bus for ten (10) days  
Or  
Alternative Discipline Technique (Campus Administrator Discretion) |
| 3rd Violation | Removal from riding the bus for thirty (30) days  
Or  
Alternative Discipline Technique (Campus Administrator Discretion) |
| 4th Violation | Removal from riding the bus for the remainder of the school year |
Conducta de autobuses del Distrito Escolar de Dumas – Disciplina

- Los conductores de autobús y/o monitores de los autobuses son para mantener la disciplina en los autobuses escolares.
- Mientras vallan en los autobuses escolares los estudiantes deben de 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 permitirá utilizar el transporte hasta que se les comunique a sus padres/guardianes. Durante este proceso el estudiante podrán recibir más 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 ningún permiso del Departamento de Transportación Escolar recibirán una violación 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 código de conducta del autobús

<table>
<thead>
<tr>
<th>Nivel de Violación</th>
<th>Consecuencia</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ª Violación</td>
<td>La eliminación del autobús por tres (3) días</td>
</tr>
<tr>
<td>2ª Violación</td>
<td>La eliminación del autobús por diez (10) días</td>
</tr>
<tr>
<td></td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>La alternativa de disciplina técnica (a discreción del administrador de la escuela)</td>
</tr>
<tr>
<td>3ª Violación</td>
<td>La eliminación del autobús por treinta (30) días</td>
</tr>
<tr>
<td></td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>La alternativa de disciplina técnica (a discreción del administrador de la escuela)</td>
</tr>
<tr>
<td>4ª Violación</td>
<td>La eliminación del autobús por lo que reste del año escolar.</td>
</tr>
</tbody>
</table>
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.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice to before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or Superintendent, who the district has designated to coordinate the implementation of and compliance with this law.

[See EHBAF(LOCAL).]

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.
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).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

On certain occasions, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

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 Ruth Ann Grice at 935-4155 for more information and to complete an application.

Voter Registration

(Secondary Grade Levels Only)

Withdrawing from School

(All Grade Levels)

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal’s office.
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.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes 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 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 U.S. History.

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

**FERPA** refers to the federal Family Educational Rights and Privacy Act, which 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** stands for individualized education program and is the written record 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.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student’s eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**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.

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

**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:
Freedom from Bullying Policy

Note: 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 this handbook was finalized for this school year.
**Student Welfare: Freedom from Bullying**

**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 student 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.

**RETRALIATION**
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.
Dumas Junior High Student Handbook

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 student'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.

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 student's special education determination.

3) To control the disclosure of their student'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.

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 avisara 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 qué 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 interes educativo si tiene la necesidad de revisar un antecedente educativo para llevar a cabo su labor profesional.

) A presentar un reclamo ante el Ministerio de Educacion 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 student’s education records without your prior written consent, you must notify the District in writing within ten school days of your student’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 Junior High 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 student'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 student’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:

<table>
<thead>
<tr>
<th>Student name</th>
<th>Dates of attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number</td>
<td>Grade level</td>
</tr>
<tr>
<td>Photograph</td>
<td>Awards or recognition received</td>
</tr>
<tr>
<td>Participation in school activities</td>
<td>Weight and height of athletic team members</td>
</tr>
</tbody>
</table>

If you do not want our school or district to disclose directory information about your student without your prior written consent, you must contact your student’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 student and return the form(s) to your student's school. If you have any questions or concerns, please let us know.

Kurt Baxter, DJHS Principal
Dumas Junior High Student Handbook

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

Name of Student: _______________________________ Date: __________________

Name of Parent/Guardian: ___________________________ School: ______________

Use a separate form for each student you are requesting non-disclosure of school directory information.

RETURN FORM TO:
Dumas Junior High School
700 East 5 Street
PO Box 697

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

I request that my student’s school take one of the following actions regarding the release of school directory information.

1. Do not release ANY information about my student.

OR

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

   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

OR

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

Signature of Parent/Guardian: __________________________________________

Address: ___________________________ City: _______________ State: ______ Zip: ______

Telephone: _______________ E-mail address: ___________________________________
NOTIFICACIÓN PARA PADRES: INFORMACIÓN DEL DIRECTORIO ESCOLAR

Cierta información del Distrito del los estudiantes se considera como información del directorio y se librara 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, numero 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 informacion 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 "informacion 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 informacion de directorio es permitirnos incluir algunos tipos de informacion en ciertas publicaciones escolares. Por lo general la divulgación de esta informacion 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 produccion 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 informacion de directorio tambien 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 auditorias, evaluaciones de programas o supervisen el cumplimiento de las leyes federales
- un tribunal mediante una citacion judicial

Nuestro distrito escolar ha designado a los siguientes datos como informacion de directorio:
Nombre del estudiante
Numero telefónico

fecha de nacimiento
numero de identificacion

fotografia

Participacion en actividades escolares

Galardonos o reconocimientos recibidos

Peso y estatura de miembros de equipos deportivos

Si no desea que la escuela o el distrito divulguen informacion de directorio/collegio/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 informacion usted desea negar del directorio o que tipo de informacion necesita su consentimiento escrito antes de librar la informacion.

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 student 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 student 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 student 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 campo debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado de que 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 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 Numero de telefono: 935-6774.
STUDENT WELFARE--FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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 student 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 call-ing, 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:
Dumas Junior High Student Handbook

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 student by taking the student’s hand, comforting a student 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.

RETAILIATION
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:

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 Su-perintendent.

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.
STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

FNCC(LEGAL)

Membership and Solicitation

Misdemeanor Offense

A person commits a Class C misdemeanor if the person:

- Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or

- Is not enrolled in a public school and solicits another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.

*Education Code 37.121(a), (c)*

DAEP Placement

A board or an educator shall recommend placing in a disciplinary alternative education program any student who commits the offenses described above. *Education Code 37.121(b)*

Felony Offense

A person commits a felony if the person, with intent to coerce, induce, or solicit a child to actively participate in the activities of a criminal street gang, threatens the child or a member of the child's family with imminent bodily injury or causes the child or a member of the child's family bodily injury. *Penal Code 71.022*

Personal Hazing Offense

A person commits an offense if the person:

- Engages in hazing.

- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.

- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the principal, Superintendent, or designee.
**Education Code 37.152(a)**

**Definitions**

Public School Fraternity, Sorority, Secret Society, or Gang

A "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities. **Education Code 37.121(d)**

**Hazing**

"Hazing" means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.

- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
"Educational institution" for purposes of this policy includes a public high school.

Student

"Student" means any person who:

• Is registered in or in attendance at an educational institution;

• Has been accepted for admission at the educational institution where the hazing incident occurs; or

• Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

Education Code 37.151

Information Regarding Gang-Free Zones

The Superintendent shall ensure that the student handbook for each campus includes information on gang-free zones and the consequences of engaging in organized criminal activity within those zones. Education Code 37.110
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.
To: Parents, Students, and DISD Employees

From: Eddie Crossland
Dumas ISD
Asbestos Designated Person

Date: 2019-2020 School Year

Re: Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for asbestos in the Dumas ISD.

To Whom It May Concern:

I am pleased to advise you that Dumas ISD works diligently to maintain compliance in all areas with the Federal AHERA regulations that govern asbestos in schools. We have an ongoing process of updating the management plans for each school campus, and in accordance with regulations, we do periodic surveillance of asbestos in June and December of each year. This required process determines if any changes have occurred that require specialized maintenance.

Even though Dumas ISD has very little asbestos, mainly floor tile which is the safest and most manageable type of asbestos, we make every effort to protect the well-being and health of all. If you desire to review the asbestos management plan for any school, a copy is available for your viewing at each school or at this office at 411 Miller Avenue.

If you have any questions concerning DISD Asbestos Plans please call me at 806-935-4710.

Thank you!
Eddie Crossland
Asbestos Designated Person
Dumas Junior High Student Handbook

PEST MANAGEMENT

DUMAS
INDEPENDENT
SCHOOL DISTRICT

To: Parents, Students, and DISD Employees

From: Eddie Crossland

Pest Management Coordinator

Date: 2019-2020 School Year

Re: Structural and Landscape Pests

To Whom It May Concern:

Dumas Independent School District has a policy that requires us to follow integrated pest management (IPM) procedures to control pests on school grounds. This district strives to use the safest, effective methods to manage pests, including a variety of non-chemical measures; however pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free school environment.

All pesticides used in our district are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Parents with further questions, or who wish to be notified directly about upcoming pesticide applications on their children’s campus, can contact the District IPM Coordinator at 806-935-4710.

Thank you!

Eddie Crossland
Integrated Pest Management Person
Truancy Prevention Measures

Junior High 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 of ISS
- 9th Unexcused Absence – Parent conference and 7 days DAEP
- 10th Unexcused Absence – Parent conference and 7 days DAEP and Court Referral
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