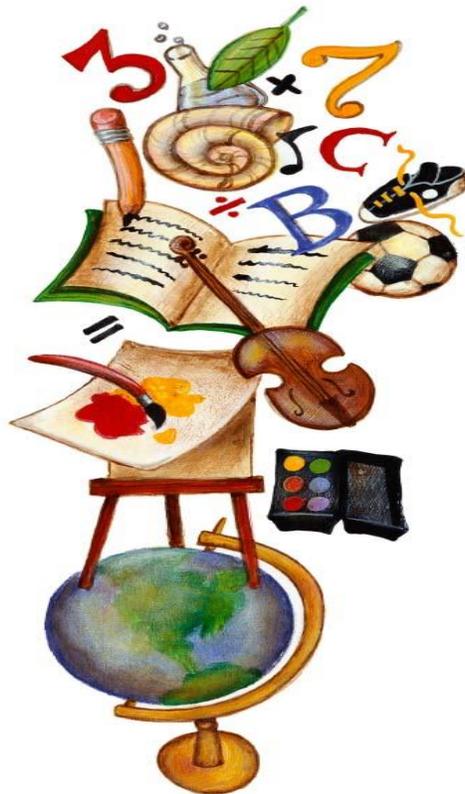


# Normangee Elementary School

“Committed to Kids”

**PARENT and STUDENT HANDBOOK 2016-2017**



**NORMANGEE ELEMENTARY SCHOOL**

116 Spur 3

Normangee, Texas 77871

936.396.9999 Phone / 936.396.2609 Fax

<http://www.normangeeisd.org>

## STAFF DIRECTORY

### ADMINISTRATION

Principal	Tera Phillips
Counselor	Kimm Tesch
Administrative Assistant	Sharon Stewart

4 <sup>th</sup> Grade Reading/LA/SS	Lisa Kesler
4 <sup>th</sup> Grade Math/Science	Suzanne Riley
5 <sup>th</sup> Grade Reading/LA/SS	Misty Light
5 <sup>th</sup> Grade Math/Science	Tim Bayless
Special Education – Life Skills	Phyllis Rogers

### FACULTY & STAFF

Pre-Kindergarten	Merilee Odom Whitney Robinson
Kindergarten	Bethany Trochez Shannon Pickering
First Grade	Martha de la Garza Kamy Taylor
Second Grade	Sandy Fleming Jackie Embry
3 <sup>rd</sup> Grade Reading/LA/SS	Tiffany Acord
3 <sup>rd</sup> Grade Math/Science	Sarah Lee

Special Education – Resource	Helena Kelly
Music/Art/GT	Trevor Adams
Physical Education	Holly Harris
Technology Applications/ STEM Support	Tammy de la Garza
R.I.S.E./Reading RTI/ESL Support	Bobbi Allison
Math RTI	Jean Parker-Stewart
Learning Lab	Andi Shannon
Library	Sharon Donahoe
Nurse	Erica Sorters, RN
Paraprofessionals:	Penny Roddey Kim Stewart Diana Norris Stephanie Noack

## DISTRICT PERSONNEL

Superintendent of Schools	Luke Allison	Cafeteria	Tara Green
Superintendent's Secretary	Kim Allen	Custodial/Maintenance	Joel Tedder
Business & Operations	Jamie Bell	Transportation	Brad Hipple
Technology	David Debrock	Curriculum Director	Wendee Binford

## BOARD OF TRUSTEES

President	Andreas De La Garza
Vice President	Billy Biddle
Secretary	Bobby Powell
Board Member	Charlotte Hemphill
Board Member	Waylan Martin
Board Member	Dr. William Bilsing
Board Member	DeeAnn Morton

## Normangee ISD Mission and Vision Statements:

### **Mission Statement:**

The mission of the Normangee Independent School District is to create a safe and secure learning environment that enables students to reach their maximum potential, to employ well trained, enthusiastic personnel, and foster positive relationships among students, parents and the community.

### **Vision Statement:**

Safety: The district shall ensure student safety.

Enthusiasm: Promote enthusiasm on all occasions.

Accountability: The district will hold students and staff accountable for all actions through a positive discipline management plan, academic achievement and all other associated activities.

Staffing: The district will employ and retain highly qualified staff, eliminate achievement gaps, and maximize character building for all students.

Community Relations: The district will promote positive relationships through open lines of communication with the community.

Resources: The district will provide technology infrastructure, tools and solutions and maximize all available resources to promote the mission and visions of the district; and

Extra-Curricular: The district supports all extra-curricular activities and believes they develop and create well rounded students.

The Normangee ISD Board of Trustees would like all students to know the expectations for this school year and have developed the following statement:

***“Students, you are responsible for your action and your approach to learning. Substandard performance will occur unless you exhibit consistency in your effort to achieve.”***

# WELCOME!

It is a pleasure to welcome you to an exciting new school year! We are privileged to have you and your family as a part of the Normangee Elementary School family, and I look forward to working together for the benefit of your child and all of the other students who call Normangee Elementary home.

Parents share with the school the tremendous responsibility of educating and preparing children to become successful adults. When we work together as a team, the children benefit most. On behalf of all of the teachers and staff at our school, I encourage you to be actively involved in your child's education and in our school. There are many ways for parents to be involved. And if there is ever a question, comment, concern, or a praise that you would like to share with me, my door is always open.

Sincerely,

Tera Phillips  
Principal

## Preface

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

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

**Section II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—with information organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Normangee ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document is available on the district website at [www.normangeeisd.org](http://www.normangeeisd.org) or in the principal’s office for those parents requesting a printed copy.

This handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the student handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed. Board policy will be referenced throughout this handbook with a policy letter code followed by Local or Legal. To access more information on these policies you may visit the Normangee ISD website. Go to Board, Mandatory Postings, and finally Board Policy. You can locate specific information by browsing the sections for a specific policy code. A copy of the board adopted policy can also be obtained from the Superintendent’s office.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the campus principal. Also, please complete and return to the elementary campus the following required forms that accompany this handbook.

1. Parental Acknowledgment Form;
2. Student Directory Information and Release of Student Information Form;
3. Consent/Opt-Out Form;
4. Acceptable Use Policy; and
5. Corporal Punishment

[See **Obtaining Information and Protecting Student Rights** on page 3 and **Directory Information** on page 2 for more information.]

Note: References to policy codes are included in this handbook so that parents can refer to current board policy. A copy of the district’s policy manual is available on the district Web site at [www.normangeeisd.org](http://www.normangeeisd.org) or in the superintendent’s office.

# Table of Contents

## **SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES**

---

PARENTAL INVOLVEMENT	1
PARENTAL RIGHTS	1
Accessing Student Records	1
Accommodations for Children of Military Families	2
Directory Information	2
Directory Information for School-Sponsored Purposes	2
Displaying a Student’s Artwork and Projects	2
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags	2
Excusing a Student from Reciting a Portion of the Declaration of Independence	2
Granting Permission to Video or Audio Record a Student	2
Inspecting Surveys	3
Obtaining Information and Protecting Student Rights	3
Options and Requirements for Providing Assistance to Students Who Have Learning Disabilities or Who Need or May Need Special Education Services	3
Opting Out of Surveys and Activities	3
Parents of Students Who Speak a Primary Language Other than English	3
Parents of Students with Disabilities	4
Removing a Student Temporarily from the Classroom	4
Requesting Classroom Assignments for Multiple Birth Siblings	4
Requesting Limited or No Contact with a Student Through Electronic Media	4
Requesting Notices of Certain Student Misconduct	4
Requesting Professional Qualifications of Teachers and Staff	4
Requesting Transfers for Your Child	4
Requesting Use of a Service Animal	5
Reviewing Instructional Materials	5
Student Records	5

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

---

ABSENCES/ATTENDANCE	6
Attendance for Credit	6
Compulsory Attendance	7
Doctor’s Note After an Absence for Illness	7
Parent’s Note After an Absence	8
ACCELERATED READER	8
AFTER SCHOOL PROGRAM – “ABC: After the Bell Care”	8
AWARDS AND HONORS	8
A and A/B Honor Roll	8
Citizenship Awards	9
Excellent Attendance	9
President’s Award Program	9
UIL	9
BULLYING	9
CHILD ABUSE/NEGLECT	9

CHILD SEXUAL ABUSE	9
CLASSROOM PLACEMENT/REQUEST	10
COMPLAINTS AND CONCERNS	10
CONDUCT	10
Applicability of School Rules	10
Corporal Punishment	11
Disruptions of School Operations	11
CONTAGIOUS DISEASES/CONDITIONS	11
Fevers and Communicable Diseases	11
Gastrointestinal Illness	11
Lice	11
Pink Eye	11
COUNSELING	12
Academic Counseling	12
Personal Counseling	12
Psychological Exams, Tests or Treatment	12
DISCRIMINATION, HARASSMENT AND RETALIATION	12
Discrimination	12
Harassment	12
Sexual Harassment	12
Retaliation	13
Reporting Procedures	13
Investigation of Report	13
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS	13
School Materials	13
Nonschool Materials...from students	13
Nonschool Materials...from others	13
DRESS AND GROOMING	14
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES	15
Acceptable Use of District Technology Resources	15
Inappropriate and Unacceptable Use of Technology Resources	15
Instruction Use of Personal Telecommunications and Other Electronic Devices	15
Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones	15
Possession and Use of Other Personal Electronic Devices	16
EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS	16
Academic UIL	16
Green Team	16
National Elementary Honor Society	16
Principal's Leadership Council	17
FAMILY FUN EVENTS	17
Nachos and Numbers	17
Family Reading Night	17
FEES	17
FIELD TRIP	18
FOOD ALLERGIES	18

FUNDRAISING	18
GANG-FREE ZONE	18
GRADING GUIDELINES	18
GRADUATION FOR KINDERGARTNERS	19
HEALTH-RELATED MATTERS	19
Asbestos Management Plan	19
Bacterial Meningitis	19
Pest Management Plan	20
Physical Activity	20
Physical Fitness Assessment	20
School Health Advisory Council	20
Tobacco Prohibited	20
Vending Machines	20
HOMELESS STUDENTS	20
HOMEWORK	20
IMMUNIZATION	21
LATE WORK POLICY	21
LAW ENFORCEMENT AGENCIES	21
Notification of Law Violations	21
Questioning of Students	21
Students Taken Into Custody	22
LIMITED ENGLISH PROFICIENT	22
MAKE-UP WORK	22
MEDICINE AT SCHOOL	23
Psychotropic Drugs	23
MORNING ROUTINE	23
NONDISCRIMINATION STATEMENT	24
PARTIES	24
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE	24
PRAYER	24
PROMOTION AND RETENTION	24
Grade 5 Students – 2012-2013 School Year	25
Special Instructional Programs or Tutorials	25
RECESS	25
RELEASE OF STUDENTS FROM SCHOOL	25
REPORT CARDS/PROGRESS REPORTS AND CONFERENCES	25
SAFETY	26
Accident Insurance	26
Drills: Fire, Tornado and Other Emergencies	26
Emergency Medical Treatment and Information	26
Emergency School-Closing Information	26
SCHOOL FACILITIES	27
Cafeteria	27
Computer Lab	27
Conduct Before and After School	27
Library	27
Meetings of Non-curriculum-Related Groups	27

<b>SEARCHES</b>	27
Electronic Devices	27
Students' Desks	28
Trained Dogs	28
Vehicles on Campus	28
<b>SPECIAL PROGRAMS</b>	28
Advanced Academic Services	28
Dyslexia Screening	28
English as a Second Language	29
Special Education	29
<b>STAAR (STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS)</b>	29
<b>SUMMER SCHOOL</b>	29
<b>TARDINESS</b>	29
<b>TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT</b>	30
<b>TITLE I</b>	30
<b>TRANSFERS</b>	30
<b>TRANSPORTATION</b>	30
<b>VANDALISM</b>	31
<b>VIDEO CAMERAS</b>	31
<b>VISITORS TO THE SCHOOL</b>	31
<b>WITHDRAWING FROM SCHOOL</b>	31

## **GLOSSARY**

## **SIGNATURE PAGES**

- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information
- Corporal Punishment
- Acknowledgment of Electronic Distribution of Student Handbook and Student Code of Conduct



This page intentionally left blank.

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the *Normangee Elementary Parent and School Student Handbook* includes information on topics of particular interest to you as a parent.

### **PARENTAL INVOLVEMENT**

---

Both experience and research tell us that a child has a positive school experience when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 11.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, the counselor, or the principal, please call the school office at 936.396.9999 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 22.]
- Becoming a school volunteer. School volunteer programs include: RISE, Accelerated Reader, Watch DOGS and PTO. However, there are many other ways to be involved at school. Please contact your child's teacher or the principal. For further information, [see board policies GKG.]
- Participating in the campus Parent/Teacher Organization.
- Serving as a parent representative on the district-level or campus-level planning committees and assisting in the development of educational goals and plans to improve student achievement. For further information, [see board policies BQA and BQB], and contact the campus principal.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in ensuring local community values are reflected in health education instruction. [See board policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 17.]
- Attending board meetings to learn more about district operations. Board meetings are held the second Monday of every month in the board room of the Superintendent's office. [See board policies BE and BED for more information.]

### **PARENTAL RIGHTS**

---

#### **Accessing Student Records**

You may review your child's student records. These records include: [See **Student Records** on page 5.]

- Attendance records
- Test scores, including state assessments that have been administered to your child
- Grades
- Disciplinary records and reports of behavioral patterns
- Counseling records
- Psychological records
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations

## **Accommodations for Children of Military Families**

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than five (5) excused absences per year for this purpose. Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

## **Directory Information**

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

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

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for certain school-sponsored purposes. For these specific school-sponsored purposes, the district would like to use your child’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, honors and awards received, dates of attendance, grade level, most recent educational institution attended, and participation in officially recognized activities. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

## **Displaying a Student’s Artwork and Projects**

Teachers may display students’ work (artwork, special projects, photographs taken by students, and the like) in classrooms or elsewhere on campus as recognition of student achievement. In addition, the district may display students’ work on the district’s Web site, in printed material, by video, or by other methods of mass communication. If you do not want your child’s artwork, special projects, photographs taken by your child, and the like to be displayed in these manners, you must notify the campus principal in writing.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 24 and board policy EC (LEGAL).]

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

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

## **Granting Permission to Video or Audio Record a Student**

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

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

## Inspecting Surveys

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

## Obtaining Information and Protecting Student Rights

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

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

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

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district, as well as the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the principal.

## Opting Out of Surveys and Activities

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

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

## Parents of Students Who Speak a Primary Language Other than English

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

## **Parents of Students with Disabilities**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. The district will not provide transportation to the transferring student. [See board policy FDB (LOCAL).]

## **Removing a Student Temporarily from the Classroom**

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

## **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children. Under certain circumstances, the school may not honor such requests or may make changes in placement during the year as appropriate. [See board policy FDB (LEGAL).]

## **Requesting Limited or No Contact with a Student through Electronic Media**

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

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

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

## **Requesting Notices of Certain Student Misconduct**

A non-custodial 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 your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See board policy FO (LEGAL) and the *Student Code of Conduct*.]

## **Requesting Professional Qualifications of Teachers and Staff**

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

## **Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. See the campus principal for information. [See board policy FDB.]
- To request the transfer of your child to attend a safe public school in a neighboring district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See board policy FDD (LOCAL).]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See board policies FDD (LEGAL) and (LOCAL).]

## **Requesting Use of a Service Animal**

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

## **Reviewing Instructional Materials**

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

## **Student Records**

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee, or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the principal's office is: Normangee Elementary School, 116 Spur 3, Normangee, TX 77871.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate.

If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See **Finality of Grades** at board policy FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 25 and **Parent Complaints and Concerns** on page 10 for an overview of the process.]

The district’s policy regarding student records found at [board policy FL (LEGAL) and (LOCAL)] is available on the district Web site at <http://www.normangeeisd.org>.

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

**Please note:**

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

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

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. This handbook is not intended to be exhaustive. Contact the principal for questions not answered in this handbook.

### **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 compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below.

#### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

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

- **All** absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for reasons listed below at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.

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

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

### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, summer school, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. Students enrolled in pre-Kindergarten or Kindergarten are required to attend school.

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 in grades 3-5 will be required to attend any assigned accelerated instruction program, which may occur before or during school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area or as a result of a diagnostic reading or math instrument.

### **Exemptions to Compulsory Attendance**

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return.

### **Failure to Comply with Compulsory Attendance**

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

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

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

### **Doctor’s Note After an Absence for Illness**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school. [See board policy FEC (LOCAL).]

## Parent's Note After an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student will not be accepted. **A note from a parent does not excuse the absence for reporting purposes. Only the principal may excuse an absence.**

## Absences for Little Dribblers

Students who miss school due to the Little Dribbler's National Tournament are to abide by the following guidelines related to attendance.

- Players will not be counted absent as long as they are currently passing all subjects.
- Siblings of players will be counted absent if not at school, but these absences will be excused if the student is passing all subjects and does not have an excessive number of absences (8 or less).

## **ACCELERATED READER**

---

Accelerated Reader (AR) is a computerized reading management program that is used to motivate children to read. This program will be implemented in addition to our traditional reading/language curriculum. When possible, AR reading time will be built into the school day; however, the majority of AR reading time will be accomplished at home with the assistance and cooperation of parents. Students will check books out of the library at their appropriate reading levels and then take computerized tests demonstrating their comprehension skills.

Grade level teachers will set a minimum points-earned goal for the students; however, students may choose to set their individual goal higher than the minimum goal. As part of our AR rewards program, students who achieve 100% of their AR reading goal each six weeks and maintain an 80% cumulative average on reading comprehension tests will be eligible to participate in AR reward days and events sponsored by the PTO. Teachers will have some discretion in identifying students for participation in AR rewards. The principal has final approval of students participating in AR rewards.

Points earned will be set at zero at the beginning of each school year and will accumulate throughout the year. Students will not start accumulating points until the 2<sup>nd</sup> 6 weeks. Points earned during summer reading can earn AR rewards but will not be added to the school year points. Updated information about the AR program will be sent home at the beginning of the school year. The faculty sponsor for the AR program is Lisa Kesler.

## **AFTER SCHOOL PROGRAM: ABC "After the Bell Care"**

---

ABC is Normangee Elementary's after school program for students in grades 3 through 5. It runs Monday through Thursday from 3:30 to 5:00 p.m. The first hour of the day is spent completing homework or studying. The remaining half hour is for outdoor or indoor recreation time.

Parents can pick up their children at 5:00 p.m. or students may ride the ABC bus, if this transportation option is available. Because there is only one bus that makes all routes, students may arrive home quite late. Because the students who attend ABC often vary from week to week, the bus riders also vary; therefore, there is no way to guarantee a specific arrival time for students who ride the ABC bus.

There is no cost to the ABC program, but a student must be enrolled in the program in order to participate. In addition, snacks and drinks are available for purchase for \$.25 to \$.50 each. The coordinator of the ABC program is .

## **AWARDS AND HONORS**

---

At the end of the year, students will be acknowledged and rewarded before their peers and the staff at the school. The purpose is to highlight student achievement, performance, behavior and character.

### **A Honor Roll and A/B Honor Roll**

Honor roll awards will be given to each student in 1<sup>st</sup> through 5<sup>th</sup> grade who earns all A's or who earns all A's and B's. For further information, [see board policies at EIC].

### **Citizenship Award**

Each 6 weeks teaches select one student as their Prestigious Panther. These students demonstrate excellent character. These students will receive this award at the end of the school year.

### **Perfect and Excellent Attendance**

Perfect Attendance awards will be given to students who do not miss any days of school for the entire school year. Excellent attendance awards will be given to each student who does not have more than 2 excused absences for the school year. Absences for school-sponsored activities will not count towards perfect or excellent attendance, but all other absences including excused absences, will factor into the perfect and excellent attendance award.

### **STAAR Advanced Achievement**

Students who earn the Advanced Achievement Level on any STAAR test given in their grade level will receive an Advanced Achievement Award.

### **University Interscholastic League (UIL)**

Students who compete in academic UIL competition in the fall semester will receive their participation and place awards at the end of the year ceremony. Various competitions exist for students in grades 2 through 5.

## **BULLYING**

---

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

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

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

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See board policy FFI (LOCAL).]

## **CHILD ABUSE / NEGLECT**

---

Teachers, counselors, school nurses, administrators and other school personnel are mandated by state law to report any suspected child abuse or neglect cases to the appropriate authorities.

## **CHILD SEXUAL ABUSE**

---

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

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

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

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

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

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

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

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

## **CLASSROOM PLACEMENT / REQUESTS**

---

Room placement is made by the principal, counselor, and teachers. A child's work habits, social traits, past achievement and teacher recommendations are all important factors that are considered for room placement. In addition, it is important for the culture and climate of our school to maintain a diverse classroom environment. Concerns about placement should be put in writing to the principal before the end of April of each school year. Parents may request that their child be placed into a specific classroom. Although we will attempt to honor a parent's request for a specific teacher, we cannot make guarantees.

## **COMPLAINTS AND CONCERNS**

---

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at [board policy FNG (LOCAL)] in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at [www.normangeeisd.org](http://www.normangeeisd.org). In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **CONDUCT**

---

### **Applicability of School Rules**

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

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities. (Note: Although some knives are allowable in the *Student Code of Conduct*, knives are not appropriate for an elementary campus and will not be allowed, regardless of their size or shape. Exception is the plastic cafeteria knife.)

## **Corporal Punishment**

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

## **Disruptions of School Operations**

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

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

## **CONTAGIOUS DISEASES/CONDITIONS**

---

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

The school nurse can provide information from the Department of State Health Services regarding these diseases.

### **Fevers and Communicable Diseases**

A child with a fever of 100°F or more will be sent home. The child may return to school when he/she has been fever-free without the use of fever-reducing medication for 24 hours.

### **Gastrointestinal Illness**

A child who has vomited or has had diarrhea in the past 24 hours should be kept home for observation. Since the causes of gastrointestinal illnesses are highly variable (stress, sinus drainage, food poisoning, virus), contact the school nurse prior to sending your child to school. Your child should be able to tolerate a normal diet before returning to school.

### **Lice**

Head lice are highly contagious. If live lice are found, the infected child will be sent home from school until he/she is properly treated. When returning to school, the child must be accompanied by a parent while the nurse re-checks for lice. If nits are found, the parent will be notified and advice for treatment will be given.

### **Pink Eye**

Conjunctivitis may be bacterial, viral, or allergic in origin. A child with redness of the sclera (white part of the eye), drainage (clear or yellow), swelling, and complaint of pain, itching or discomfort will be sent home. He/she may return to school when symptoms have subsided, antibiotic drops have been given for a full day or a doctor sends a note stating the child may return.

## **COUNSELING**

---

### **Academic Counseling**

Students and their parents are encouraged to talk with a teacher, the school counselor or principal to learn more about academic requirements at each grade level, as well as ways to assist a child at home. The principal may meet with students who are failing or in danger of failing to provide assistance and learn the causes of the poor academic performance. These meetings are intended to be motivational and relational, not disciplinary.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor may schedule an appointment through the elementary office.

### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to board policies EHBAA (LEGAL), FFE (LEGAL) and FFG (EXHIBIT).]

## **DISCRIMINATION, HARASSMENT AND RETALIATION**

---

The district believes that all students learn best in an environment free from discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See board policy FFH]

### **Discrimination**

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

### **Harassment**

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

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

### **Sexual Harassment**

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

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

## Retaliation

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

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

## Reporting Procedures

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

## Investigation of Report

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

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

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with [board policy FNG (LOCAL)].

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

---

### **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 posters, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor, and the principal. The yearbook is one such publication and is available for students to purchase each year.

### **Non-school Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days of when the materials are received. A student may appeal a principal's decision in accordance with [board policy FNG (LOCAL)]. Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed. A student may appeal a principal's decision in accordance with [board policy FNG (LOCAL)]. Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

The principal has designated the front entry area of the elementary school as the location for approved non-school materials to be placed for voluntary viewing by students. [See board policies at FNAA.]

### **Non-school Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by

[board policies at GKDA]. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See board policies at DGBA, FNG, or GF.] Prior review will not be required for:

- Distribution by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution by an attendee to other attendees of a community group meeting held after school hours in accordance with [board policy GKD (LOCAL)] or a non-curriculum-related student group meeting held in accordance with [board policy FNAB (LOCAL)].
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

---

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

1. Students must come to school with their bodies and clothing clean and with necessary and appropriate undergarments.
2. Students may not wear any type of clothing to the extreme that would cause comment or be a source of distraction.
3. All skirts and shorts must be at least fingertip length when a student's hand is at his/her side. Skirts and shorts must have a hem and fit correctly.
4. Students are not to wear clothing that is torn, cut, or ripped in a manner that is distracting or reveals skin beneath the clothing.
5. Students are not to wear bike pants, spandex pants/shorts, or pajama bottoms. All pants must be worn above the hips.
6. Students are not to wear undersized and oversized clothing. Shirts cannot be worn outside of pants to hide oversized, sagging pants.
7. Students are not to wear fishnet clothing, tank tops, midriff tops, spaghetti strap tops, and apparel that exposes the shoulder.
8. Girls must be able to raise both arms extended above their head in order to not expose midriff or skin.
9. Students are not to wear leotards, cutout tops, body-molding tops, and camisole tops that reveal the body form.
10. Students are not to wear apparel advertising, depicting, or implying sex, racial motivated superiority or inferiority, drugs, alcohol, tobacco, profanity, self-destruction, morbid words, or pictures such as blood and weapons.
11. If shirts are worn unbuttoned, they must be layered over another top.
12. Female students may not wear earrings or ear studs that are considered a safety hazard. Male students may not wear earrings at any time. Students will be asked to remove inappropriate or disallowed earrings.
13. Students may not come to school with tongue piercing or other body piercing, except earrings on girls.
14. Students are not to wear hats, caps, headers, headbands or any other headgear except on specially designated days, or when approved for an outdoor activity.
15. Students must wear shoes at all time, however house shoes, shower shoes and slides are not allowed at any time. Leather sandals are acceptable. Students must wear regular athletic shoes during P.E. for the safety of all students or must bring regular athletic shoes to change into for P.E. class.
16. Students may not wear sunglasses inside any building.
17. Students must keep their hair clean, well groomed and at a length and design as to not attract attention or be disruptive (this includes afros, design shaving, or initials, etc.). Hair should be of no length longer than the shirt collar in the back, the middle ear on the side or the eye brow in the front. All hairstyles will be subject to the approval of school administration.

18. Students should not have any visible tattoos. The exception to this rule is when students purchase temporary tattoos on spirit days, such as pep rallies for home football games. On these occasions, students may wear the temporary tattoo visible for that day only.
19. Special attire is required for certain activities, such as kindergarten graduation. Information on dress code for these activities may be obtained from the office.
20. Infractions not addressed by the dress code will be left to the discretion of the principal.

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 or will be loaned clothing from the nurse's office if the problem is a dress code violation. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the *Student Code of Conduct*.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

---

### **Acceptable Use of District Technology Resources**

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

### **Inappropriate and Unacceptable Use of Technology Resources**

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

### **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 and put away during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones.**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off and out of sight 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.

If a student uses a telecommunications device (including having the device go off inside a backpack, purse or other location) without authorization during the school day, the device will be confiscated. In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches on page 27 and board policy FNF.] The district will not be responsible for damaged, lost, or stolen telecommunications devices. Any disciplinary action will be in accordance with the *Student Code of Conduct*. The following guidelines have been developed in dealing with telecommunications devices:

**1<sup>st</sup> Offense:** Item collected and turned in to the principal's office. Student may retrieve the item at the end of the school day.

**2<sup>nd</sup> Offense:** Item collected and turned in to the principal's office. Student's parent may retrieve the item at the end of the school day. It will NOT be given to the student.

**3<sup>rd</sup> Offense:** Item collected and turned in to the principal's office. The confiscated item will be held for 10 school days or the student's parent may pay a fine of \$15.00 at the end of the day in order to have the item returned. Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See board policy FNCE.]

### **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 27 and board policy FNF.]

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

---

Participation in school-related 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. Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district 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. [See <http://www.uil texas.org> for additional information.] The following requirements apply to all extracurricular activities, including but not limited to, UIL competitions, 4-H, Little Dribblers, and National Elementary Honor Society:

- 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.
- A student with disabilities 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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- Any work missed due to an excused extracurricular absence must be completed at school under the supervision of a teacher or aide, unless prior approval has been received from the principal. (See **Make-up Work** on page 22.)

**Please note:** Sponsors of student clubs and performing groups 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 local policy will apply in addition to any consequences specified by the organization's standards of behavior. [For further information, see board policies FM and FO.]

### **Academic UIL**

Normangee Elementary participates in an invitational tournament in the fall of each year with schools from our area. Students will have the opportunity to compete individually and on teams, depending upon the category of competition. Teachers and parent volunteers will serve as coaches for the various competitions. Some of the categories include spelling, ready writing,

### **National Elementary Honor Society**

In 2009, Normangee Elementary began a chapter of the National Elementary Honor Society. The purpose of NEHS is to

recognize elementary students in fourth through sixth grades for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills. The four criteria for membership are: Scholarship, Responsibility, Leadership, and Service. Students eligible for membership will learn more about the requirements and the candidate selection process through a take-home packet at the beginning of the school year. Students who are inducted as members must maintain academic standards and the other criteria for membership or risk being placed on probation and loss of membership. The faculty sponsor for NEHS is Misty Light.

### **Principal's Leadership Council (PLC)**

At the beginning of each school year, the principal will invite students to participate in the leadership council. This group of students will work to better our campus through teacher appreciation events, school assemblies, problem solving, student mediation, and other activities and events as needed.

Criteria for membership may include, but is not limited to, student conduct, teacher references, interest level, leadership potential, and academic performance.

To be eligible to serve, students:

- Must have enrolled at Normangee Elementary the previous semester.
- Must be in grades 2-5.
- Must have no six weeks grade below 70.
- Must maintain a cumulative average of 80 in each core academic subject (Math, Science, Reading, Language Arts, and Social Studies) and Conduct.
- Must not have any major disciplinary infractions.

If a student is removed from Principal's Leadership Council he/she will be placed on probation for one six weeks, and may be reinstated if no other major infractions occur. The principal is the sponsor for PLC.

### **FAMILY FUN NIGHTS**

---

Twice a year, we will have family events at the school that will provide opportunities for students and their parents or other family members to learn and play together. These family events will focus on two core academic areas: Reading and Math.

#### **"Nachos and Numbers"**

Nachos and Numbers is an unforgettable family math event held in the fall that features a great combination—math and food! Moms, dads, grandparents, and kids will join together for fun and engaging activities designed to get families involved and boost knowledge and skills for everyone. The faculty coordinators are Jackie Embry and Tammy De La Garza.

#### **"Family Reading Night"**

Family Reading Night is an opportunity for families to come to the elementary school to be entertained and learn more about how so many things can be discovered through reading. This event is normally scheduled to support the spring PTO book fair.

### **FEES**

---

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, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost or damaged books, including textbooks, workbooks, library books, and student planners.

- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Transportation** on page 30.]
- 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 because of absences and whose parent chooses the program in order for the student to meet the attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see board policies FP.]

## **FIELD TRIPS**

---

Teachers will plan educational field trips that are aligned with the grade specific curriculum during the year. These trips are for instructional purposes and often are the highlight of the student’s year. Parents and grandparents may be asked to accompany the class on the trip as a chaperone. Since these adults are going as an official chaperone, they are expected to ride on the school bus with the group, unless otherwise coordinated with the teacher. In the rare circumstance that a chaperone must drive his/her own vehicle, only that parent’s child may ride in the vehicle. No other children except the chaperone’s own child may ride in a private vehicle without prior written permission from the principal, teacher and parent.

On field trip days, the student must report to school for attendance, or they will be counted absent. In addition, any student not presenting a signed permission slip for the field trip will not be allowed to attend. Students may be asked to share in the cost of the field trip for certain expenses. If you plan on taking your child home from the field trip site, you must provide the teacher with a signed note stating that you are taking them. If you plan on having your child picked up by a different person a signed note must also be given to the teacher.

## **FOOD ALLERGIES**

---

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. As part of the district’s plan, training will be provided to appropriate staff related to food allergies. [For more information, see board policy FFAF(LOCAL).]

## **FUNDRAISING**

---

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. Each organization will be permitted a maximum of two fund-raising activities per year. An application for permission must be made to the principal at least five days before the event. [For further information, see board policies FJ and GE.]

## **GANG-FREE ZONES**

---

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

## **GRADING GUIDELINES**

---

To earn credit in a course, a student must demonstrate mastery of the subject matter and receive a grade of at least 70 based upon grade-level standards. Pre-kindergarten and kindergarten will be reported as checklists to be accomplished, which may be accompanied by letter grades such as:

E=Excellent (A)                      S=Satisfactory (B)                      N=Needs Improvement (C)                      U=Unacceptable (F)

In grades 1-5, achievement will be reported as numeric grades:

90-100 (A)                      80-89 (B)                      70-79 (C)                      0-69 (F)

Grade averages each six weeks will be made up of a combination of daily work, book reports, notebooks, quizzes, tests, major projects, and other similar assignments. A student's six weeks grades will be made up of at least 12 grades per period unless a student has enrolled sometime during the six weeks and there is insufficient time. The exceptions are Music, PE and Technology Applications classes, which will be made up of at least 6 grades per period. The semester grade is determined by adding each six weeks grade and dividing by three.

## **GRADUATION FOR KINDERGARTNERS**

---

Kindergarten graduation will be scheduled for some time during the last week of school. Students and parents may incur expenses in order to participate in the traditions of kindergarten graduation, such as the purchase of invitations, cap and gown, pictures. [See **Fees** on page 17.]

## **HEALTH-RELATED MATTERS**

---

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the Director of Maintenance.

### **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, bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- *What are the symptoms?*

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- *How serious is bacterial meningitis?*

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

- *How is bacterial meningitis spread?*

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- *How can bacterial meningitis be prevented?*

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- *Where can you get more information?*

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

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance and Transportation.

### **Physical Activity**

In accordance with [board policies at EHAB, EHAC, and FFA], the district will ensure that students in elementary school engage in at least 135 minutes of physical activity per week. For additional information on the district's requirements and programs regarding elementary student physical activity requirements, please see the principal.

### **Physical Fitness Assessment**

Annually, the school will conduct a physical fitness assessment of students in grades 3-5. At the end of the school year, a parent will receive written results of his or her child's physical fitness assessment conducted during the school year.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held meetings to discuss various topics, including curriculum and strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. [See board policies BDF and EHAA]. Additional information regarding the district's School Health Advisory Council is available from the district office. [See also board policies BDF and EHAA.]

### **Tobacco Prohibited**

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

### **Vending Machines**

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

## **HOMELESS STUDENTS**

---

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youth, **Kimm Tesch**.

## **HOMEWORK**

---

Homework is a necessary and required component of the educational process. Teachers will assign homework on a regular and frequent basis each grading period to assist students in mastering essential skills and concepts. Students may see more homework during the stages leading up to STAAR tests or after benchmarks where the student has not performed well. Parents are an important part of the homework process and are encouraged to check homework each night.

## **IMMUNIZATION**

---

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

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

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

## **LATE WORK POLICY**

---

Parents must work together with school staff to instill good work ethics and work habits in students by consistently ensuring that students are turning in homework and other class work complete and on time.

Students who choose not to turn in work on time will receive the following grade penalties.

- 1 day late                                10 point deduction
- 2 days late                               30 point deduction
- 3 days late                                Grade of zero

Certain major assignments, such as but not limited to a comprehensive research paper or science project, whose due dates are given well in advance and communicated to students and parents, will not be accepted late, even with penalty, except under extenuating circumstances.

## **LAW ENFORCEMENT AGENCIES**

---

### **Notification of Law Violations**

The district is required by state law to notify:

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

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

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

### **LIMITED ENGLISH PROFICIENT**

---

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

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

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

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

### **MAKE-UP WORK**

---

For an excused absence, make-up work is permitted and MAY BE permitted for an unexcused absence, at the teacher’s discretion. A student also will be permitted to make up tests in any class missed because of an excused absence. Make-up work will be based on the instructional objectives for the subject and the needs of the individual student in mastering the essential knowledge and skills.

The teacher will inform students of their make-up work, but it is the student's responsibility to complete make-up work in a satisfactory manner and turn it in by the due date. A student will have the number of days absent, plus one day to turn in make-up work. [For further information see board policy EIAB (LOCAL).]

Any make-up work turned in late will receive the same late penalty identified in Late Work Policy above. In addition, teachers may assign a late penalty to any long-term project or research assignment in accordance with timelines approved by the principal and previously communicated to students.

## **MEDICINE AT SCHOOL**

---

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

- Only authorized employees, in accordance with [board policies at FFAC], may administer:
  - ⇒ Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - ⇒ Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - ⇒ Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - ⇒ Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - ⇒ In accordance with the guidelines developed with the district's medical advisor; and
  - ⇒ When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

## **MORNING ROUTINE**

---

All students arriving prior to 7:45 a.m. should report directly to the cafeteria. **NO STUDENTS SHOULD ARRIVE PRIOR TO 7:30 a.m.** Those who eat breakfast at school should get their breakfast and be seated; those who do NOT eat breakfast at school should be seated and quietly visit with classmates or read. No students should be on the patio, in the parking lot, or on

the playground, and no students should be horseplaying or otherwise causing disturbances in the cafeteria. Students will be released by an adult staff member at 7:45 a.m. to go to the elementary campus. Inside the building, students should report to their classroom and have a seat in the hallway until their teacher invites them into the room. Hallways should be generally quiet as we prepare to start the school day.

Students with passes are allowed to visit the library or computer lab before or after school. Students may obtain passes from their teacher.

---

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Normangee ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including CTE programs,

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

The Superintendent of Schools has been designated to coordinate compliance with these legal requirements:

- Title IX, for concerns regarding discrimination on the basis of gender.
- ADA/Section 504, for concerns regarding discrimination on the basis of disability.
- All other concerns regarding discrimination.

---

## **PARTIES**

It has been the custom to have classroom parties to celebrate the traditional holidays of Christmas and Valentine's Day. Teachers may request room parents to assist in preparation for each party.

The exact date of each party will be announced at school. If you do not want your child to participate in these parties, let the teacher know and you may choose to pick him/her up during these times. If your child has a birthday and you wish to bring in a treat for all students in the class to enjoy, such as cupcakes or cookies, please talk with the teacher to get permission in advance. Food brought to class without the teacher's knowledge and permission will not be given out to students. In addition, there may be children in the classroom who have specific food allergies, and requests may be made of parents wishing to bring treats to abide by any regulations necessary to ensure the safety of students with allergies.

Please check with the room parent of your child's classroom for any instructions regarding food allergies.

---

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 2.] One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See board policy EC (LEGAL) for more information.]

---

## **PRAYER**

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

---

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of: (1) academic achievement or demonstrated proficiency in the subject matter of the grade level; (2) the recommendation of the student's teacher; (3) the score received on any criterion-referenced or

state-mandated assessment; and/or (4) any other necessary academic information as determined by the district. To earn credit in a subject, a student must receive a grade of at least 70 based on grade-level standards.

### **Grade 5 Students – 2014-2015 School Year**

For a student in grade 5 to be promoted to grade 6, that student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) in reading and math in English or Spanish, 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.

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

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

### **Special Instructional Programs or Tutorials**

Parents of a student in grades 3-5 who does not perform satisfactorily on local exams or benchmarks given throughout the year will be notified that their child will participate in special instructional programs or tutorials designed to improve performance. The student may be required to participate in this instruction before or after school or in summer school.

### **RECESS**

---

Unstructured play time is an essential part of developing a healthy mind and body. To that end, all students in grades K-5 will be given 20-30 minutes of recess each day. On days when weather does not permit or a scheduling conflict exists, students may be given indoor quiet play time in the classroom at the teacher’s discretion.

### **RELEASE OF STUDENTS FROM SCHOOL**

---

Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time. Students leaving school before the end of the school day must be checked out in the office by a parent or a person designated by the parent. Students who are to be released to someone other than the parent/guardian should have a note signed by the parent. Students will be called out of class only when the parent arrives in the building.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parents.

### **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

---

Report cards with each student’s grades/performance and absences are issued to parents at least once every 6 weeks. At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject, the parent should schedule a phone or in-person conference with the teacher. [See **Parental Involvement** on page 1 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and superintendent and are designed to reflect each student’s academic achievement for the grading period or semester. 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 board policy EIA (LOCAL) and **Grading Guidelines** on page 18. 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 [board policy 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, or whether tutorials are recommended otherwise. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within two school days.

## **SAFETY**

---

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

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

### **Accident Insurance**

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

### **Drills: Fire, Tornado, and Other Emergencies**

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

#### **Fire Drill Bells**

- |                         |  |
|-------------------------|--|
| 1 continuous bell       | move quietly but quickly to the designated locations |
| 2 bells or announcement | return to the classroom                              |

#### **Bad Weather Drill Bells**

- |                         |  |
|-------------------------|--|
| 1 continuous bell       | move quietly but quickly to the designated locations |
| 2 bells or announcement | return to the classroom                              |

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form.

Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency. Information will be provided to each student and parent as soon as possible after a decision has been made to close the school. The local television station, KBTX channel 3 in Bryan, and radio stations 96.1 FM in College Station and 100.5 in Madisonville will be notified in order for them to broadcast the closing on air. A school messenger announcement may also be sent out by a district representative.

## SCHOOL FACILITIES

---

### Cafeteria

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the campus registrar or the Director of Food Service and Custodial to apply.

#### Cafeteria charges:

Students	Breakfast	\$1.50
	Lunch	\$2.50
Adults/ Visitors	Breakfast	\$2.00
	Lunch	\$3.00

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

**NOTE:** NISD will not accept charges in the cafeteria due to the high volume of delinquent charges. Parents may pre-pay for meals or send money with their child each day. If there is no money in the child's account, the student will NOT be allowed to charge. Instead, they will be given a breakfast alternative or a sandwich and milk for lunch. Questions about this policy should be directed to the **Director of Food Service, Tara Green**.

### Computer Lab

The computer lab is a learning laboratory where students can access learning materials like Study Island, practice keyboarding or conduct research. The computer lab is available to student groups throughout the week at designated times or at times reserved by the teacher. In addition, students may gain access to the lab Monday through Friday 7:30 a.m. to 8:00 a.m. with teacher or principal permission.

### Conduct Before and After School

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

### Library

The library is a learning laboratory with books, magazines, computers and other materials available for classroom assignments, projects, and reading pleasure. The library is open for independent student use Monday through Friday, 8:00 a.m. to 3:00 p.m. with teacher permission. In addition, students may gain access to the library Monday through Friday 7:30 a.m. to 8:00 a.m. with teacher or principal permission.

### Meetings of Non-Curriculum Related Groups

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

## SEARCHES

---

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

### Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See board policy CQ for more information.] Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether or not a crime has been committed. [See board policy FNF (LEGAL) for more information.]

## **Students' Desks**

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk.

## **Trained Dogs**

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

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission.

## **SPECIAL PROGRAMS**

---

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

### **Advanced Academic Services (AAS)**

A "Gifted and Talented student" is a child who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capability in an intellectual area or areas. Normangee ISD recognizes that its gifted and talented students have special learning needs and the district will make a sincere effort to:

- Identify students who demonstrate a need for advanced academic services and to establish the area of giftedness.
- Provide effective staff development that enables Normangee ISD to meet the needs of its gifted and talented students.
- Offer quality programs for gifted and talented students that challenge their special learning needs and enable them to achieve advanced-level performance and create advanced products.
- Develop and continually update differentiated curriculum that meets the needs of students in the four core subject areas: language arts, mathematics, science, and social studies.
- Ensure parental and community involvement and support for the gifted and talented program and participants.

The process of identifying a Gifted and Talented student includes a nomination phase and a screening phase. Students can be nominated by parents, teachers or community members at any time. Nomination forms can be obtained from the AAS coordinator. The screening phase occurs only in the spring of each year. Following written permission by the parent of the nominated child, the child will be screened using an assessment instrument chosen by the district. During the screening phase for nominated students, all first graders with parent permission will also be screened. The data for students who are screened will be presented to the AAS committee for review. Parents will be notified of assessment results.

Procedures for students transferring in and out of the district as well as those wishing to exit the program have been established. Students can apply for a furlough from the program with the **AAS coordinator, Wendee Binford**. Finally, a parent appeal process has been established for parents not satisfied with the process.

### **Dyslexia Screening**

Dyslexia screening is available at Normangee Elementary,. If you believe your child may have dyslexia, speak with the school counselor or principal.

## English as a Second Language

To serve a child in ESL, signed parent permission is required in order to test the student's English proficiency level. Unless other needs arise, the Language Proficiency Assessment Committee meets in the spring of each school year to determine the progress of each ESL student and offer assistance to parents and students. Students who have limited English proficiency are provided services through a certified ESL teacher at each grade level.

## Special Education

Parents may contact the school counselor or principal at any time to discuss the possible need for special services should their child have a learning disability. Parental permission is required to test a student for special education services. Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be offered services under the provisions of his or her individual education plan (IEP).

## STAAR (State of Texas Assessments of Academic Readiness)

---

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

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

For the 2016-2017 school year successful performance on the STAAR Reading and Math Assessment in grade 5 is required by law in order for the student to be promoted to the next grade level.. See **Promotion and Retention** on page 24 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. STAAR-L is a linguistically accommodated assessment that will be available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). Additional information will be provided to students and parents prior to the spring 2017 administrations.

The testing dates for the 2014-2015 school year are as follows:

<b>March 28</b>	<b>Grade 5 Math</b>	<b>May 8</b>	<b>Grades 3 &amp; 4 Math</b>
<b>March 29</b>	<b>Grade 5 Reading</b>	<b>May 9</b>	<b>Grades 3 &amp; 4 Reading</b>
<b>March 28</b>	<b>Grade 4 Writing</b>	<b>May 10</b>	<b>Grade 5 Science</b>

\*Make up tests for Grade 5 math and reading tests and Grade 4 writing must be completed by March 31<sup>st</sup>. Make up tests for all other grades and subjects must be completed by May 12<sup>th</sup>.

## SUMMER SCHOOL

---

Based upon the needs of students, we may offer summer school during the month of June. The tentative dates are May 29-June 9, 2017. Students may be required to attend summer school for the following reasons:

- Students in grades 3-5 who failed a core subject during the regular school year and have not earned credit
- Students in grades 3-5 who failed a local end-of-year assessment in reading and/or math
- Students who have not met the requirement for compulsory attendance

In addition, a student may be recommended but not required to attend summer school if the teacher feels that he or she needs the additional support and small-group instruction that summer school provides.

## TARDINESS

---

School begins promptly at 8:00 a.m. A student who is tardy misses valuable instruction time and creates a disruption for the teacher and the rest of his/her classmates. It is very important for parents to ensure that students arrive to school on time each day. If a student is late to school, he/she should see the school secretary for a tardy pass to class. In addition, for all

unexcused tardies, the student will receive teacher and/or principal detention after school. Parents must pick their child up from school at the conclusion of detention. While students are in detention, they may be assigned reading or other schoolwork.

### **Grades K-2**

- At 3 tardies      Teacher detention 15 minutes
- At 4<sup>th</sup> tardy      Teacher detention 30 minutes
- At 5<sup>th</sup> tardy      Office referral; administrative detention 45 minutes

All future tardies for the remainder of the semester will receive an office referral and a 45-minute administrative detention. Tardies will start over at the start of a new semester.

### **Grades 3-5**

- At 3 tardies      Teacher detention 30 minutes
- At 4<sup>th</sup> tardy      Teacher detention 45 minutes
- At 5<sup>th</sup> tardy      Office referral; administrative detention 60 minutes

All future tardies for the remainder of the semester will receive an office referral and a 60-minute administrative detention. Tardies will start over at the start of a new semester. Whether or not a tardy is excused or unexcused is at the discretion of the principal. A repeated history of tardiness may result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

---

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

## **TITLE I**

---

Normangee Elementary is a campus-wide Title I school, which means it has at least 40% of its student population being served by the School Breakfast Program and the National School Lunch Program for free- and reduced-priced meals. It also means that the school receives federal funds under Title I. The principal serves as the Parent Involvement Coordinator, and all questions about Title I services and funding should be directed to the principal.

## **TRANSFERS**

---

[See **Requesting Transfers for Your Child** on page 4 and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education** on page 3 for other transfer options.]

## **TRANSPORTATION**

---

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. 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 the Director of Transportation and Maintenance at 936.396.2540.

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

- Follow the driver's directions at all times.

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

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

## **VANDALISM**

---

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

## **VIDEO CAMERAS**

---

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

## **VISITORS TO THE SCHOOL**

---

Parents and others are welcome to visit the campus. **For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the elementary school office and receive a visitor’s badge.** Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **WITHDRAWING FROM SCHOOL**

---

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

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

## 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.

**Alternative assessment instrument**, developed by the state, may be given to students in special education and students identified as limited English proficient.

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

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 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 lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

**LAT** stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**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 by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**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.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** 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 Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

**State-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, 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; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. 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, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

**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.

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



**NOTICE REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE  
REGARDING RELEASE OF STUDENT INFORMATION**

**2016-2017**

State law requires the district to give you the following 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 student. If you do not want Normangee ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of this child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may or may not use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 2 of the *Normangee Elementary School Student Handbook* for more information.]

Normangee ISD has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| • Student's name          | • Honors and awards received                                   |
| • Address                 | • Dates of attendance  |
| • Telephone listing       | • Grade level  |
| • E-mail address          | • Most recent school previously attended                       |
| • Photograph              | • Participation in officially recognized activities and sports |
| • Date and place of birth |  |

I, parent/guardian of \_\_\_\_\_ (student's name),

do give                       do not give

the district permission to use the information in the above list in response to a request.

**Please sign and date this page and return it to the elementary school office.**

Printed Name of Student: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

**CORPORAL PUNISHMENT**  
**2016-2017**

I have read Normangee Independent School District's policy on corporal punishment and:

agree to (Yes)

do not agree to (No)

corporal punishment as described in the corporal punishment section of the Normangee Elementary School Parent and Student Handbook to be used as one of the discipline management techniques for my child.

**Please sign and date this page and return it to the elementary school office.**

Printed Name of Student: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF  
STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT**

**2016-2017**

My child and I have been offered the option to receive a paper copy of the *Normangee Elementary School Student Handbook* and the *Student Code of Conduct* or to electronically access both documents at <http://www.normangeeisd.org>.

I have chosen to:

- Receive a paper copy of both of these documents.
- Accept responsibility for accessing these documents by visiting the web address listed above.

I understand that these documents contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding either of these documents, I should direct those questions to the principal at 936.396.9999.

**Please sign and date this page and return it to the elementary school office.**

Printed Name of Student: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT ELECTRONIC  
COMMUNICATIONS SYSTEM  
2016-2017**

My child and I have read the district's electronic communications system rules in the *Student Code of Conduct* and agree to abide by their provisions. My child and I understand that violation of these provisions may result in suspension or revocation of system access. My child and I further acknowledge that student computer use is not private and that the district WILL monitor his/her activity on the computer system.

**Please sign and date this page and return it to the elementary school office.**

Printed Name of Student: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

To Parents/Guardians:

I have read the district's electronic communications system rules and consequences. In consideration for the privilege of my child's using the district's electronic communications system, and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system.

\_\_\_\_\_ (check one below)  
(print student's name)

- DOES have my permission to participate in Internet activities at school
- DOES NOT have my permission to participate in Internet activities at school

(check one below)

- MAY publish my child's photograph on the Internet
- MAY NOT publish my child's photograph on the Internet

(check one below)

- MAY publish my child's name on the Internet
- MAY NOT publish my child's name on the Internet

I understand that only first names are used to identify projects and that no names are published with student pictures