

DeShazo



Success
2009-2010

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To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The DeShazo Elementary 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 sections.

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 *Muleshoe ISD Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document given to parents at registration, posted at www.muleshoeisd.net or is available in the principal’s office.

The student 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.

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 Director of Student Services or the principal. Also, please note that you acknowledge receipt of this handbook and Student Code of Conduct.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at www.tasb.org/policy/pol/private/009901/.

Thank you for giving us the opportunity to teach your child. We look forward to a great year!

REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the DeShazo Elementary Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Muleshoe 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 vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
 - Carl Krug - Assistant Superintendent – (806) 272-7400.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
 - Carl Krug - Assistant Superintendent – (806) 272-7400.
- All other concerns regarding discrimination: See the superintendent Gene Sheets – (806) 272-7404.

PARENTAL INVOLVEMENT

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis
- Seeing that your child completes all homework assignments and comes to school each day prepared to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs offered in the district.
- Discussing with the counselor or principal any questions you may have about the opportunities available to your child.
- Monitoring your child’s academic progress and contacting teachers as needed
- Attending scheduled conferences and requesting conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (806) 272-7364 for an appointment.
- Becoming a school volunteer. For further information, contact Jan King (806) 272-7364.
- Participating in campus parent organizations. Parent organizations include: PTO
- Serving as a parent representative on the district-level or campus-level planning committees
- Attending board meetings to learn more about district operations.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

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.

“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 nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Limiting the Display of a Student's Artwork and Projects

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Accessing Student Records

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

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

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents certain rights. 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—married, separated, or divorced—unless a copy of a court order terminating parental rights is provided.
- District staff members who have a “legitimate educational interest” in a student’s records. “Legitimate educational interest” includes working with the student. Such persons would include school officials (board members, superintendent, principal), school staff members (teachers, counselor, diagnostician), or an agent of the district.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- Release to any other person or agency will occur only with parental or student permission as appropriate.

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

Records may be inspected by a parent during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent to review these records. The principal or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s and principal’s offices is 514 W. Ave. G, Muleshoe, TX 79347.

A parent may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor 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.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

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.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: yearbook, press releases, and website information. For these specific school-sponsored purposes, the district would like to use your child’s photograph, name, grade level, and achievements. This information will not be released to the public without the consent of the parent or eligible student.

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.

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 circumstances:

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

Removing a Student Temporarily from the Classroom

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

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

As a parent, you may request in writing that your child be excused from participation in the recitation of the Pledge of Allegiance to the United States and Texas flags. 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** at 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 you provide a written statement requesting that your child be excused.

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.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Jan King, Director of Student Services, (806) 272-7364.

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Brian Arnold, Director of Special Education at (806) 272-7323.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Brian Arnold, Director of Special Education, (806)272-7323.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dave McNeill, Federal Programs Director and may be contacted at (806) 272-7325.

Homeless Students

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths.

HEALTH-RELATED MATTERS

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 or the principal's office can provide information from the Department of State Health Services regarding these diseases.

Physical Examinations / Health Screenings

Students in grades 3 and 5 and all new students to the district will participate in vision and hearing screening. In addition, fifth grade students will participate in scoliosis screening.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

- 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. 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 and family doctor 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/>.

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 (MC1946), P.O. Box 149347, Austin, TX 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal within 90 days of notarization. A separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the 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.

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 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 policy FFAB(LEGAL) and the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

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 policies at FFAC, may administer:
- Prescription medication, in the original, 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, 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, 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 use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. **All medication will be kept in the nurse's office.**

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

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Steroids

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

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

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.

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent will receive results of the child's physical fitness assessment.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the high school nurse. [See also policies at BDF and EHAA.]

Other Health-Related Matters

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.

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Maintenance Director's office. If you have any questions, please contact Sam Whalin, (806) 272-7330.

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 Sam Whalin, (806) 272-7330.

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. Should you be unable to find the information on a particular topic, please contact Debbie Gallman, Principal at (806) 272-7364.

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 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:

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading and/or math instruction program when students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading and/or math instruction program.

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; 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
- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90% of the days the class is offered. A student who attends fewer than 90% of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

The attendance committee will use the following guidelines:

- All absences will be considered in determining the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance.
- 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 the best interest of the student.
- The committee will consider:
 - the acceptability and authenticity of documented reasons for the student's absences.
 - whether the absences were for reasons over which the student or the student's parent could exercise any control.
 - 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 policy FNG(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, even with the parent's permission, will not be accepted.

Doctor's Note After An Absence for Illness

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. [See FEC(LOCAL).

TARDINESS

A student who is tardy more than 3 times a semester will be assigned to noon detention on each tardy thereafter. Repeated instances of tardiness will result in more severe disciplinary action in accordance with the *Student Code of Conduct*.

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.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Parents will be required to wait in the office for their child.

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 parent.

CHANGE OF PLANS FOR PICK-UP/PHONE MESSAGES

When you need to alter your child's normal pick-up routine with special (or different) arrangements you will need to send a note that morning to your child's teacher. Your child may bring this note to the teacher or to the office first thing in the morning.

The schools will always accommodate emergency situations. Please make every effort to contact the school before 2:00 p.m. in case of an emergency. If the situation is not an emergency and alternate plans need to be made, please make plans to pick up your child at the school.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Due to safety issues, parents and other visitors will not be allowed to escort children to and from the classroom.

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. Student visitors in the classroom are not permitted. 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. A withdrawal form from the principal's office will be prepared.

On the student's last day, the withdrawal form must be cleared by each teacher for grade averages and book clearance; the librarian to clear library record; the nurse for health records; 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.

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 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.tasb.org/policy/pol/private/009901/.

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.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

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.

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. 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.

Social Events

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

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be in the hall.

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building or district property
- 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 or cause disruption during an assembly.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property.
- 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.

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

Students are not permitted to possess such items, included but not limited to: pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school. 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.

For safety purposes, the district permits students to possess cell phones and other communication devices; however, the use of cell phones, pagers, or any communication device is prohibited during the school day. "Use" is defined as a cell phone etc. that is seen or heard at any time during the school day; "school day," for the purpose of this policy, is defined as the period of time between 7:30 am and 3:37 pm (end of school and out of the building).

The use of cell phones, pagers, or any communication device in restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. Disciplinary action is in accordance with the *Student Code of Conduct* and may include confiscation of the device. **Any time a cell phone, pager or any communication device is confiscated a \$15.00 administrative fee will be assessed and the parent will be required to pick up the device. Parents and students should also note that any electronic devices brought to school are brought at the students own risk. MISD will NOT be responsible for damaged, lost, or stolen communication device.** A phone is provided for student use at school. Students must have permission before using the phone provided.

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*.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he/she be provided a copy of any written notice provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

ISS (In School Suspension) and AEP Guidelines

ISS – In School Suspension and AEP – (Alternate Education Placement) – may be used as a discipline management techniques in accordance with the **Student Code of Conduct**. While assigned to ISS and or AEP a student:

- May not attend any activities – school or non-school related - (before, during or after school hours) on Muleshoe ISD property either as a participant or a spectator
- Will follow all instructions given, will complete all work assigned, will make up any days missed
- May be assigned additional days for inappropriate behavior in ISS

DRESS AND GROOMING

The dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students shall be dressed and groomed in a manner that is clean, neat and will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that may be expected to cause disruption of or interference with normal school operations. Clothing may not advertise or depict tobacco products, alcohol beverages, drugs, or any other substance prohibited under FNCF (L). If the principal or designee determines that a student's grooming violates the dress code, the student shall be provided an article of clothing that meets the dress code for the remainder of the school day. Students will not be allowed to go home to change clothing. The dress code will be enforced at all school related activities, on or off school property.

Principals, or their designees shall have the latitude to make decisions or judgment calls on dress and grooming practices. A student's personal dress and grooming standards must comply with the following:

- Strapless tops, see through clothing, tops that do not cover the midriff/back at all times, tops with spaghetti straps, halter tops, or low necklines are not permissible
- The shoulder strap on sleeveless tops must be at least three fingers wide
- Shorts & skirts must be mid-thigh or longer in length
- Shirt length must not fall below the wrists when the arms are down along the side of the body. Shirts that are baggy and long will be tucked in.
- Clothing that is defaced will be determined inappropriate. (holes – of any size, anywhere, markings on clothing, rips)
- Caps, hats, bandanas, or sunglasses may not be worn inside the building unless permission is granted by the principal
- Sleeveless tops with large armholes must have t-shirt worn underneath.
- Clothing that exhibits lewd, offensive, vulgar, violent, gang related or obscene pictures or writing may not be worn.
- Clothing that is baggy and does not fit properly may not be worn. Pants must fit and be worn at the waist.
- Shoes with built-in roller/wheels are not permitted.
- Oversized belts may not be worn. Chains may not be worn around the waist or hang from pockets or belt loops
- Hair must be cut above the collar for boys, out of the eyes, neat, clean, and combed.
- Hair that is considered unacceptable, distracting, disruptive, or a health-safety hazard is not allowed. Examples include: Hair color not in the natural hair tones, pony or pig tails for boys, lines or designs cut into the hair, "Mohawks" or any style that is considered gang related.
- Girls may wear earrings only in the ear.
- Eyebrow rings, nose rings, gauges/spacers, body piercing, etc. are not allowed.
- Eyebrows may not be notched
- Boys may not wear earrings, studs, gauges/spacers at any time.
- Undergarments may not be visible at any time.
- Tattoos and other inappropriate body markings must be covered at all times – even during extracurricular events.

A dress code check will be performed daily and ALL teachers will check for dress code violations.

Circle of Champions

The Circle of Champions can be earned by students meeting requirements for grades, behavior, and attendance each twelve weeks. A celebration will be held at the end of each period for students who have earned Circle of Champions. At the end of the year medals will be awarded to students who have made the Circle of Champions all three times. New students will be allowed to participate in the Circle of Champions celebration IF prorated attendance, behavior, and grade requirements are met.

Academic Criteria for Circle of Champions:

- Cumulative Average must be passing
- Average in TAKS tested subject areas must be passing

Attendance Criteria for Circle of Champions:

- Student must meet 90% state mandated attendance requirement
- Attendance criteria may be waived if absences are due to an emergency AND if approved by Circle of Champions Committee and/or Principal

Behavior Criteria for Circle of Champions:

- No more than 7 checks – student is out of Circle of Champions on the 8th check
- No office referrals – an office referral may result in removal from Circle of Champions

Mary DeShazo Behavior Plan

All students are expected to follow rules established for behavior and to complete all homework assignments according to teacher directions. A check and the reason for the check will be placed in the student agenda for inappropriate behavior. The parent must sign the agenda.

PLEASE NOTE: **Students with excessive checks will not participate in special activities.**

Summary of actions for each check mark received:

First, Third, Fifth Six Weeks	Second, Fourth, Sixth Six Weeks
One & Two "✓" Three, Four, Five "✓" Six and Seven "✓" Eight "✓" Nine or more "✓"	One & Two "✓" Three & Four "✓" Five, Six, Seven "✓" Eight "✓" Nine or more "✓"
- Reason is on discipline card. - Reason is given on card. - Detention is assigned. - Detention letter is mailed. - Reason is given on card. - Detention is assigned. - Detention letter is mailed. - Parent contact by teacher - Loss of Activity - No Circle of Champions. - Parent contact by office - Office referral/ISS/ Loss of activity	- Reason is on discipline card. - Reason is given on card. - Reason is given on card. - Detention is assigned. - Detention letter is mailed. - Parent contact by teacher - No Circle of Champions. - Parent contact by office - Office referral/ISS/ Loss of activity

*****An office referral may result in the student being removed from the Circle of Champions.

GRADING GUIDELINES

In grades 3-5, achievement is reported to parents as:

- Numerical averages in the core subjects: Math, Reading, Language Arts, Science and Social Studies.
- Letter grades are assigned for Music, Physical Education, and Technology.
- Citizenship grades are assigned as follows:

First, Third, and Fifth Six Weeks		Second, Fourth, and Sixth Six Weeks	
0 – 1 check	E	0 – 4 checks	E
2 checks	S	5 – 6 checks	S
3 checks	N	7 checks	N
4 or more checks	U	8** or more checks	U

**Out of Circle of Champions

- An I (incomplete) may be given for any subject when the student does not complete assigned work.
- The report card grade will be derived from homework, class assignments, projects, and tests.
- One grade may not account for more than 20% of average grade.
- Actual grade earned will be recorded in the gradebook.
- Average Grades below a 50 will be recorded as a 50 on the report card and cumulative folder.
- A minimum of ten grades per core subject will be required each six week grading period.
- A minimum of five grades per core subject will be required for subjects taught in a three week grading period.

HOMEWORK

Muleshoe ISD believes that homework is an integral part of the learning process. It is an opportunity for students to practice the skills and concepts being taught during the regular class time and gives the student time to practice on an independent basis. Homework will be modified to meet the needs of individual students (as per IEP and 504 modifications), will be purposeful and will follow guided and independent practice at school. The amount of homework assigned should be the minimal amount needed to show understanding of the concept or skill. Homework is to be monitored by the teacher and students should be given feedback in a timely manner. All assignments are to be satisfactorily completed on time. As a general rule a student should be given one day to make up work after an absence for every day the student missed.

Students are expected to come to class prepared daily. Failure to complete homework by class time will result in the student being assigned to noon detention and a 10-point drop in the grade if the homework is completed by the next school day. After that timeline, the

student will receive a grade of zero (0) or an appropriate grade determined by the teacher. Failure to complete homework may be treated as a disciplinary matter.

If a parent feels time on homework is excessive, please contact the teacher/principal.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. As a general rule a student should be given one day to make up work after an absence for every day the student missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades and absences in each class 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 of their child's performance in reading, language arts, mathematics, science, and social studies. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent is encouraged to schedule a conference with the teacher of that class.

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

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

Report cards and unsatisfactory progress reports must be signed by the parent and must be returned to the school within 5 days.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on grade-level standards. In grades 3-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on grade-level standards (TEKS) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.

Parents of students in grades 3 and 5 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the 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 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, the decision of the committee must be unanimous. 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. Certain students may be eligible for exemptions or accommodations. For more information, see the principal.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

Students at certain grade levels will take state-mandated tests, TAKS, in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

SUMMER SCHOOL

A student who does not meet District policies for promotion or does not show mastery on the TAKS will be required to attend summer school. A student who attends, maintains a 90% attendance rate and who satisfies the requirements for promotion (academic achievement and/or passing the required areas of TAKS) shall be promoted to the next grade level.

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, or substance abuse. The counselor may make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the Director of Student Services.

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.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2009–2010 school year include:

Dates Scheduled:

- June 10 - 12, 2009
- August 5 - 7, 2009

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(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 school posters, brochures, flyers, etc. The yearbook is available to students. All school publications are under the supervision of a teacher and the principal.

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

The principal has designated the office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool 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.

Nonschool 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 policies at GKDA. To be considered for

distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the assistant superintendent for prior review. The assistant superintendent 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.

Prior review will not be required for:

- Distribution to attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution to attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place

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

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 interdistrict competition. The following requirements apply to all extracurricular activities:

- 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.

Muleville

The mission of Muleville is to provide all students an authentic and fun way to learn life skills, economics, leadership, problem solving, and responsibility as we enhance reading, writing and math skills and work with each other to prepare for the future.

Membership for the Muleville Board of Directors is determined in the following way:

- Second grade teachers recommend students who qualify
- Muleville sponsors interview the prospects
- Muleville sponsors decide based on interviews and qualifications who will become a member of the Muleville Board of Directors
- Directors will serve for 3 years
- The number of representatives from the grade level will vary according to enrollment
- If a vacancy arises for any reason, the vacancy will be filled by the homeroom left without a representative.

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 school supplies such as 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.
- Admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 5 days before the event.

HARASSMENT

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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, religion, color, national origin, gender, sex, or disability. 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 principal's office and in the superintendent's office or on-line at <http://www.tasb.org/policy/pol/private/009901/>.

Examples of prohibited discrimination 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 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 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.

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 harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment. The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

Investigation of Reported Harassment

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 will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district.

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

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation

Retaliation of a student occurs 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.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim, offers false statements or refuses to cooperate with a district investigation may be subject to appropriate discipline.

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

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341. [See policy FDB.]
- To request the transfer of your child to another campus in a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will 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.
- make an effort to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- 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.
- 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 notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

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

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 the instructions of teachers, bus drivers, and other district employees who are overseeing the 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 other district employees will participate in drills of emergency procedures. When the alarm or verbal direction is heard, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information

In the event school is closed for the day or is released early, the closing will be announced in the following media:

- Channel 6
- KLLL, KFYO – Radio and KMAC, KLBK, KCBD – Television – Lubbock
- For questions about school closings and/or activities please call 272-SNOW.

SEARCHES

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

Students' Desks and Lockers

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

SCHOOL FACILITIES

Use By Students Before and After School

The following areas are open to students before school, beginning at 7:20 a.m.: Cafeteria, SuperLab, Gym
After dismissal in the afternoon, students must leave campus immediately.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact Robin Thacker at (806) 272-7306 to apply.

Beginning this school year: charges for meals (includes breakfast and lunch) will be limited to \$16. Once a student reaches this limit, a cheese sandwich and milk will be provided at the cost of 60 cents until the student's charges have been paid. Letters will be sent home every two weeks if the student has charges that need to be paid. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

TEXTBOOKS

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. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Richard Hawkins, transportation director, at (806) 272-7329.

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 nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment. Students will be required to pay for damages they cause.
- 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
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- When students ride in a district van or passenger car, seat belts must be fastened at all times.
- Only enter bus at DeShazo campus – Students may not walk to Watson to get on bus

Minor misbehavior offenses will result in an office referral. General guidelines are:

<i>First Offense:</i>	<i>Warning and parent contacted</i>
<i>Second Offense:</i>	<i>Suspended from the bus for 5 days</i>
<i>Third Offense:</i>	<i>Suspended from the bus for 10 days</i>
<i>Fourth and Subsequent Offenses:</i>	<i>Suspended from the bus for a period determined by the principal</i>

****The *Student Code of Conduct* will be followed for serious offenses.**

***** If a student refuses to stay in his/her seat, that student will automatically forfeit his/her privilege of riding a Muleshoe school bus for one week. Subsequent infractions of standing on the bus will result in a six-week suspension from riding the bus.**

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***. Due to privacy issues, parents will not be allowed to view video tapes.

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 part of the 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.

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 districtwide 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.

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.

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 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.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

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

MARY DESHAZO CONTACT INFORMATION

PRINCIPAL:	DEBBIE GALLMAN	272-7364
SECRETARIES:	ESTELA DUARTE TAMMY FRIEDA	
STUDENT SERVICES:	JAN KING	
NURSE:	KYRA NEWBERRY	272-7367

Circle of Champions

The Circle of Champions can be earned by students meeting requirements for grades, behavior, and attendance each twelve weeks. A celebration will be held at the end of each period for students who have earned Circle of Champions. At the end of the year medals will be awarded to students who have made the Circle of Champions all three times. New students will be allowed to participate in the Circle of Champions celebration IF prorated attendance, behavior, and grade requirements are met.

Academic Criteria for Circle of Champions:

- Cumulative Average must be passing
- Average in TAKS tested subject areas must be passing

Attendance Criteria for Circle of Champions:

- Student must meet 90% state mandated attendance requirement
- Attendance criteria may be waived if absences are due to an emergency AND if approved by Circle of Champions Committee and/or Principal

Behavior Criteria for Circle of Champions:

- No more than 7 checks – student is out of Circle of Champions on the 8th check
- No office referrals – an office referral may result in removal from Circle of Champions

Mary DeShazo Behavior Plan

All students are expected to follow rules established for behavior and to complete all homework assignments according to teacher directions. A check will be placed in the student agenda for inappropriate behavior. The reason for the check will be given. The parent must sign the agenda.

PLEASE NOTE: **Students with excessive checks will not participate in special activities.**

Summary of actions for each check mark received:

First, Third, Fifth Six Weeks	Second, Fourth, Sixth Six Weeks
One & Two "✓"	One & Two "✓"
Three, Four, Five "✓"	Three & Four "✓"
	Five, Six, Seven "✓"
Six and Seven "✓"	
	Eight "✓"
Eight "✓"	Nine or more "✓"
Nine or more "✓"	

*****An office referral may result in the student being removed from the Circle of Champions regardless of the number of checks..

CIRCLE OF CHAMPIONS - #1 – FIRST AND SECOND SIX WEEKS

Name: _____ Grade: _____

Check Number	Reason	Teacher Initials	Parent Signature
1			
2			
3			
4			
5			
6			
7			
8 Out of C of C			
9			
10			

CIRCLE OF CHAMPIONS - #2 – THIRD AND FOURTH SIX WEEKS

Name: _____ Grade: _____

Check Number	Reason	Teacher Initials	Parent Signature
1			
2			
3			
4			
5			
6			
7			
8 Out of C of C			
9			
10			

CIRCLE OF CHAMPIONS - #3 – FIFTH AND SIXTH SIX WEEKS

Name: _____ Grade: _____

Check Number	Reason	Teacher Initials	Parent Signature
1			
2			
3			
4			
5			
6			
7			
8 Out of C of C			
9			
10			

DeShazo Elementary – Calendar of Events – 2009 / 2010

Date	Event	Date	Event
Aug. 24	School Begins	Jan. 4	School Resumes – Second Semester Begins
Sept. 7	Labor Day – Holiday – No School!	Jan. 12	Reading & Writing Benchmark #2
Sept. 15	Muleville: 3:20 p.m. – 4:20 p.m.	Jan. 15	Bailey County Stock Show No School
Sept. 17	Progress Reports	Jan. 18	No School
Sept. 28	Reading Benchmark Test	Jan. 21	Progress Reports
Sept. 29	Science & Writing Benchmark Test	Jan. 26	Muleville: 3:20 p.m. – 4:20 p.m.
Sept. 30	Math Benchmark Test	Feb. 12	Six Weeks Ends Sickle Day
Oct. 1	Picture Day / Health Screenings	Feb. 16	Muleville: 3:20 p.m. – 4:20 p.m.
Oct. 2	First Six Weeks Ends	Feb 18	Parent Conference/Report Card Day
Oct. 7	Parent Conference/Report Card Day	Feb. 19	Circle of Champions
Oct. 20	Muleville: 3:20 p.m. – 4:20 p.m.	March 3	TAKS Test – All Grades
Oct. 22	Progress Reports	March 9	Math Benchmark #2
Oct. 30	Sickle Day	March 10	Reading Benchmark (4 th) & Science Benchmark
Nov. 5	Picture Retakes Day	March 15-19	Spring Break – No School
Nov. 6	End of Second Six Weeks	March 23	Muleville: 3:20 p.m. – 4:20 p.m.
Nov. 13	Circle of Champions	March 25	Spring Pictures
Nov. 17	Muleville: 3:20 p.m. – 4:20 p.m.	April 1	Sickle Day
Nov. 25-27	Thanksgiving Holidays	April 2	Bad Weather Day – No school if not used
Dec. 16	Perfect Attendance Field Trip	April 6	TAKS Test – Grade 5 Math
Dec. 17	Sickle Day Early Release – 1:20 p.m.	April 9	Six Weeks Ends
Dec. 18	Six Weeks Ends Party Day Early Release – 1:20 p.m.	April 20	Muleville: 3:20 p.m. – 4:20 p.m.
		April 26-30	TAKS TEST WEEK
		May 3	Bad Weather Day – No School if not used
		May 14	Track Meet & Cookout
		May 18	Muleville Installation of Officers – 6:00 p.m.
		May 21	Rocket Launch
		May 26	Circle of Champions
		May 27	Circle of Champions and Awards Assembly