

2010 – 2011 Student Handbook
Tom Bean Elementary School

Achieving Excellence...Together!



An Exemplary Campus

TOM BEAN ELEMENTARY SCHOOL HANDBOOK

INTRODUCTION

Welcome to Tom Bean Schools. The administration and faculty of Tom Bean Independent School District and citizens of the State of Texas are committed to providing opportunities and facilities which will enable you to achieve educational excellence to the extent of your potential.

The State of Texas must provide quality public education to all students in the state; however, it is the responsibility of students to apply themselves in order to receive the full benefits education has to offer in the 21st Century.

Tom Bean Schools have a particular spirit and attitude, and each student should engage in the activities of the school in such a way as will maintain and enhance the Tom Bean spirit. It is the sincere hope of the faculty and staff of Tom Bean Schools that the environment here is such that you may look back on your experiences and accomplishments with fond memories.

It is the purpose of this handbook to provide students with the basic rules by which to function. It is the responsibility of each student to know these rules and to observe them. The rules are designed to maintain a healthy, safe environment in which educational excellence can be achieved.

DISTRICT MISSION STATEMENT

The mission of the Tom Bean Independent School District through its commitment to "Achieving Excellence" is to promote individual student success within a cooperative, supportive, and safe environment.

COMPLIANCE STATEMENT

Tom Bean Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including the vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Inquiries regarding compliance may be directed to Mrs. Kathy Garrison, Superintendent, Tom Bean Independent School District. The Tom Bean ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

**TOM BEAN INDEPENDENT SCHOOL DISTRICT
PO BOX 128 TOM BEAN, TEXAS 75489**

Kathy Garrison, Superintendent

903-546-6076

Fax 903-546-6104

High School

Roger Ellis, Prin.

903-546-6319

Fax 903-546-6319

Middle School

Dewitt Smith, Prin.

903-546-6161

Fax 903-546-6798

Elementary School

Patrice Counts, Prin.

903-546-6333

Fax 903-546-6572

HOME OF THE TOM BEAN TOMCATS

School Colors: Orange and Black

School Mascot: Tomcat

SCHOOL SONG

*Stand up and cheer,
Cheer loud and long for dear old
Tom Bean,
For today we raise
The orange and black above all
others.
A sturdy team now is fighting
And we are sure to win the fame.
We've got the vim.
We're sure to win
For this is dear old Tom Bean High.*

FIGHT SONG

*Good luck to dear old Tom Bean High School,
Rally around the orange and black;
Good luck to the dear old Tom Bean Tomcats.
They are the ones who win the fight.
That good old Tomcat spirit thrills us
And makes us want to fight to win;
So let's fight for dear old
Tom Bean High School.
We've got the power to win again!!!!*

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PREFACE

To Students and Parents:

Welcome to school year 2010–2011! 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 Tom Bean ISD 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—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other 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; and

Section II—INFORMATION FOR STUDENTS AND PARENTS —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 Tom Bean 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 an attachment to this handbook or available in the principal’s office and online at www.tombean-isd.org.

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 a teacher, the counselor, or the principal.

Also, please complete and return to your child’s campus the following required forms included in this handbook or provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Consent/Opt-Out Forms.
4. Bus Rider Handbook
5. Parent Involvement Policy

6. Emergency Registration Information

[See **Obtaining Information and Protecting Student Rights** on page 5 and **Directory Information** on page 12 for more information.]

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 Superintendent's office.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Tom Bean ISD 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, Tom Bean 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: Curriculum director 903-546-6319
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Curriculum director 903-546-6319
- All other concerns regarding discrimination: See the superintendent Kathy Garrison.

PARENTAL INVOLVEMENT

Tom Bean Independent School District Parent Involvement Policy

Tom Bean Independent School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(B) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into its LEA plan developed under section 1112 of ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform

format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Texas Education Agency.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

DEVELOPMENT OF THE DISTRICT PARENTAL INVOLVEMENT PLAN

The Tom Bean Independent School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- **Parents of students involved with the program will be invited to attend a meeting regarding the development of the plan; and**
- **Parents of students involved with the program will be asked to complete surveys in the spring evaluating the program. Results will be incorporated into the next year's plan.**

INVOLVEMENT OF PARENTS IN THE PLANNING, REVIEW, AND EVALUATION OF PROGRAM AND PLAN

The Tom Bean Independent School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- **Parents of students involved with the program will be invited to attend a spring meeting to review the results (TAKS, TPRI, etc.) of the program, conduct a needs assessment, identify barriers to parental involvement, and help plan the activities and budget of the program for the next school year; and**
- **Parents of students involved with the program will be encouraged to attend campus site-base meetings held throughout the year.**

DISTRICT COORDINATION, TECHNICAL ASSISTANCE, AND SUPPORT

The Tom Bean Independent School district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- **The district will annually train staff members regarding parental involvement activities;**
- **The Director of Instruction and Student Services will assist campuses with coordination of services and funding for projects including the coordination and integration of Part A parental involvement strategies with parental involvement strategies under any other program the district may implement; and**
- **The Director of Instruction and Student Services will assist campuses by providing student testing information for the committee's review.**

PARENTAL INVOLVEMENT

The Tom Bean Independent School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- The school district will, with assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding such topics as:
 - √ the State's academic content standards,

- √ the State’s student academic achievement standards,
- √ the State and local academic assessments including alternate assessments,
- √ the requirements of Part A,
- √ how to monitor their child’s progress, and
- √ how to work with educators.
- √ by providing parent information workshops during the school year and providing additional information in newsletters and/or on the school district website; and
- √ by communicating with parents through the use of e-mail, family access, and telephone.
- The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - √ **providing parent-teacher conferences at the end of the first six weeks for all parents of students performing below expectations; and**
 - √ **providing paper resources and links on the school district website that would assist parents in working with their children and understanding educational topics.**
- The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with parent resource centers, which encourage and support parents in more fully participating in the education of their children, by:
 - √ providing an opportunity for parents to enroll students in kindergarten in the spring prior to the school year; and
 - √ providing an opportunity for students to meet the classroom teacher prior to the beginning of the school year.
- The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - √ provide information to parents using newsletters and/or the school district website; and
 - √ maintain parental information at the school campus offices.

This District wide Parental Involvement Policy is reviewed jointly with, and agreed on with, parents of children participating in Title I, Part A Programs, as evidenced by the agendas and sign-in sheets of the Title I, Part A Parent Meeting held annually.

This policy is adopted annually by the Tom Bean Independent School District and remains in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children.

PARENTAL/COMMUNITY INVOLVEMENT ACTIVITIES

- Elementary Orientation
- Campus Newsletter
- Reading Volunteers
- Grandparents Lunch
- Open House
- Christmas Choir Program
- Muffins for Mom
- Donuts for Dad
- Awards Assemblies (Fall and Spring)
- Classroom plays and programs
- Puttin' on the Hits Performance
- Field Day

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing 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 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.

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.

Displaying a Student’s Artwork and Projects

The district will seek parental consent before displaying student’s artwork, special project, photographs taken by students, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

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

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

[See **Student Records** on page 10.]

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 co-curricular or extracurricular activity;
or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the district's health education classes.

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 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 37 and policy EC(LEGAL).]

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

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

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 board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

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, see **Special Programs** on page 44 or contact the School Counselor at Elementary: 903-546-6333.

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 school counselor at Elementary: 903-546-6333.

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

Accommodations for Children of Military Families

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

Immunization requirements.

Grade level, course, or educational program placement.

Eligibility requirements for participation in extracurricular activities.

Graduation requirements.

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

Student Records

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

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

The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

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

Various governmental agencies.

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 principal is the custodian of all records for students who have withdrawn.

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: 105 Eubanks Street, Tom Bean, Texas 75489.

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 FNG(LEGAL), Report Cards/Progress Reports and Conferences** on page 39 and student or parent **Complaints and Concerns** on page 19 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) is available from the principal's or superintendent's office or on the district's Web site at <http://www.tombeanisd.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 district is not in compliance with federal law regarding student records. The complaint may be mailed to:

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

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Curriculum director and may be contacted at 903-546-6319.

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 “Appendix IV and V Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in this handbook.]

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: Athletics, Band, Cheerleading and Agriculture Science.

For these specific school-sponsored purposes, the district would like to use your child’s:

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

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.

For unrelated purposes, Tom Bean ISD has designated the following information as directory information:

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

Bacterial Meningitis

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

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious

bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly 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/>.

SECTION II: 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 have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact campus principal at P.O. Box 128, Tom Bean and Texas 75489. Phone numbers are; Elementary: 903-546-6333, Middle School 903-546-6161, or for High School 903-546-6319

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:

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, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

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 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. 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.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

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.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

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. [See policies at FEC]

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 religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- 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 policy FNG(LOCAL).

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

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 unless the student is 18 or older.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 (five) 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).]

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse, which may be accessed at www.tombean-isd.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused.

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

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

A child who has experienced sexual abuse 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.

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/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>).

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. **When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.**

CLASS SCHEDULES

Each spring, students in grades 5 through 8 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic opportunities. [See Academic Counseling pg. 23].

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.

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.

Positive Conduct Rewards

- Attendance Party
Students earn the attendance party by having absences and/or no tardies per semester.
- Ice Cream Coupons
Students earn a coupon for having no absences and no tardies during a full six weeks grading period.
- Newsletter recognition (with parent signature on release of student information)
Students are recognized in the campus newsletter for
 - Perfect Attendance
 - A and A/B Honor Roll for 1st through 5th grade each six weeks.
 - Student of the Month
 - Jr. Tom Cats
- Paws on the Wall –
AR reading program recognizes students for each 25 points earned.
- Birthday Ribbons and Pencils
- Celebration Corner at lunch
 - Celebration Tables are for Birthdays, eating with visitors and teacher rewards.
 - Students eating with a visitor may not have other children at the Celebration Table.
 - No more than 4 may sit at one table. Exception is a family of more than 4 may use additional chairs.
 - A group may not use more than one table.
 - Parents/Visitors may not give food to students that are not their children.
- Caught being Good Coupons!
Students can earn coupons for good behavior to be used for a variety of rewards (treasure box, Celebration Corner, etc.)
- Lunch with the principal
A random drawing is held from all the entry forms received each month. Entry forms are on the bottom of the back page of the campus newsletter.

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 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.

Social Events

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

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

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The confiscated telecommunications device may be picked up from the principal's office in accordance with the following criteria:

1. Electronic device will be taken up for the day. [Student is responsible for picking device up from the office at the end of the school day.]
2. Electronic device will be taken up for five (5) days. [Parent must pick up the device from the office at the end of the five (5) day period.]
3. Electronic device will be taken up for ten (10) days and fee of fifteen (\$15) dollars will be charged in order to receive the device back. [Parent must pick up the device from the office at the end of the ten (10) day period and pay the fee. The device will not be returned until the fee is paid.]

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 policy FNCE.]

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

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. 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.

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

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

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.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 5th through 11th will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

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, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment with their campus counselor.

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 FFE(LEGAL) and FFG(EXHIBIT).]

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.

[For further information, see the counselor and policies EEJA.]

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 no prior instruction. For more information, contact Middle School at 903-546-6161 or High School at 903-546-6319.

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 honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence

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

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

Discrimination

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

Harassment

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24.]

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 school newspaper, and the yearbook, is available to students.

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

Nonschool materials from students

Students must obtain prior approval from the principal before 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 front 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 principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING

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

- Clothing must be clean and cover the body adequately and conform to a standard of modesty when the student is sitting, standing, stooping and bending. Student's shirts should be at least one inch past the top of the student's pants/skirt or tucked in to the top of the pants/skirt.
- Shorts may be worn to school. All clothing must have a stitched finished edge. Spandex or wind shorts are not permitted. The length of shorts standing straight with hands straight down, shorts; length is below the fingertips and close to the knee.
- Pants with holes are not permitted.
- No pajama bottoms or tops.
- Pants, skirts, and shorts worn below or above the natural waistline will be considered inappropriate (No sagging or bagging pants or shorts). Tights, leggings or spandex under clothing (pants or skirts) are not permitted. No oversized pants may be worn. Jinko style pants are not permitted. No undergarments are allowed to be visible. No gloves or wrist bands may be worn. Shoes must be visible.
- If a student repeatedly wears sagging pants they will be required to wear their shirttail tucked into their pants for the remainder of the school year.
- Girls: Spaghetti style tops, tank tops, crop tops, halter tops or tube tops are not permitted. Blouses that reveal midriff is unacceptable (arms up or down). Shirt shoulder straps must be at least 3 (three) inches wide, modest, and allow no undergarment to be visible. Any top, blouse, or shirt that is excessively revealing (cut too low at the discretion of the principal) is not permitted. Transparent or see-through clothing is unacceptable. Appropriate undergarments must be worn.
- Boys: Tank tops and sleeveless shirts are not permitted.
- Any type of clothing or accessories that the building principal or any faculty member considers vulgar, or indecent. Any clothing representing or displaying alcohol, tobacco, violence, drugs, any substance prohibited by law, or inappropriate behavior is prohibited.
- Hair should be clean, combed, well groomed, and neatly trimmed. Boys may not have hair that falls below the bottom of the collar. Hair colors should be natural colors, with bizarre hair colors or styles that may be disruptive to the educational process not being permitted. Hairstyles deemed a distraction or inappropriate by administration, may include, but not limited to, ponytails, tails, mohawks, spiked hair, colored hair and/or outrageous hair styles.

- Sideburns below the bottom of the earlobe, beards, mustaches, or goatees are not allowed.
- Girls may wear earrings in their ears if the earrings are not distracting or disruptive to the educational setting. Earrings are unacceptable on boys. Nose rings, nose studs, tongue spikes, eyelid rings, belly rings, or any other body piercing is forbidden.
- Any clothing item or style that may be construed as gang related is not permitted.
- The wearing of caps, hats, bandannas, curlers, sweatbands, hoods, “do-rags” picks or combs or other head ornaments inside any building will not be permitted. These items can be confiscated by the principal.
- No dark glasses inside the building, with the exception of prescription glasses and a request by the students’ physician. Students are not to wear sun glasses on top of their head in the building.
- Spike jewelry or heavy chains are unacceptable. This will be determined at the discretion of the building principal.

NOTE: It is not feasible for every situation to be covered in the dress code guidelines as grooming trends change regularly. The fact that a particular style or garment is not listed as prohibited does not necessarily mean that such style or garment is permitted. The building principal or designee has the right to determine if apparel meets the school’s policy. School administrators have the right to determine whether any attire or grooming is disruptive or detrimental to the learning process or does not meet community standards. Students will be asked to change the apparel deemed not in good taste and return to class appropriately dressed, if this is not possible the student will remain in ISS until properly attired or sent home. If a student is sent home they will receive an unexcused absence. In all cases final decisions on the appropriateness of school dress rests with the campus principal.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

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

The dress code must be followed at all school-sponsored functions/activities, regardless of the time or location. Students will be issued a warning an opportunity to correct grooming/dress code violation. The second offense may result in disciplinary action.

NO MORE THAN TWO (3) INFRACTIONS WILL BE TOLERATED WITHOUT DISCIPLINARY ACTION.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—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.
- A student shall be allowed 17 absences in a school year for extracurricular activities.
- Additional absences, to a maximum of eight shall be permitted when a student has earned at least an 80 in all courses or subjects. If the student has received any report card grade below 80, the student and the student's parents shall be required to meet with the principal for a conference before any additional days shall be permitted.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

[For further information, see policies at FM and FO.]

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, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 41.]
- 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 90 percent 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 Superintendent or his designee.[For further information, see policies at FP.]

FOOD IN THE CLASSROOM

In an effort to maintain a clean and sanitary environment, open food or drink is not allowed outside of the cafeteria unless permission is granted from the building principal.

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 14 days before the event. [For further information, see policies at 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 1000 feet of any district-owned or leased property or campus playground.

GRADING GUIDELINES

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

For elementary school students to be promoted to the next grade level they must attain an overall average of 70 or above in all courses taken and an average of 70 or above in at least three of the following subjects: language arts (including reading improvement if required), math, social studies, and science.

HEALTH-RELATED MATTERS

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 may submit a written request to School Principal to obtain the 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 four meetings. Additional information regarding the district’s School Health Advisory Council is available from the principal’s office. [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. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

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 superintendent at 903-546-6076.

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 your school's principal.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Curriculum director, at 903-546-6319.

HOMEWORK

Homework has a definite place in the learning process of students in Tom Bean ISD. If a student fails to do homework as assigned, the following measures may be used:

- Detention
- Parent / Teacher conference
- Saturday School
- Receive a grade of zero (0)
- Other measures as determined by the building principal/classroom teacher.

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 (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <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). 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 policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

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.
- 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 or designee 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.

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 policies FL (LEGAL) and GRA(LEGAL).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments Because of Absence

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

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.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension Makeup Work

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

MEDICINE AT SCHOOL

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, 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 or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment

supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

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

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

All students participating in UIL Athletic programs are required to provide documentation of passing the required physical exam.

TB screening shall be required by local health authority per board policy FFAA local.

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.

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 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 academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 6-8, promotion requires student to attain an overall average of 70 or above in all courses taken and an average of 70 or above in at least three of the following subjects:

language arts (including reading improvement if required), math, social studies, and science EIE (Local). Additionally, semester exams count as one-fifth of the semester grade

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

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

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. 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 policies at 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.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor or principal and policy EIF(LEGAL).]

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.

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.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 (six) weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Parental Involvement** on page 1 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal 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. [See policy EIA(LOCAL).]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 (three) days.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24.]

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

Fire Drill Bells

Constant Alarm	leave the building
One Short Ring	halt; stand at attention
Two Short Rings	return to the classroom

Disaster/Tornado Drill Bells

Three short rings	move quietly but quickly to the designated locations
Two Short Rings	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

What to do in case of bad weather? Decision to close school due to bad weather will be made by 6:00 a.m. The information will first be posted and sent to those signed up

through www.flashalert.net. A notification will be sent to all subscribers. The notification will also air on the following:

Ch. 10 KTEN TV

Ch. 12 KXII TV

KFYN 1420 / KFYZ 98.3

KIKT 93.5 / KGVV 1400

KLAK 97.5 (McKinney)

Students need to sit down and talk over with their parents what to do if school has to close early because of inclement weather. School phones will be reserved for emergency use only during this situation, so it is imperative that students and their parents know what procedures will be followed prior to a closing.

SCHOOL FACILITIES

Use By Students Before and After School

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

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

- Cafeteria
- Library by schedule
- GYM

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

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

Conduct Before and After School

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

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 outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the ***Student Code of Conduct***.

Cafeteria Services

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. See Cafeteria Director or call (903) 546-6161 to apply.

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).]

Cafeteria Rules

- Students are to follow the directions of the cafeteria monitors and all cafeteria workers.
- Students are to keep objects to themselves while in the cafeteria.
- Students are to be polite to everyone in the cafeteria.
- Students are not allowed to cut in cafeteria line.
- Students are not to move from seat to seat. Once they have their food and are seated they are to remain seated until they are finished.
- Students may talk quietly, at appropriate times, to those seated around them while in the cafeteria.
- If a student makes a mess, they are to tell a cafeteria monitor and help clean the mess up.
- When students have finished eating, they are to clean up the area around their seat, place the tray in the appropriate place, and sit on the stage.
- While on the stage, students must sit and may talk quietly to those seated around them.
- Students that violate the rules above may receive
 - Lunch Detention
 - Recess Detention
 - or be sent to the Principal's Office for other appropriate discipline.

Library (Media Center)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use with a teacher permit.

Library (Media Center) Rules

- Students may have up to 3 books checked out at a time.
- Students are not to play or visit in the library.
- Always use a paint stick to mark your place while you choose a book.
- Remember to bring your library card or know your library number when checking out a book.
- Do not run or play in the hall coming to or returning from the library.
- Students having a book 10 or more days overdue will not be allowed to check out books until the overdue book is returned or payment is made. A refund will be given for books returned in good condition within 2 weeks of payment.
- Do not loan books that you have checked out to other students. The student who has the book checked out will be held responsible if the book is lost or damaged.
- Students that violate the rules above may receive
 - Loss of Library Privileges for a time to be determined by the librarian and principal.
 - Recess Detention
 - or be sent to the Principal's Office for other appropriate discipline.

Meetings of Noncurriculum-Related Groups

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

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

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

Trained Dogs

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

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Curriculum Director at 903-546-6319.

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.

Students participating in UIL athletic competition may be subject to random steroid testing.

SUMMER SCHOOL

Summer school is required for students that did not obtain the necessary credit for advancement to the next school year or failed to perform satisfactorily on grade level TAKS in the core curriculum areas.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) 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
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

TARDINESS

A student who is tardy to class more than four times will be assigned to detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS, ELECTRONIC TEXTBOOK, 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. 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.

TRANSFERS

[See **Parental Rights**, on page 5, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 9 for other transfer options.]

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

Tom Bean ISD's primary goal is to transport students to and from school safely and efficiently by providing the best possible transportation services. To accomplish this goal, there are responsibilities and rules for each member involved in the transportation process—the staff, students, and parents. We ask parents to become familiar with the rules and procedures and to discuss them with their children. Your support as a parent will help make TBISD transportation the safest possible.

Parent Responsibilities:

- Read and become familiar with the rules and procedures stated in this handbook.
- Discuss the material with your child and encourage them to obey the rules and procedures.
- Understand that riding a school bus is a privilege, not a right. Ignoring the rules and procedures will result in disciplinary action and/or suspension of bus-riding privileges.
- Be courteous when talking with the driver or other school personnel.
- Support the driver and school by supporting disciplinary action.
- Contact the Transportation Director when you have questions or concerns regarding transportation.

The Director can be reached at 903-546-6333 ex 239.

Student Responsibilities:

- Become familiar with and faithfully follow the rules and procedures stated in this handbook.
- These rules and procedures are for your safety and well-being.
- Understand that riding a school bus is a privilege, not a right. Ignoring the rules and procedures will result in disciplinary action and/or suspension of bus-riding privileges.
- Obey the instructions of the bus driver at all times. Be respectful and you will be respected in turn.
- Be courteous to the driver and other bus riders.

Staff Responsibilities:

- Place safety as the number one priority.
- Conduct themselves as professionals, dedicated to caring for the people served.
- Be respectful, courteous, and polite.
- Be punctual and organized.
- Take pride in the work, including maintaining clean work areas and buses.
- Be a leader through individual actions and be accountable for those actions.
- Communicate with others and work as a team.
- Develop respect from the community and school for quality job performance.
- Read and become familiar with all transportation policies and procedures.
- Run the most efficient and effective transportation as possible.

Route Designations

Routes are numbered by the Transportation Director according to the route, NOT the bus number. Though all attempts are made to keep the same bus on a route, it will be necessary at times to have different numbered buses on a route. Therefore, students should not depend on knowing the bus number of the bus. Instead, he/she should become familiar with the driver and with the animal sign posted in the window next to the door of the bus. This animal sign will allow the student to be assured that he/she is getting on the right bus.

Routes are also subject to change during the school year. Bus drivers will notify students of any changes in routes. Routes are designed with student safety and conservation of district resources in mind. Stops will be as far apart as possible in order to decrease the number of stops each bus will make on its route thus minimizing the overall riding time for students. Students may be asked to walk up to ½ mile. Stops are subject to change during the school year. Bus drivers will notify students of any changes in routes. If a parent has a concern regarding the safety of a stop, please contact the Transportation Director at 903-546-6333 ex 239.

Pick-up time Criteria

Bus drivers will attempt to arrive at every bus stop on time. Due to variances between individual clocks, students should arrive at the bus stop 5 minutes prior to the scheduled arrival time. Buses will load students and depart the stop. Buses do not wait for late students under most circumstances.

Daily Service Criteria

Regular transportation is scheduled to provide service to student riders. Bus stops that do not have riders for 3 days may be suspended temporarily for lack of ridership in order to conserve district resources. Infrequent riders should contact the Transportation Department stating their wish to ride when service is needed if their bus stop has historically low ridership in order to verify stop time and location.

Substitute Bus Drivers

There are times that substitute bus drivers will take the place of the regular driver. When a substitute driver is employed, he/she is expected to fulfill all the obligations and requirements of the regular driver. Substitute drivers must meet all the requirements of regular route drivers. Students are expected to be on their best behavior for substitute drivers. Students may offer their assistance to substitute drivers in order to help the driver make accurate turns and stops. Substitute bus drivers will submit Discipline Notices just as regular drivers do for improper behavior.

Student Transportation Registration Form

In the spring of each school year, a Student Transportation Registration form will be sent home with each bus rider. This form must be completed by the parent/guardian and returned to school before the end of the school year. These forms will be used to design routes for the upcoming school year and will serve as a contact information form in case of any emergency. A Registration form will be required of any student wishing to ride the bus.

Student Bus Passes

The Student Bus Pass is required for a change in destination on the same bus route, for those times when a student must ride a different route, or for non-riding students to temporarily ride a bus. Parents must submit a note or call the campus secretary requesting that a student be allowed to change destination, ride a different route, or ride a bus temporarily. The campus secretary will complete the Bus Pass and keep a copy on file. The original pass will be given to the student to show the driver when the student boards the bus. If a student does not have a pass, the student will NOT be allowed to board the bus. Passes may be temporary or permanent and may be revoked at any time for poor conduct while on the bus or at a bus stop.

Inclement Weather Conditions

When inclement weather and poor road conditions are present or expected, the driver will plan to run the route unless notified by the Transportation Director. However, the driver may begin the route a few minutes earlier than usual. Parents and students may find that the bus is a little earlier or later than normal. Please work with the driver as he/she wishes to make the trip to school as safe as possible. The information will first be posted and sent to those signed up through www.flashalert.net. A notification will be sent to all subscribers. The notification will also air the following:

Ch. 10 KTEN TV

Ch. 12 KXII TV

KFYN 1420 / KFYZ 98.3

KIKT 93.5 / KGVV 1400

KLAK 97.5 (McKinney)

Student Conduct

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Thus, all rules apply not only to regular routes but also field and extracurricular trips.

The General Bus Rules are:

- Be respectful and obey the instructions of the bus driver at all times.
- Board and leave the bus at designated stops only.
- Ride only the bus to which you are assigned unless you have a Bus Pass.
- Stay seated in your assigned seat at all times and keep the aisle clear of legs, feet, and objects.
- Keep hands, feet, head and objects to yourself and inside the bus.
- Do not use foul language.

- Follow school rules so that you do not disrupt the bus driver.
- No eating or drinking allowed on the bus at any time except for a water bottle.

However, more specific expectations for following those rules shall include, but not be limited to the following:

- Address the bus driver by his/her proper name, for example, Mr. Brown.
- Scuffling, shoving, or fighting is prohibited on the bus.
- Littering or throwing items inside or from the bus is prohibited.
- Students may not use tobacco products on the bus or while at a bus stop.
- Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
- Students are not to talk loudly, yell, or use profanity or other inappropriate language or gestures on the bus or bus stop.
- Students are not to engage in any other conduct that disrupts the safe operation of the bus.
- When necessary, students will sit three to a seat.
- Students may use the emergency door only during an emergency or when loading/unloading large equipment.

Procedures for Waiting on the Bus

- Be at the bus stop at least 5 minutes prior to the pick-up time. The driver will not wait or honk the horn. Wait at least 10 minutes after regular pick-up time before reporting a late bus.
- Stand on the sidewalk or back from the roadway while waiting for the school bus and maintain proper behavior (no pushing, fighting, inappropriate language, etc.).
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If you miss the bus, go home immediately.
- Parents should instruct their child on what to do if they miss the bus.
- Parents are responsible for transporting a child to school if the student misses the bus.

Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- Go to your assigned seat.

NOTE: One of the most serious problems associated with loading and unloading students is the school bus being passed by other motorists. Often a motorist will pass while the overhead red flashers are operating. The driver's responsibility for the safety of the students is his/her main concern at such a time. However, if it is possible, drivers are instructed to take down the license number of the vehicle and report this to the Transportation Director. The license number will be reported to legal authorities. Please do not endanger our district's students by passing a school bus loading or unloading. No amount of time you may save is worth a student's life.

Getting Off the Bus

- Stay seated until the bus is completely stopped.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus.
- Stay clear of the bus when the engine is started. Do not chase or hang onto the bus.
- Ask for help if needed.
- Go immediately to your school or home.

Crossing a Street or Highway

- Walk in front of the bus and wait for the driver to signal that it is safe to cross.
- Students crossing to the left side of the road should make eye contact with the driver and wait for his/her signal before crossing the street.
- Check in both directions and walk directly across the road as a group.
- Never turn back or re-cross the street for any reason.
- Never cross the road behind the bus.
- CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading.

Prohibited Items

- All kinds of tobacco
- Live animals or insects
- Glass containers
- Alcoholic beverages
- Weapons, explosive devices, fireworks, harmful drugs or chemicals
- Open flames of any kind (matches, lighters, etc.)
- Any object that cannot be carried by the student.
- Open food and/or drinks (except water).
- Helium filled/floating balloons
- Items not allowed at school

Discipline Notices

When a discipline issue arises that cannot be handled on the bus, the bus driver may complete an Incident Report. This report will be given to the campus principal who will complete the Disciplinary Action section. The principal will distribute the copies: one to the parent, one to the bus driver, one to the transportation director, and one to remain in the principal's files.

Misconduct will be punished in accordance with the Student Code of Conduct and according to the following:

- 1st offense: The principal will warn the student and send a warning Discipline Notice to the student's parent.
- 2nd offense: The student may be removed from the bus for up to five days. The principal will notify the student's parent by letter.
- 3rd offense: The student may be removed from the bus for up to fifteen days. The principal will notify the student's parent by letter.
- 4th offense: The student will be removed from the bus from the bus for the remainder of the semester or the remainder of the school year if there are fewer than 30 days left in the semester.
- Major offense: The principal has the authority to skip steps for serious violations. Any offense considered major by the principal will result in the immediate loss of bus privileges for up to the remainder of the semester or school year.

The principal may repeat steps as necessary.

Please note that the district may file a complaint with the justice or municipal court for any disruptive or disorderly bus rider.

NOTE: You must provide transportation to and from school for your child if he/she is suspended from riding the bus. It is a violation of compulsory attendance laws of the State of Texas for your child to fail to attend school.

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

General Visitors

Parents and 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. All adult visitors must provide a valid picture ID to visit any other part of the building.

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.

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

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.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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 sometimes 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; accommodations for 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.

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.

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the 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 the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

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.

APPENDIX I: Pest Control Advisement Sheet
Tom Bean Independent School District

This school district does periodic pest control services with a licensed employee and governed by The Structural Pest Control Board of Texas. It consists of an I.P.M. (Integrated Pest Management) program. Before any insecticides are used, baiting monitors and pest exclusion methods are always utilized first.

Persistent problems that may present themselves are handled on school closing dates, school vacation closings, and or Saturdays. Any of these treatments are posted – 48 – hours in advance and always done when students and staff are not present for at least a minimum of - 12 hours.

If you would like a copy of any M.S.D.S. (Material Safety Data Sheet) or Product label, you may request one at the Tom Bean Administration Building – 7719 Highway 11 – Tom Bean, Texas 75489.

Thank you in advance,

Kathy Garrison

Kathy Garrison
Superintendent

Appendix II: Acceptable Use of Technology Resources

The district's technology resources will be used primarily for learning, teaching, and administrative purposes consistent with the District's mission and goals.

These guidelines are provided for students and parents as to inform them of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, local databases, CDROMS, DVDROMS, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

Use of the District's technology resources is voluntary and constitutes a privilege, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or specific consent of the user.

Expectations:

- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted specific permission by a staff member. All students in K-8 should be supervised at all times.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted in the campus libraries and well as posted on the District's website: www.tombean-isd.org
- Although the District has an Internet safety plan in place as well as content management software, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites, social networks (MySpace, Facebook, etc.), chat rooms, blogs.

- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Bypassing Internet filtering is strictly prohibited as is use or possession of hacking software.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast of messages to lists of individuals, streaming video and/or audio, such as but not limited to TV shows, online movies, music videos, online radio, etc.
- Intentionally wasting finite resources e.g., online time, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing home address or phone number of one's self or another person.
- Invading the privacy of others.
- Using another's account, password, or ID or allowing another user to access your account, password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Forwarding/distributing e-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtain copies or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or the network.

Acceptable Use Guidelines

1. General guidelines

- Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- Students are responsible for their ethical and educational use of the computer online services of the District.
- All policies and restrictions of the Tom Bean ISD network services must be followed.
- Access to the TBISD network services is a privilege not a right. Each student, and/or parent will be required to sign an Acceptable Use Policy Agreement and adhere to the Acceptable Use Guidelines in order to be granted access to the TBISD network computer online services.
- The use of and TBISD network service in the District must be in support of education and research and in support of the educational goals and objectives of the District.
- When placing, removing, or restricting access to specific databases or other TBISD computer services, school officials will apply the same criteria of educational suitability used for educational resources.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District Student Code of Conduct.

2. Network Etiquette:

- Be polite.
- Use appropriate language.
- Do not reveal personal data (home address, phone number(s) of yourself or others.)
- Remember that other users of the TBISD network services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

3. E-Mail:

- Email should be used for educational or administrative purposes only.
- Email transmissions, stored data transmitted data, or any other use of the TBISD computer online services by students, employees, or nay other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use and in addition to compliance with the Texas Open Records Act.
- All email and all contents are property of the District.

4. Consequences

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- Noncompliance with these guidelines may result in suspension or termination of technology privileges and disciplinary actions.
- Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapt. 33 will result in criminal prosecution, as well as disciplinary actions by the District. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- Restitution may be required for costs associated with system restoration, hardware, or software costs.
- The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of email and network communications are governed by the Texas Open Records Act, proper authorities will be given access to their content.

Monitoring Use

Use of the District's technology resources is voluntary and constitutes a privilege, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or specific consent of the user.

Disclaimer

The TBISD Network system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, for the service it is providing. The District assumes no responsibilities or liability for any charges or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident or user errors or omissions. Use of any information obtained on the Internet is at the users own risk. Neither does the District warrant or guarantee that the system will be uninterrupted or error-free, nor that defects will occur.

Student

Name _____

Grade _____

Campus _____

I have read the District's Student Guidelines for Acceptable Use of District Technology Resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and related privileges.

Student signature _____

Date _____

Sponsoring Parent or Guardian

I have read the District's Student Guidelines for Acceptable Use of District Technology Resources. I hereby release the District, its operators, and any institutions with 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, including, without limitation, the type of damage identified in the District's policy.

_____ I give permission for my child to participate in the use of the District's technology resources.

_____ I do not give permission for my child to participate in the use of the District's technology resources.

Parent or Guardian (please print) _____

Signature _____

Date _____ Home Phone Number _____

**RELEASE FOR THE ELECTRONIC DISPLAY OF PERSONAL
INFORMATION**

**APPENDIX III: Release for the electronic display of personal
information**

Dear Parents,

From time to time we have the opportunity to display our student's accomplishments on the school's web site. Before we can publish any student's information online, we need your permission. The type of information displayed will be limited to the student's name, grade level, and possibly a photograph. We will NOT publish any personal contact information (such as home address or email address) for ANY student. Please fill out and return the form below.

**[Please see APPENDIX XIV (page 80) for “Elementary
Student Release of Information”]**

**APPENDIX IV: Notice Regarding Directory Information and
Parent's Response Regarding Release of Student
Information – School Sponsored Purposes**

For the following school-sponsored purposes: Athletics, Band, Cheerleading, Year Book Academic UIL and Agriculture Science, Tom Bean ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Honors, and awards received
- Dates of attendance
- Grade level

- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

[Please see APPENDIX XIV (page 80) for “Elementary Student Release of Information”]

APPENDIX V: Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information – Nonschool Purposes

For all other purposes, Tom Bean ISD has designated the following information as directory information:

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

Your signature, as it relates to directory information identified “for all other purposes” will be released to the public without the consent of the parent or eligible student upon request (e.g. newspapers, year book, campus and district websites, law enforcement agencies, other media outlets, etc. Please note that the aforementioned examples are not intended to be a comprehensive list of possible directory release sources.)

[Please see APPENDIX XV (page 81) for “2010-2011 Acknowledgment Form”]

APPENDIX VI: Parent’s Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 11 for more information.]

Parent: Please complete the following only if you do not want your child’s information released to a military recruiter or an institution of higher education without your prior consent.

[Please see APPENDIX XV (page 81) for “2010-2011 Acknowledgment Form”]

APPENDIX VIII: Use of Student Work in District Publications

Occasionally, Tom Bean Elementary School and/or Tom Bean ISD wishes to display or publish student artwork or special projects on the district’s Web site and in district publications. The district agrees to only use these student projects in this manner.

[Please see APPENDIX XIV (page 80) for “Elementary Student Release of Information”]

**APPENDIX IX: Student Guidelines for Acceptable Use of District
Technology Resources**

I have read the District's Student Guidelines for Acceptable Use of District Technology Resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and related privileges.

**[Please see APPENDIX XV (page 81) for “2010-2011
Acknowledgment Form”]**

Appendix X Bus Rider's Safety Handbook for Parents and Students

Tom Bean ISD's primary goal is to transport students to and from school safely and efficiently by providing the best possible transportation services. To accomplish this goal, there are responsibilities and rules for each member involved in the transportation process—the staff, students, and parents. We ask parents to become familiar with the rules and procedures and to discuss them with their children. Your support as a parent will help make TBISD transportation the safest possible.

Parent Responsibilities:

- Read and become familiar with the rules and procedures stated in this handbook.
- Discuss the material with your child and encourage them to obey the rules and procedures.
- Understand that riding a school bus is a privilege, not a right. Ignoring the rules and procedures will result in disciplinary action and/or suspension of bus-riding privileges.
- Be courteous when talking with the driver or other school personnel.
- Support the driver and school by supporting disciplinary action.
- Contact the Transportation Director when you have questions or concerns regarding transportation.

The Director can be reached at 903-546-6333 ex 239.

Student Responsibilities:

- Become familiar with and faithfully follow the rules and procedures stated in this handbook.
- These rules and procedures are for your safety and well-being.
- Understand that riding a school bus is a privilege, not a right. Ignoring the rules and procedures will result in disciplinary action and/or suspension of bus-riding privileges.
- Obey the instructions of the bus driver at all times. Be respectful and you will be respected in turn.
- Be courteous to the driver and other bus riders.

Staff Responsibilities:

- Place safety as the number one priority.
- Conduct themselves as professionals, dedicated to caring for the people served.
- Be respectful, courteous, and polite.
- Be punctual and organized.
- Take pride in the work, including maintaining clean work areas and buses.
- Be a leader through individual actions and be accountable for those actions.
- Communicate with others and work as a team.
- Develop respect from the community and school for quality job performance.
- Read and become familiar with all transportation policies and procedures.
- Run the most efficient and effective transportation as possible.

Route Designations

Routes are numbered by the Transportation Director according to the route, NOT the bus number. Though all attempts are made to keep the same bus on a route, it will be necessary at times to have different numbered buses on a route. Therefore, students should not depend on knowing the bus number of the bus. Instead, he/she should become familiar with the driver and with the animal sign posted in the window next to the door of the bus. This animal sign will allow the student to be assured that he/she is getting on the right bus.

Routes are also subject to change during the school year. Bus drivers will notify students of any changes in routes. Routes are designed with student safety and conservation of district resources in mind. Stops will be as far apart as possible in order to decrease the number of stops each bus will make on its route thus minimizing the overall riding time for students. Students may be asked to walk up to ½ mile. Stops are subject to change during the school year. Bus drivers will notify students of any changes in routes. If a parent has a concern regarding the safety of a stop, please contact the Transportation Director at 903-546-6333 ex 239.

Pick-up time Criteria

Bus drivers will attempt to arrive at every bus stop on time. Due to variances between individual clocks, students should arrive at the bus stop 5 minutes prior to the scheduled arrival time. Buses will load students and depart the stop. Buses do not wait for late students under most circumstances.

Daily Service Criteria

Regular transportation is scheduled to provide service to student riders. Bus stops that do not have riders for 3 days may be suspended temporarily for lack of ridership in order to conserve district resources. Infrequent riders should contact the Transportation Department stating their wish to ride when service is needed if their bus stop has historically low ridership in order to verify stop time and location.

Substitute Bus Drivers

There are times that substitute bus drivers will take the place of the regular driver. When a substitute driver is employed, he/she is expected to fulfill all the obligations and requirements of the regular driver. Substitute drivers must meet all the requirements of regular route drivers. Students are expected to be on their best behavior for substitute drivers. Students may offer their assistance to substitute drivers in order to help the driver make accurate turns and stops. Substitute bus drivers will submit Discipline Notices just as regular drivers do for improper behavior.

Student Transportation Registration Form

In the spring of each school year, a Student Transportation Registration form will be sent home with each bus rider. This form must be completed by the parent/guardian and returned to school before the end of the school year. These forms will be used to design routes for the upcoming school year and will serve as a contact information form in case of any emergency. A Registration form will be required of any student wishing to ride the bus.

Student Bus Passes

The Student Bus Pass is required for a change in destination on the same bus route, for those times when a student must ride a different route, or for non-riding students to temporarily ride a bus. Parents must submit a note or call the campus secretary requesting that a student be allowed to change destination, ride a different route, or ride a bus temporarily. The campus secretary will complete the Bus Pass and keep a copy on file. The original pass will be given to the student to show the driver when the student boards the bus. If a student does not have a pass, the student will NOT be allowed to board the bus. Passes may be temporary or permanent and may be revoked at any time for poor conduct while on the bus or at a bus stop.

Inclement Weather Conditions

When inclement weather and poor road conditions are present or expected, the driver will plan to run the route unless notified by the Transportation Director. However, the driver may begin the route a few minutes earlier than usual. Parents and students may find that the bus is a little earlier or later than normal. Please work with the driver as he/she wishes to make the trip to school as safe as possible. The information will first be posted and sent to those signed up through www.flashalert.net. A notification will be sent to all subscribers. The notification will also air the following:

Ch. 10 KTEN TV

Ch. 12 KXII TV

KFYN 1420 / KFYZ 98.3

KIKT 93.5 / KGVV 1400

KLAK 97.5 (McKinney)

Student Conduct

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Thus, all rules apply not only to regular routes but also field and extracurricular trips.

The General Bus Rules are:

- Be respectful and obey the instructions of the bus driver at all times.
- Board and leave the bus at designated stops only.
- Ride only the bus to which you are assigned unless you have a Bus Pass.
- Stay seated in your assigned seat at all times and keep the aisle clear of legs, feet, and objects.
- Keep hands, feet, head and objects to yourself and inside the bus.
- Do not use foul language.
- Follow school rules so that you do not disrupt the bus driver.
- No eating or drinking allowed on the bus at any time except for a water bottle.

However, more specific expectations for following those rules shall include, but not be limited to the following:

- Address the bus driver by his/her proper name, for example, Mr. Brown.
- Scuffling, shoving, or fighting is prohibited on the bus.
- Littering or throwing items inside or from the bus is prohibited.
- Students may not use tobacco products on the bus or while at a bus stop.
- Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
- Students are not to talk loudly, yell, or use profanity or other inappropriate language or gestures on the bus or bus stop.
- Students are not to engage in any other conduct that disrupts the safe operation of the bus.
- When necessary, students will sit three to a seat.
- Students may use the emergency door only during an emergency or when loading/unloading large equipment.

Procedures for Waiting on the Bus

- Be at the bus stop at least 5 minutes prior to the pick-up time. The driver will not wait or honk the horn. Wait at least 10 minutes after regular pick-up time before reporting a late bus.
- Stand on the sidewalk or back from the roadway while waiting for the school bus and maintain proper behavior (no pushing, fighting, inappropriate language, etc.).
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If you miss the bus, go home immediately.
- Parents should instruct their child on what to do if they miss the bus.
- Parents are responsible for transporting a child to school if the student misses the bus.

Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- Go to your assigned seat.

NOTE: One of the most serious problems associated with loading and unloading students is the school bus being passed by other motorists. Often a motorist will pass while the overhead red flashers are operating. The driver's responsibility for the safety of the students is his/her main concern at such a time. However, if it is possible, drivers are instructed to take down the license number of the vehicle and report this to the Transportation Director. The license number will be reported to legal authorities. Please do not endanger our district's students by passing a school bus loading or unloading. No amount of time you may save is worth a student's life.

Getting Off the Bus

- Stay seated until the bus is completely stopped.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus.
- Stay clear of the bus when the engine is started. Do not chase or hang onto the bus.
- Ask for help if needed.
- Go immediately to your school or home.

Crossing a Street or Highway

- Walk in front of the bus and wait for the driver to signal that it is safe to cross.
- Students crossing to the left side of the road should make eye contact with the driver and wait for his/her signal before crossing the street.
- Check in both directions and walk directly across the road as a group.
- Never turn back or re-cross the street for any reason.
- Never cross the road behind the bus.
- CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading.

Prohibited Items

- All kinds of tobacco
- Live animals or insects
- Glass containers
- Alcoholic beverages
- Weapons, explosive devices, fireworks, harmful drugs or chemicals

- Open flames of any kind (matches, lighters, etc.)
- Any object that cannot be carried by the student.
- Open food and/or drinks (except water).
- Helium filled/floating balloons
- Items not allowed at school

Discipline Notices

When a discipline issue arises that cannot be handled on the bus, the bus driver may complete an Incident Report. This report will be given to the campus principal who will complete the Disciplinary Action section. The principal will distribute the copies: one to the parent, one to the bus driver, one to the transportation director, and one to remain in the principal’s files.

Misconduct will be punished in accordance with the Student Code of Conduct and according to the following:

Disciplinary Procedures for Bus Transportation

(Parents will be notified by phone and mail after each offense)

FIRST OFFENSE:

A verbal and written warning is issued to the student.

SECOND OFFENSE:

A three-day suspension is issued to the student.

THIRD OFFENSE:

A ten-day suspension is issued to the student.

FOURTH OFFENSE:

A thirty-day suspension is issued to the student.

FIFTH OFFENSE:

Student will be suspended for the remainder of the school year.

SEVERE CLAUSE:

If a student’s conduct while on the bus or while exiting or entering the bus either jeopardize the safety of another student and/or the bus driver, or constitutes an offense under the Student Code of Conduct/Discipline Rules that could result in expulsion, a suspension of the student’s bus transportation privilege will immediately be placed into effect for a period of time up to the remainder of the school year. This suspension will be in addition to any other disciplinary action that may be taken by the School District with respect to the conduct referred to in this clause.

The principal may repeat steps as necessary.

Please note that the district may file a complaint with the justice or municipal court for any disruptive or disorderly bus rider.

Tom Bean I.S.D.

BUS RIDERS RULES AND REGULATIONS

1. The bus driver is in charge of students. Students shall follow the drivers directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
3. Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated stop only.
4. Students shall wait for a bus on the sidewalk. If there is no sidewalk, student shall wait next to (but not in) the street. Students must wait until the bus comes to a complete stop before boarding or leaving the bus.
5. Students will remain properly seated at all times and not block the aisles. Any or all students may be assigned seats.
6. Students must keep their hands, head, feet and personal objects inside the bus at all times.
7. Scuffling, shoving, or fighting is prohibited on the bus and established bus stops.
8. Littering or throwing items inside or from the bus is prohibited.
9. Students are not allowed to consume food or drink on the bus. The use of tobacco products is prohibited.
10. Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
11. Students are not to engage in loud talking or yelling. The use of profanity, inappropriate language or gestures on the bus is prohibited.
12. Students are not allowed to bring animals or harmful objects on the bus (i.e. weapons, drugs, alcohol, fireworks, etc.)
13. Students while on, exiting or entering the bus, and while at or in the general area of the designated loading and unloading zone area, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the school district.

BUS INFORMATION CARDS 2010-2011

Return this card to the bus driver as soon as possible

DATE _____ GRADE _____ BUS # _____

STUDENT'S NAME _____

IN CASE OF ACCIDENT OR STUDENT ISSUES, THE DRIVER OR SCHOOL OFFICIAL
MAY NOTIFY:

PARENT'S NAME _____

HOME ADDRESS _____ CITY _____ ZIP _____

MAILING ADDRESS _____ CITY _____ ZIP _____

PHONE _____ IF NO ANSWER CALL _____

**I HAVE READ AND UNDERSTAND THE BUS RULES AND HAVE REVIEWED THEM
WITH MY STUDENT.**

PARENT'S SIGNATURE

NOTE: You must provide transportation to and from school for your child if he/she is suspended from riding the bus. It is a violation of compulsory attendance laws of the State of Texas for your child to fail to attend school.

Appendix XI Tom Bean Independent School District Parent Involvement Policy

Tom Bean Independent School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(B) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into its LEA plan developed under section 1112 of ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Texas Education Agency.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

DEVELOPMENT OF THE DISTRICT PARENTAL INVOLVEMENT PLAN

The Tom Bean Independent School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- **Parents of students involved with the program will be invited to attend a meeting regarding the development of the plan; and**
- **Parents of students involved with the program will be asked to complete surveys in the spring evaluating the program. Results will be incorporated into the next year's plan.**

INVOLVEMENT OF PARENTS IN THE PLANNING, REVIEW, AND EVALUATION OF PROGRAM AND PLAN

The Tom Bean Independent School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- **Parents of students involved with the program will be invited to attend a spring meeting to review the results (TAKS, SDAA II, TPRI, etc.) of the program, conduct a needs assessment, identify barriers to parental involvement, and help plan the activities and budget of the program for the next school year; and**
- **Parents of students involved with the program will be encouraged to attend campus site-base meetings held throughout the year.**

DISTRICT COORDINATION, TECHNICAL ASSISTANCE, AND SUPPORT

The Tom Bean Independent School district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- **The district will annually train staff members regarding parental involvement activities;**
- **The Director of Instruction and Student Services will assist campuses with coordination of services and funding for projects including the coordination and integration of Part A parental involvement strategies with parental involvement strategies under any other program the district may implement; and**

- **The Director of Instruction and Student Services will assist campuses by providing student testing information for the committee’s review.**

PARENTAL INVOLVEMENT

The Tom Bean Independent School District will build the schools’ and parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- The school district will, with assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding such topics as:
 - √ the State’s academic content standards,
 - √ the State’s student academic achievement standards,
 - √ the State and local academic assessments including alternate assessments,
 - √ the requirements of Part A,
 - √ how to monitor their child’s progress, and
 - √ how to work with educators.
- √ by providing parent information workshops during the school year and providing additional information in newsletters and/or on the school district website; and
- √ by communicating with parents through the use of e-mail, family access, and telephone.
- The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - √ **providing parent-teacher conferences at the end of the first six weeks for all parents of students performing below expectations; and**
 - √ **providing paper resources and links on the school district website that would assist parents in working with their children and understanding educational topics.**
- The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with parent resource centers, which encourage and support parents in more fully participating in the education of their children, by:

- √ providing an opportunity for parents to enroll students in kindergarten in the spring prior to the school year; and
- √ providing an opportunity for students to meet the classroom teacher prior to the beginning of the school year.
- The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - √ provide information to parents using newsletters and/or the school district website; and
 - √ maintain parental information at the school campus offices.

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A Programs, as evidenced by the agenda and sign-in sheet of the Title I, Part Parent Meeting held annually.

This policy was adopted by the Tom Bean Independent School District annually and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children.

Appendix XII e-CAP Check Recovery Service

Suggestions to Schools for Notifying Parents

Although the door and cash register stickers provided by e-CAP are intended to notify check writers, there are additional ways to insure parents are aware of your check collection policy. Consider posting the following statement in various school publications (school flyer or newsletter, student handbook, printed and online version of the cafeteria menu, school web site, etc.).

“When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.”



Check Acceptance Policy

What is better than the above statement is to inform parents of a “School Check Acceptance Policy”. When the school district has an established and published policy, abuse will normally decline. We recommend a policy be published in your annual STUDENT HANDBOOK that includes

1. Minimum information included on the check
2. Collection policy for bad checks

Example “Check Acceptance Policy”

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver’s license number and state. **When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.**



APPENDIX XIII: Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy or to electronically access at www.tombean-isd.org the Tom Bean ISD *Student Handbook* and the *Student Code of Conduct* for 2010-2011.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct and the Student Handbook*. If I have any questions regarding this handbook or the Student Code of Conduct, I should direct those questions to the Mrs. Patrice Counts at (903) 546-6333 or via email at patrice.counts@tombean-isd.org.

Appendix XIV: Elementary Student Release of Information 2010-2011

Student Name _____

Grade Level _____

Yes

I give my permission for my child's name,

accomplishments and picture to be released to the Tom Bean School Newsletter, Newspapers (Herald Democrat, Tom Bean Newspaper, Whitewright Rose), Internet (Tom Bean I.S.D. Website), Memory Book, Yearbook and other Tom Bean I.S.D. publications.

No

I do not give my permission for my child's name,

accomplishments and picture to be released to the above groups.

Parent Name _____

Date _____

APPENDIX XV: 2010-2011 ACKNOWLEDGMENT FORM

Name of student: _____ Grade _____

Parent: Please circle one of the choices below concerning school sponsored purposes. Also, please sign and date this page, remove it from the handbook, and return it to the Elementary school:

I, **(do give) (do not give)** the district permission to **release** the directory information in response to request unrelated to school-sponsored purposes.

Directory Information includes: (see appendix V page 63)

I, **(do give) (do not give)** the district permission to **release** the directory information in response to request from a military recruiter or an institution of higher education without prior consent.

I, **(do give) (do not give)** permission for my child to participate in the use of District's technology resources.

I, **(have) (have not)** read the District's Student Guidelines for Acceptable Use of District Technology Resources.

I, **(agree) (do not agree)** that my child has read and will abide by the technology provisions. I understand that violation of these provisions may result in suspension or revocation of system access and related privileges. I have chosen to:

- Accept responsibility for accessing the Student Handbook and the *Student Code of Conduct* by visiting the following Web address:

www.tombean-isd.org

- Receive a paper copy of the Student Handbook and the *Student Code of Conduct*.

My child and I have received a copy of the following for the 2010-2011 school year:

Acknowledgment Tom Bean Elementary School Student Handbook
Acknowledgment Student Code of Conduct
Pest Control Advisement Sheet
Acceptable Use of Technology Resources
Notice Regarding Directory Information Notice & Parent Response – School use
Notice Regarding Directory Information Notice & Parent Response – Nonschool use
Military Recruiters and Institutions of Higher Education Parent Response
Electronic Display of Personal Information
District Use of Student Work
Bus Rider's Safety Handbook
Tom Bean Independent School District Parent Involvement Policy
e-Cap Check Recovery Service Notice
Elementary Student Release of Information
Acknowledgment of Electronic Distribution of Student Handbook

and we understand that these handbook/agreements 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.

Signature of Parent

Date

Signature of Student

