

**FORSAN INDEPENDENT SCHOOL DISTRICT**

**Forsan Elementary School at Elbow**

**Student/Parent Handbook**



**2008 - 2009**

Approved by Forsan I.S.D. Board of Trustees July 2008

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## 2008 – 2009 HANDBOOK

Dear Parents:

Welcome to Forsan Elementary School at Elbow. I am excited about the new school year and hope that you and your child are too. This is a very important part of your child's formal education. The foundation that your child will build on for his/her entire life will be created in the next few years. You have nurtured your child through the first years of life and are now including us in this important aspect of growing up. We look forward to that. We respect and appreciate your trust.

This handbook is published to provide you with basic information to assist with knowing the school routines and guidelines. Keep it as a reference. It contains our Student Code of Conduct. For the benefit of all, students are expected to follow classroom rules as well as these rules outlined in the Student Code of Conduct. Please read the handbook carefully and then keep it for occasional review as questions come up. We have a friendly office staff who will gladly assist you with any questions that may not be answered in this handbook. Our teachers and instructional aides continually work to improve their knowledge and skills. As a result, there are changes to our routines and programs from time to time. We will keep you informed throughout the school year of changes that affect our schedules or guidelines.

Our teachers and support staff will play an important part in your child's life but it is only a part. You are the most important person in your child's life and in their education. I encourage you to continue to read with your child, spend quality time with them and to partner with us in the educational experience. We will offer opportunities for you to volunteer your time with us. This shows your child that you believe that education is important and that you support the school staff. Your involvement is extremely valuable.

Thank you for trusting us with your precious child. We look forward to a successful year.

Sincerely,

Mr. Steve Osborn  
Principal

Dear Students:

Welcome! I look forward to spending time with each and every one of you. As principal, I will make it my responsibility to partner with you and see that you have an opportunity to be successful. Success comes through hard work and high expectations. A great deal will be expected of each of you. Proper behavior and putting a lot of effort into your studies will help you be successful. From time to time, even that is not enough. You may find that you need extra assistance from me and I want you to know that I will do my best to help. School is not just work but it is also about having fun and learning to enjoy the rewards of living a good life. We will have a fun year and I look forward to laughing with you during the year.

This handbook has some important information in it. Read it and keep it. The last part of it has the Student Code of Conduct. Knowing the classroom rules and the Student Code of Conduct and following them will make life run smoother for you and allow us all to relax and enjoy life more.

Again, welcome to Forsan Elementary School at Elbow.

Sincerely,

Mr. Osborn  
Principal

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**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 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 student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

**Forsan 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 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.

The following District staff member has been designated to coordinate compliance with these requirements:

Randy Johnson, Superintendent, P.O. Drawer A, Forsan, TX 79733 (915) 457-2223

## Forsan School Song

Black and White to you our hearts we're pledging,  
To your standards always will be true,  
We'll always honor and we'll always love you,  
Black and White our colors true.

### School Colors

Black and White

### School Mascot

Buffalo

### Sportsmanship

Good sportsmanship is conduct, which imposes a type of self-control involving honest rivalry, courteous relations and graceful acceptance of results. School spirit is a reflection of these attitudes and behaviors. Sportsmanship is good citizenship in action. **The promotion of sportsmanship is a primary responsibility of coaches, staff, players, cheerleaders, parents, and the entire student body.**

*"One man practicing good sportsmanship is far better than fifty others preaching it."*

Knute Rockne



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## ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led 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.

It is also the law in Texas:

- A child between the ages of 6 and 18—depending on when his or her birthday falls—is required to attend school each day during the instructional year unless otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action.
- Once enrolled in school, a Pre-K/Kindergarten student shall attend school (TEC Section 25.085).
- Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate 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.

- **To receive credit in a class, a student must attend at least 90 percent of the days the class is offered.** The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a full semester or for a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:
  - An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
  - Required screening, diagnosis, and treatment for Medicaid-eligible students.
  - A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
  - A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness; or illness or death in the immediate family.
  - A juvenile court proceeding documented by a probation officer.
  - An absence required by state or local welfare authorities.
  - Family emergency or unforeseen or unavoidable instance requiring immediate attention.
  - Approved college visitation.

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

If the attendance committee finds that there are not extenuating circumstances for the absence or if conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class. Students whose petitions for credit are denied may appeal the attendance committee's decision to the Board of Trustees.

The district shall provide the following alternative ways for students to make up work or regain credit lost because of absences:

1. Satisfy time-on-task requirements before and/or after school.
2. Attend Saturday classes or after school
3. Maintain the attendance standards for the rest of the semester or year.
4. Perform community service tasks as specified by the attendance committee.

In all cases, the student must also earn a passing grade in order to receive credit. Students will not be allowed to make up zeros earned because of unexcused absences. Students are responsible for keeping up with their own absences and are encouraged to arrange with the attendance clerk or assistant principal ways that they can make up the time missed when they have gone over the allotted number of days.

Students who have been absent for any reason are encouraged to make up the work they missed within the time given by the teacher. Failure to make up work will result in the student receiving a "0" for all work/tests not make up within the required time.

Students absent from school must have their parent call the school each day that they are absent. In addition, students are required to bring a note from their parents. Notes should be on a full-sized (8 ½" x 11") sheet of paper and should include the student's full name, date(s) of absence, reason for absence, parent's signature and day-time phone number. Notes signed by the student, even with the parent's permission, will be considered a forgery for the purpose of granting credit for a class. **It is suggested that any time a student is out for an illness that a note from an attending physician be obtained.** Physician notes **will not** be taken 10 days from the day the student returns to school.

#### ● Reason for Absence

A student absent from school shall provide a note that describes the reason for absence. The note shall be signed by the student's parent or guardian. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

Education Code 25.0087 and 19 TAC 129.21 allow a district to count as present for ADA purposes students who are absent for any of the following circumstances:

1. participation in a Board-approved and appropriately supervised extracurricular activity or performance;
2. participation in an approved mentorship fulfilling the student's Distinguished Achievement Program;
3. screening, diagnosis, or treatment of a Medicaid-eligible student (if the student is absent no more than a day at a time for this purpose);
4. religious holy days (including one day of travel to and one day from an observance site);
5. an appointment with a health care professional (if the student misses only a portion of the school day and the professional provides written confirmation of the appointment).

#### ● Excessive Absences

When a student's absence for personal illness exceeds a total of ten days in a school year, the students shall present a statement from a physician or health clinic verifying any illness or other condition that might lead to the student's additional days of absence from school.

When a student returns from an absence, he/she should bring his/her note and /or doctor's verification to the office prior to the first bell. (The attendance committee is the last word on granting credit when a student's attendance falls below the required number of days.) If a student fails to bring a proper note, an unexcused admit will be issued.

It is the student's responsibility to make sure his/her admit is signed by all the required teachers and that he/she turns in the admit to the last teacher whose class was missed.

If the student forgets to bring the admit to a class, the teacher will not be allowed to admit the student and will send him/her back to get an admit.

**Students and parents should try to schedule doctor/dental appointments after school hours.** If this is not possible and the student must see a doctor or dentist during the school day, he/she should bring a note to his/her teacher who will issue a hall pass to go to the office at the appropriate time. Notes should include the doctor's/dentist/s name and phone number. **Any time a student leaves campus during the school day he/she must sign out in the office. This is a closed campus and students are not allowed to leave campus for lunch.** If the student returns during the day, he/she must sign in at the office where they will receive an admit to class. The student should bring a doctor/dental verification upon his/her return.

- **Perfect Attendance**

Awards will be given to students who have not been absent from a single class period for reasons other than school-related events.

- **Unexcused Absences**

A zero will be recorded for all work missed during the class period.

- **Make-up Work**

When a student is absent, the student will be given one day for each day absent from the class (classes) from the time of his/her return to make up work. The teacher/principal may grant additional time if unusual circumstances exist. It is the **student's responsibility** to check with each teacher for make-up work upon his/her return to school. Teachers may assign a late penalty to any project in accordance with timelines approved by the principal and previously communicated to students.

- **Parent Requested Absences**

The parent/student must meet the following criterion:

1. The parent and student must understand that the student will be counted absent.
2. The student should obtain a form from the office in order to obtain assignments from his/her teachers before he/she leaves. All work is due upon the student's return to school.
3. Tests such as six weeks, mid-terms, and final examinations must be completed prior to the student's absence.
4. Parents must request the absence in writing at least 3 days prior to the absence.
5. The principal may place certain conditions on the absence and he/she will decide whether the absence will be excused or not.
6. Parental requested absences should not exceed one occurrence per semester. Days should be limited.

- **Extra-curricular and Co-curricular Activities**

Students who are participating in such activities as approved by the Board and under the supervision of a professional staff member will not be counted absent from school. Absences in excess of those permitted by state law will, however, be considered unexcused absences and will affect a student's credit status. Students should request their work in advance of their absence. Extracurricular activities are limited to fifteen (15) days per year!

- **Loss of Credit**

When attendance in any class falls below the statutorily required number of days, the student and parent will be notified. Information will be given on the student's right to appeal to the attendance committee.

- **Withdrawals**

No pupil will be dropped or allowed to withdraw from school until the principal has approval from his/her parent or guardian, until the pupil has returned to the school all state textbooks and has discharged other obligations to the school. If the pupil leaves school without notifying school officials and fails to complete withdrawal procedures, the pupil will be dropped from the attendance roster after an absence of a specified number of days. However, no records will be transferred to another school for the pupil until appropriate withdrawal procedures are completed.

**Please note:**

- A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening without approval of principal.
- In those rare circumstances 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.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

**BULLYING**

- **Anti-Bullying Policy**

Forsan ISD recognizes that bullying occurs in all schools and we are not immune. Forsan ISD finds that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Forsan ISD finds that harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe, non-threatening environment. It is the policy of Forsan ISD that its students have an educational setting that is safe, secure, peaceful and free from student harassment also known as bullying. The School will not tolerate unlawful harassment of any type and conduct that constitutes bullying as defined herein will not be tolerated.

Forsan ISD further finds that students learn by example. Forsan ISD charges school administrators, faculty, staff and volunteers with demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

- **Bullying Defined**

"Bullying" means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

- a. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

- b. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety.

- **Reporting Procedure**

1. Any student who believes they have been a victim of bullying may report the alleged act to the school administrator. If a student is more comfortable reporting the alleged act to a person other than the school administrator, the student may contact any School employee or counselor.
2. Any school employee who has witnessed or has reliable information that a student has been subjected to bullying shall report the incident to the school administrator.
3. Upon receipt of a report of bullying, the principal or designee shall investigate, document and remediate the incident.

- **Staff Responsibility**

Our Staff will:

1. foster in our pupils self-esteem, self-respect and respect for others;
2. demonstrate by example the high standards of personal and social behavior we expect of our pupils;
3. be alert to the signs of distress and other possible indications of bullying and keep a record of these;
4. discuss bullying with all classes and recognize the importance of telling a teacher or classroom assistant about bullying when it happens;
5. listen to children who have been bullied, take what they say seriously and act to support and protect them;
6. be aware of non-verbal clues which our pupils may exhibit when dealing with specific adults or others within the school community;
7. report suspected cases of bullying to the building principal;
8. follow up any complaint by parent about bullying, and report back promptly and fully on the action which has been taken;
9. deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

- **Student Responsibility**

We ask our students to:

1. refrain from becoming involved in any kind of bullying;
2. intervene to protect the pupil who is being bullied if this is possible;
3. report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

- **Parent Responsibility**

We ask our parents to support their children and Forsan ISD by:

1. watching for signs of distress or unusual behavior in their children; which might be evidence of bullying;
2. being vigilant about the reactions of their children to different pupils or staff and report these concerns to the school;
3. being sympathetic and supportive towards their children; and reassuring them that appropriate actions will be taken;
4. keeping a written record of any instances of bullying;
5. informing the school of any suspected bullying, even if their children are not involved;
6. co-operating with the school, if their children are accused of bullying, try to ascertain the truth, and point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

- **Investigation and Remedial Action**

1. The principal or designee shall investigate alleged acts of bullying.
2. The principal or designee will take such disciplinary action deemed necessary and appropriate, including but no limited to detention, in-school suspension, DAEP, or referral to consider long-term suspension or expulsion, and/or referral to law enforcement in order to end bullying and prevent its recurrence.
3. Besides initiating disciplinary action, the principal or designee may also take other remedial action deemed necessary and appropriate to end bullying and prevent its recurrence including but not limited to requiring participation in peer mentoring, life skills groups; and/or reassigning classes, lunch periods or transportation.
4. The principal, or designee, shall by telephone or in writing, report the occurrence of any incident of bullying to the parent or legal guardian of all pupils involved when appropriate.

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the school office.

The cost of school meals this year is \$1.75 for lunch and \$1.50 for breakfast. Students may pay cash for meals when they go through the cafeteria line, or they may pay for meals in the cafeteria before school.

Any check for cafeteria purchases will be deposited into the student's meal account for the amount written. No change will be given. There will be a \$25 fee for returned checks.

One milk will be served with each meal. Any extra milk will be an additional charge of .40 cents.

### **FORSAN-ELBOW STUDENTS ARE NOT ALLOWED TO CHARGE MEALS.**

No student will be denied a meal. Please see the principal when a problem arises.

Students may not use their meal account to buy lunch or breakfast for someone else. **DO NOT ASK.**

If you feel you cannot pay for your child's meal and feel that you are eligible for free or reduced-price meals, please fill out an application and return it to the office.

### **ALL APPLICATIONS FOR FREE OR REDUCED-PRICE MEALS WILL BE VERIFIED AT FORSAN INDEPENDENT SCHOOL DISTRICT CAMPUSES. PLEASE PROVIDE SOCIAL SECURITY NUMBERS FOR ALL ADULT MEMBERS OF YOUR HOUSEHOLD.**

## **COMMUNICABLE DISEASES/CONDITIONS**

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases include: chicken pox, common cold with fever, diphtheria, fever (100.0 or greater), gastroenteritis (viral), head lice (pediculosis), hepatitis (viral, type A), impetigo, influenza, measles (rubeola), german measles (rubella), bacterial meningitis, viral meningitis, mumps, pink eye (conjunctivitis), poliomyelitis (polio), ringworm of the scalp, salmonellosis, scabies, shigellosis, streptococcal sore throat, scarlet fever, pulmonary tuberculosis, whooping cough (pertussis).

- **Bacterial Meningitis:** State law 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 causes meningitis or another serious illness.

### **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of person 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 high 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### **What you should do if you think you or a friend might have Bacterial Meningitis?**

Seek prompt medical attention.

### **For more information:**

Your 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communication between home and school regarding a child's education is more than a "plus": it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and school open houses or back-to-school nights, for instance.

Communication might also include requests for conferences—initiated by the school or the parent—to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a conference (by phone or in

person) with a teacher, counselor, or principal should call the school office at (915) 398-5444 for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

## **COMPLAINTS BY STUDENTS/PARENTS**

Usually student or parent complaints or concerns can be addressed simply—by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. In general, a parent or student should first raise the complaint with the campus principal. If unresolved, a written complaint and 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. Additional information can also be found on the District's Web site at [www.forsan.esc18.net](http://www.forsan.esc18.net).

## **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. Students and their parents should be aware that electronic communications – e-mail – using District computers are not private and may be monitored by District staff.

Students are not allowed to use personal laptop computers at school or school activities. Teachers may give permission in special circumstances, but must have prior approval from the Principal.

## **CONDUCT**

Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property and facilities, is essential to the maintenance of facilities, safety, order, and discipline. Attending all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class is expected of all students. Students are to be well-groomed and dressed appropriately each day.

As required by law, the District has developed a Student Code of Conduct that establishes behavior standards—both on and off campus—and consequences for failure to abide by the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

A copy of the Student Code of Conduct and the campus rules are included as attachments to this handbook. Teachers will advise students of class rules.

### **• CAMPUS GUIDELINES**

In compliance with Forsan ISD Board Policy, the Elbow campus will be “closed” from 8:00 a.m. until 4:00 p.m. No students will be allowed to leave the campus at lunch. Students will not be allowed to leave to go home for lunch. **Suspension can result for a violation of these policies.**

**Students will not be allowed to have visitors at any time during school hours unless approved by the principal.** Lunch time visitors must have principal approval and must sign in at the office.

We request that you and your child contact the person directly in charge of an activity or function should a question or misunderstanding arise. Do not rely on rumor or become unduly antagonized. Most problems

can be readily handled if taken care of promptly.

Books are not to be left lying in the floor or on top of the lockers. Books or articles left in the halls will be placed in the lost and found. Textbooks are to be kept covered at all times.

Student use of the school telephone will be limited to **ILLNESS, EMERGENCIES OR SCHEDULE CHANGE FOR A SCHOOL SPONSORED ACTIVITY.**

- **CAMPUS DISCIPLINE EXPECTATIONS**

The following is a general list of discipline expectations for the school, classroom, cafeteria and bus. We would appreciate your help in explaining these rules and their importance to your child and enforcing them if necessary.

**At School**

We expect students to:

1. Demonstrate courtesy—even when other do not
2. Keep their hands, feet and objects to themselves.
3. Show respect for and to others.
4. Be honest.
5. Refrain from disruptive behavior.
6. Not have gum at school.
7. Leave possessions not necessary for class at home. (Assigned project supplies or objects may be brought in a zipped bag or stapled sack.)
8. Behave in a responsible manner, always exercising self-discipline.

**In the Classroom**

We expect students to:

1. Follow directions as given.
2. Complete and return all assignments.
3. Return all materials, chairs, and equipment to their proper places.
4. Raise hands and wait to be called on during class discussion or work time.
5. Stay in assigned areas.

**In the Lunchroom**

We expect students to:

1. Practice good manners and eating habits.
2. Stay seated in the same place until the teaching assistant says to line up.
3. Line up in an orderly manner.
4. Keep eating areas clean.

- **CAMPUS DISCIPLINE MANAGEMENT PLAN**

We believe your child is entitled to an appropriate education. Our teachers have been educated and trained to teach your child and we are continuously improving ourselves so that your child receives the best education possible. While it is the teacher's responsibility to teach, we must share the responsibility to prepare your child to learn, and the responsibility of correction and discipline of your child when behavior becomes a problem. If your child is persistently disruptive or shows repeated disrespect to the staff, he/she will be sent home to you for correction and discipline.

Forsan Elementary will follow a discipline plan in which a child, except in the event of a serious offense, will be given opportunities to correct his/her behavior each day before being reported to the principal's office. Teachers will clearly define their classroom management plan when school begins.

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.

## • **CONSEQUENCES OF MISBEHAVIOR**

See Student Code of Conduct

## • **BUS GUIDELINES**

It is the aim of the District to provide eligible students with safe, comfortable transportation. In order to accomplish this, it is essential that order be maintained on all school buses to insure a safe trip to and from school. Constant violation of the bus rules may result in a student being denied the privilege of riding on the school bus. The bus driver has the authority and responsibility for maintaining the discipline on the bus. Students need to realize that they are accountable and responsible for their actions while riding a school bus. Both parents and students should be aware of the following rules governing behavior.

### **I. Prior to loading (on the road and at school)**

1. Be on time at the designated school bus stops -- keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting to catch the bus.
3. Wait until the bus comes to a complete stop before attempting to get on the bus.
4. Bus riders should not be permitted to move toward the bus at the loading zone until the buses have been brought to a complete stop.

### **II. While on the bus**

1. No eating or drinking on the bus.
2. No use of tobacco products of any kind.
3. Keep hands and head inside the bus at all times after entering and until leaving the bus.
4. Help keep the bus safe and sanitary at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Students shall not carry any weapons, explosives (such as fireworks), knives, waterguns, or unsheathed pointed articles on the bus.
7. Bus riders should never tamper with the bus or any of its equipment.
8. Leave no books, lunches, or other articles on the bus.
9. Keep books, packages, coats, and all other objects out of the aisles.
10. Help look after the safety and comfort of small children.
11. Do not throw anything out of a bus window.
12. Bus riders are not permitted to leave their seat while the bus is in motion.
13. Horseplay is not permitted around or on the school bus.

14. Bus riders are expected to be courteous to fellow pupils and the bus driver.
15. Absolute quiet when approaching a railroad crossing.
16. In case of a road emergency, children are to remain in the bus.
17. The Emergency Door is not to be used except in an emergency. In case of emergency, students should follow instruction of the driver.

### III. BUS CONSEQUENCES

The bus rules are to help promote the safety of all students while riding the bus. Misconduct will not be tolerated and will be dealt with as follows:

1. 1<sup>st</sup> Offense -- Warning
2. 2<sup>nd</sup> Offense -- Five (5) day suspension of bus privileges (Parents must furnish transportation)
3. 3<sup>rd</sup> Offense -- Ten (10) day suspension of bus privileges (Parents must furnish transportation)
4. 4<sup>th</sup> Offense -- Twenty (20) day suspension of bus privileges (Parents must furnish transportation)
5. 5<sup>th</sup> Offense -- Possible revocation of bus privileges for remainder of school year.

Students will be accountable for type of misconduct according to Student Code of Conduct. The principal or assistant principal has the right to skip any of the listed steps if deemed necessary.

### IV. AFTER LEAVING THE BUS

1. If necessary to cross the road after getting off the bus, cross at least ten (10) feet in front of the bus, but **ONLY AFTER** looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not pick up or discharge riders at places other than the regular bus stop at home or at school unless by proper authorization from parent and school. The student will need a note sent from home and signed by the building principal in order to make a change in a pickup or drop point.

#### ● **Academics / Dishonesty / Cheating / Plagiarism**

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes the copying of another student's work—such as homework, classwork, or test answers—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

#### ● **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. A record will be maintained of each instance of corporal punishment. Corporal punishment will be governed by the following conditions:

- The student will be told the reason for the corporal punishment.
- The punishment may be administered only by the principal, assistant principal, or designee.
- The instrument to be used will be approved by the principal.

- The punishment will be administered in the presence of one other District professional employee and out of view of other students.

- **Parties and Social Events**

1. **School Parties**

- Christmas Party
  - Valentine Party
  - Easter Party

2. **Party Favors**

Party favors are not allowed to be given at the Christmas, Valentine or Easter parties because many students compare the favors they receive to those received by others and are disappointed. The purpose of these parties is for celebration, not for competition. To avoid boys and girls getting their feelings hurt, party favors are not allowed. Please provide refreshments only (things to eat or drink). If, at another time, you wish to do something special for your child's class, please feel free to do so, but only after conferring with the teacher. Please continue to do special things for our students, but please refrain from having party favors at these three parties.

3. **Room Parents**

Each room will have a room parent who will take the responsibility of the three parties during the school year. The parties are Christmas, Valentine, and Easter. Please work closely with your teacher.

4. **Room Party and Organization Notes**

All notes for organizations or room party notes must typed and sent out by the organization or room mother. **ALL NOTES MUST BE APPROVED BY THE PRINCIPAL BEFORE BEING SENT HOME WITH STUDENTS.**

5. **Exchanging Gifts at Christmas**

If you **DO NOT** want your child to participate in the drawing of names and exchanging of gifts at Christmas, please notify your child's teacher and the teacher will exclude the child's name from the drawing. No one is required to bring a gift to exchange. If your child wants to participate in the gift exchange, please send a gift that does not exceed the maximum price set by the classroom.

6. **Birthday Party Invitations**

Invitations may be handed out at school only if each member of the class receives one. Invitations may not be handed out at school unless a **BLANKET INVITATION** is extended to all the class members. **THE OFFICE WILL NOT GIVE OUT INDIVIDUAL NAMES, ADDRESSES, AND PHONE NUMBERS.**

- **Sexual Harassment / Sexual Abuse**

Unwanted and unwelcome conduct of a sexual nature—words, gestures or any other sexual conduct, including requests for sexual favors—directed toward another student or a District employee is unacceptable. [For more complete information, see **Sexual Harassment/Sexual Abuse.**]

- **Violations of Law — Alcohol, Drugs, Tobacco, and Weapons**

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on District property is also prohibited. [See the Student Code of Conduct for information regarding disciplinary consequences.]

## COUNSELING

- **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should tell his/her teacher. A parent wanting to talk with the counselor should call the school, (915) 398-5444.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

## CREDIT BY EXAMINATION

- **With Prior Instruction**

A student who has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60 may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however.

- **Without Prior Instruction**

A student will be permitted to take an examination to advance to a higher grade level (at the elementary level) or to earn credit for an academic course (at the secondary level) for which the student has no prior instruction.

<u>Date Scheduled</u>	<u>Grade Level or Course</u>
June 1, 2, 3, 2009	All
June 22, 23, 24, 2008	All

**A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date.** The District will not honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university.

## DISTRIBUTION OF MATERIAL

- **School Materials**

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

- **Nonschool Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a nonstudent without the prior approval of the principal. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the

Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student or nonstudent will have a reasonable period of time to present his or her viewpoint. Any student who posts material without prior approval will be subject to disciplinary action.

## DRESS AND GROOMING

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

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

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. **The District prohibits any clothing or grooming that in the principal's judgement may reasonably be expected to cause disruption of or interference with normal school operations.**

The District prohibits clothing or emblems that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL), nudity, death, or contain suggestive slogans.

In order to maintain the proper educational decorum, the following dress and grooming guidelines shall apply:

1. The District will not permit any visible body piercing other than the ears.
2. Exposed tattoos and/or use of pens or pencils to mark on arms, hands, legs, face, etc are inappropriate for school and **must** be covered while on school property.
3. Shorts shall be long enough to reach the extended fingertips of a student when the student is standing and arms are at his/her sides.
4. Students must wear clothing that is appropriate for school/school activities. Clothing must not be too tight or too loose for free movement, or for sitting, reaching, and bending positions. Skin-tight or baggie fitting clothing is not acceptable for the classroom or at school activities.
5. Clothing must be worn that is neat and clean in appearance and that is socially appropriate for the gender of the student. Any student whose dress or grooming creates a disruption in the classroom may be subject to removal from that classroom.
6. Top and bottom garments must not separate to expose the student's skin from the front, back, or side when performing normal school activities (bending, stretching, reaching, sitting, etc.)
7. Clothing shall not permit excessive exposure of the body in front, back or side view. Garments shall not be backless, excessively tight, nor permit exposure of cleavage. Appropriate undergarments shall be worn at all times and not seen. Girl's shoulder straps must be at least two (2) inches wide. Boys are required to wear shirts with sleeves.
8. The hair shall be clean, well-groomed, and not covering the eyes. The following extremes shall not be allowed:

geometric or unusual patterns shaved or cut into hair;  
unusual color variations in hair; and  
ponytail, rat-tail, and braids for boys.

Hair styles related to ethnicity may be approved by the principal.

Students must be clean shaven. Beards shall not be acceptable. If a mustache is worn, it shall have a neat, well-groomed appearance. Side burns shall be kept neatly trimmed and be no longer than the earlobe. No type of head covering, hat, cap, or bandanna may be worn inside buildings, except as may be allowed for approved school activities.



## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.
- A student is allowed up to fifteen (15) absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a nonapproved activity will receive an unexcused absence.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

**Please note:** Student clubs and performing groups such as the band, and athletics 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.

## FEES

Materials that are part of the basic educational program are provided with state and local funds and are 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.
- Fees for lost, damaged or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on District premises. (Fees shall not be charged, however, if parents of at least 22 students request a transfer to another school in the District to take required curriculum courses, other than fine arts or career and technology, not offered at the original school.)
- Summer school courses that are offered tuition-free during the regular school year.

A \$25 fee will be charged for a returned check written to the school for any purpose.

## **FLOWERS AND BALLOONS**

Please do not ask the florist to deliver flowers, homecoming mums or birthday balloons to your child at school. Have them delivered to your home or place of employment. These items distract from the learning environment and may be a safety hazard when carried on the bus.

## **GIFTED AND TALENTED**

[See the section on **Special Programs**.]

## **GOVERNMENTAL AUTHORITIES**

- **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

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

- **Students Taken into Custody**

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

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

Before a student is delivered 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. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

## **HOMEWORK**

- **Philosophy**

The District endorses homework as a valued extension of learning beyond the classroom and as an integral part of the instructional program. Depending on the course content, homework may be addressed in short-term and/or long-term assignments.

- **Reason for Homework**

1. Complete work that was started in class.
2. Expand and/or enrich regular classwork.
3. Build interest in reading and learning.
4. Make up work missed due to absence.
5. Encourage parents' awareness of student learning.
6. Provide an opportunity to pursue special interest or ability areas.
7. Increase learning time.
8. Establish independent study skills.

- **Enforcement of Assigned Homework**

Failure by a student to complete and turn in homework in a timely manner as required by a teacher is to be treated in the same manner as failure to perform work required by a teacher in the classroom setting.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, haemophilus influenzae, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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 would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

## **LOCKERS (And DESKS)**

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

If a student prefers to use an extra lock on the assigned locker he/she must provide the office with an extra key or the combination.

## 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:

- Authorized employees, in accordance with policy FFAC, may administer:
  1. Prescription medication provided by the parent, along with a **District Medical Release form signed by the parent, and in the original, properly labeled container.**
  2. Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
  3. Nonprescription medication provided by the parent, along with a **District Medical form signed by the parent, and in the original, properly labeled container.**
  4. Herbal or dietary supplements provided by the parent required by the students' individualized education program (IEP) or Section 504 plan for a student with disabilities.
  5. **All medicine is required to be kept in the office.**
- In certain emergency situation, the District will maintain and administer to a student nonprescription medication, but only:
  1. In accordance with the guidelines developed with the District's medical advisor.
  2. When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

### **Sick Students**

\*It is the practice at Forsan Elementary School at Elbow that if a child is running **temperature of 100 degrees or over, or if a child has vomited, that child must be sent home. The student cannot remain at school.** This is for the protection of the sick child as well as the other children in school, because a child who is running fever or is vomiting usually has something that is communicable. If you are unable to pick up your child should he/she get sick, please make arrangements for someone else to do so.

\*Physical Education is an integral part of the curriculum at Forsan Elementary School. A doctor's excuse is required if a child needs to be excused from P.E. for more than three days for an illness or injury. If your child is too sick to participate in P.E., he/she will not be allowed to play at recess.

## PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook, including the Student Code of Conduct, with his or her child. Please sign and return the acknowledgement form(s). A parent with questions is encouraged to contact school personnel.
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about

placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed. [See the section on **Communication between Home and School.**]

- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See the section on **Protection of Student Rights.**]
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his or her child. [See also **Student Records.**]
- If an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Participate in campus parent organizations such as District and campus planning committees formulating plans to improve student achievement.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

## **PEST CONTROL INFORMATION**

As part of our commitment to provide your child with a safe, pest-free learning environment, the Forsan ISD may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on District property are made only by trained and licensed technicians. Should you have questions about this district's pest management program or wish to be notified in advance of pesticide application, you may contact our IPM coordinator: Mr. Mike Bailey.

## **PHONE USE**

Student use of the school telephone is limited to **ILLNESS, EMERGENCIES, OR SCHEDULE CHANGE FOR A SCHOOL SPONSORED ACTIVITY.** Students must have permission from a principal, a teacher, or the office staff to use the phone.

## **PICKING UP YOUR CHILD AT SCHOOL AT THE END OF THE DAY**

Please make arrangements by note or phone **before 2:00 p.m.** if you wish to pick up your child at school. If you have sent a note with your child for the teacher stating that the child is to be picked up by you or someone else, you need not call unless there is a change of plans.

**Please** help the school take better care of your child by making arrangements **before 2:00 p.m.** because it is very important that there are no mistakes made in this area. Confusion dramatically increases the possibility of problems. Please help relieve the distress of last minute changes in routine unless there is an emergency. No one is allowed in the building after 3:30 p.m. Your child will not be supervised after 3:30 p.m. **Please make arrangements for your child to be picked up as soon after 3:25 p.m. as possible.**

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

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## **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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROTECTION OF STUDENT RIGHTS**

No student will 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.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her child's classroom and to review each test that has been administered to his or her child.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office personnel will decide whether or not the student should be sent home and will notify the student's parent.

## **REPORT CARDS AND PROGRESS REPORTS**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are asked to schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within two (2) days.

## RETENTION AND PROMOTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive at least a grade of 70 based on course-level or grade-level standards. If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called the Texas Assessment of Academic Skills (TAKS), will be required for promotion. This requirement will be effective for the following students:

- third graders in the 2002–2003 school year,
- fifth graders in the 2004–2005 school year, and
- eighth graders in the 2007–2008 school year

Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

## SAFETY / ACCIDENT PREVENTION

Student safety on campus or 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 ensure school safety.

Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- 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.

## SCHOOL BUSES

[See the section on **Conduct: Bus Guidelines.**]

## SCHOOL DAY

Staff members on duty to monitor students:	7:30 a.m.
Breakfast begins:	7:40 a.m.
Students in class:	8:00 a.m.
School dismisses:	3:15 p.m.
Buses leave campus:	3:20 p.m.

## Supervision

For your convenience, teachers are on duty beginning at 7:40 a.m. each school day. If your child arrives before that time the school is not responsible for your child's safety. Please call if you have any questions. Normally, the school doors will not be unlocked until 7:30 a.m.

## SCHOOL FACILITIES

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 in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

- **Pest Control Information**

See statement on p. 27 of this booklet.

- **Asbestos**

The District has a management plan for asbestos on file in the Administration Office. The information is available to the public upon request. Any question should be directed to: Mr. Randy Johnson at (432) 457-2223.

## 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.

In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the district shall use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

The dog handler selected shall use nonaggressive dogs trained to alert their handlers to illicit substances.

The lockers remain under the jurisdiction of the district even though possessed by the students and are subject to a sniff search at any time. **Students are responsible for anything found in their lockers.**

All cars parked in school parking lots shall be subject to a sniff search at any time. **Students are responsible for anything found in their cars.**

Students will be subject to a sniff search if there is reasonable cause to believe that the student possesses illegal substances. Classrooms and other common areas are subject to a sniff search at any time when students are not present.

## SEXUAL HARASSMENT / SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or Randy Johnson, Superintendent, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature

directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include: (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented 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 and programs and services offered in the District or by other organizations.

### **Special Education**

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is

needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: **Bob Evans, Counselor (432) 398-5444, ext. 208.**

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.

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

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutorial, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

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

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

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es: **Bob Evans, Counselor (432) 398-5444, ext. 310.**

## **Gifted and Talented Program**

- **State Goal for Services for Gifted Students:**

Students who participate in services designed for gifted students will demonstrate skills in self-directed learning, thinking, research, and communication as evidenced by the development of innovative products and performances that reflect individuality and creativity and are advanced in relation to students of similar age, experience, or environment. High school graduates who have participated in services for gifted students will have produced products and performances of professional quality as part of their program services.

- **State Definition of Gifted and Talented:**

“Gifted and talented students” means children and youth with outstanding talent who perform or show the potential for performing at remarkable high levels of accomplishment when compared with the others of their age, experience, or environment. These children and youth exhibit high performance capability in intellectual, creative, and/or artistic areas, possess an unusual leadership capacity, and/or excel in specific academic fields.

- **Forsan I.S.D. Definition of Gifted and Talented:**

The Forsan I.S.D. defines gifted and talented learners as those students who excel, or have the potential to excel, in general intellectual ability, specific subject aptitude, and/or creative productive thinking.

- **General Intellectual Ability:**

Definition: Possessing superior intelligence, with potential or demonstrated achievement in several fields of study: ability to perform complex mental tasks.

- **Specific Subject Matter Aptitude:**

Definition: Advanced achievement in academics such as Language Arts, Reading, Writing, Mathematics, Science, and Social Studies

- **Creative Productive Thinking:**

Definition: Possessing a mental process and/or ability to produce new, unique and/or original processes and/or products.

- **Nomination Procedures:**

A student may be nominated for the gifted and talented program in the Forsan Independent School District by:

- a parent,
- a teacher, counselor, or administrator,
- a community member,
- a student himself/herself,
- a student peer.

Copies of the Forsan I.S.D. Program Nomination Identification Checklist may be obtained from the counselor.

- **Timeline for Identifying Gifted/Talented Students**

Grades 1 – 12

February: Collect nominations

March: Gather Data, permission to test, and testing

April: Recording of data

May: Determine eligibility, mail letters to parents

## **SPORTSMANSHIP**

- **Behavior Expectations of Parents and Other Fans**

Realize that a ticket is a privilege to observe a contest and to support junior and senior high school activities, not a license to verbally assault others or be generally obnoxious.

Respect decisions made by contest officials.

Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Respect fans, coaches and participants.

## BE A FAN ... NOT A FANATIC

### STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Forsan I.S.D. students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

A student’s name, address, telephone number, and date and place of birth.

The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The student’s e-mail address on the District’s computer network.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice. [See the **acknowledgement of receipt of student/parent handbook form in the student enrollment packet.**]

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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is:

P.O. Drawer A  
Forsan, TX 79733

The address of the principal’s office is:

5001 Nichols Road  
Big Spring, TX 79720

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Student or Parent Complaints and Concerns** for an overview of the process.]

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

**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 District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District—do not have to be made available to the parents or student.

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events: High School football games. Students are eligible to introduce these events if they

1. Are in the highest two grade levels of school,
2. Volunteer, and
3. Are not in a disciplinary placement at the time of the speaking event.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and /or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organization, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

## **SURVEYS**

A student shall 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
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student's family has a close family

relationship.

- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information 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 any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

## TARDY POLICY

It is very important for students to be on time and ready to begin class at 8:10. Students who are tardy distract the teacher and other students by interfering with the classroom order and organization. Therefore, as student is considered tardy if they are not in their seat ready to begin class at 8:10. These are the consequences for tardy violations:

- 1<sup>st</sup> Offense - Note from teacher.
- 2<sup>nd</sup> Offense - Phone call to parent from teacher.
- 3<sup>rd</sup> Offense - Formal letter from Principal.
- 4<sup>th</sup> Offense - Discipline referral to Principal and 30 minutes of after school detention.
- 5<sup>th</sup> & Subsequent Offense - Discipline referral to Principal and 30 minutes of after school detention. Possibility of transfer revocation.

## TEACHER CONFERENCES

- Please try to contact your child's teacher during the regular conference time. Please feel free to call or write a note to set up a conference with your child's teacher. Conference times are listed below.

Pre-K	12:00-1:30
K and 1 <sup>st</sup>	1:30-3:00
2 <sup>nd</sup> and 3 <sup>rd</sup>	10:15-11:45
4 <sup>th</sup> and 5 <sup>th</sup>	8:15-9:45
PE	9:45-10:15/12:30-1:30
Music	11:45-12:15

## TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

Mathematics, annually in grades 3–7 without the aid of technology and in grades 8–11 with the aid of technology on any assessment test that includes algebra

Reading, annually in grades 3–9

Writing, including spelling and grammar, in grades 4 and 7

English language arts in grade 10

Social studies in grades 8 and 10

Science in grades 5 and 10

To receive a high school diploma, students must successfully pass exit-level tests.

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child. [See the section on **Protection of Student Rights.**]

Certain students, such as students with disabilities and students with limited English proficiency are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

## **TEXTBOOKS**

State-approved textbooks are provided 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 that fact 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 or guardian. However, a student will be provided textbooks for use at school during the school day.

## **TOYS AND TRADING CARDS AT SCHOOLS**

Children are not allowed to bring any type of toy or trading card collection to school unless requested by their teacher for educational purposes. Your child may bring his/her baseball glove, but no bats or baseballs. Bats and softballs are provided by the school. Knives are not allowed at Forsan Elementary School – **EVER**. Unauthorized toys and trading card collections are a distraction, and they will be confiscated. Radios, compact disc players, DVD players and other electronic equipment is **not allowed**.

## **TRAVEL — SCHOOL-SPONSORED**

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 personally requests that the student be permitted to ride with the parent, or the parent presents—no later than the day before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

## **VIDEOTAPING OF STUDENTS**

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 tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual. State law permits the school to make a videotape 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 co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

## **VISITORS**

Parents and other visitors are welcome to visit District schools. For the safety of the school and those within it, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher if 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.

(Revised on 6/30/08)