

# Dumas Intermediate School

2016-2017 Student Handbook



“Together We Can!”

Principal: Philip Rhodes

# Acknowledgment

⇒ **STUDENT:** \_\_\_\_\_  
Last Name First Name Middle Name

⇒ **CAMPUS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

⇒ **DOCTOR/HEALTH PREFERENCE:** \_\_\_\_\_

To serve my child in case of ACCIDENT or SUDDEN ILLNESS to my child, I hereby authorize officials of Dumas Independent School District to refer this child to a licensed physician of my choice or any other physician available. I hereby authorize the release of information pertinent to my child's health care. The school officials are hereby authorized to take whatever action is deemed necessary in their judgment for the health of my child. This includes taking my child to the Dumas Memorial Hospital Emergency Room for treatment by the physician on call. I will not hold the school district financially responsible for the emergency care and/or transportation for said child and further understand DISD is not responsible for medical cost resulting from an accident while at school.

The student handbook is provided in order that you may know the rules and regulations in the Dumas secondary schools. **The current educational regulations require that parents receive and acknowledge receipt of the Student Code of Conduct. Please sign below and return to the school.**

My child has been instructed that the Dumas Independent School District's Student Code of Conduct and Student Handbook for Dumas Intermediate School is viewable on the Dumas Independent School District's website at [www.dumasisd.org](http://www.dumasisd.org). I understand and consent to the responsibilities outlined in the district's Student Code of Conduct. I also understand and agree that my child will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct is subject to disciplinary action. Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

Student absences from classes for curricular, co-curricular, or extracurricular activities which have the approval of the administrator in charge shall also have the approval of the parents as evidenced by their signature acknowledging the content and provisions of the student handbook.

My child has my permission to go by bus to attend any event sponsored by the school during the 2016-2017 school year. I understand that I will be notified by written note prior to any out-of-town field trip that is taken.

Videotaping a lesson has proven beneficial to teachers in evaluating instructional skills. These are sometimes shared in a class setting of teachers. Tapes will only be used for non-commercial activities. This tape will not be used for an evaluation of students.

Occasionally, the school district wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

\*\*\*\*\*

By signing below, I certify that I:

- ✓ Give my permission to Dumas ISD to seek medical treatment for the above named child in case of emergency.
  - ✓ Understand that the Dumas Intermediate School Student Handbook is viewable at <http://www.dumasisd.org/>.
  - ✓ Understand that the Dumas ISD Student Code of Conduct is viewable at <http://www.dumasisd.org/>.
  - ✓ Understand that a copy of the Dumas ISD Acceptable Use Policy is viewable at <http://www.dumasisd.org/>.
  - ✓ Understand that the Right to Request Teacher Qualifications letter is viewable at <http://www.dumasisd.org/>.
  - ✓ Understand that the Annual Notice of Student Education Record Privacy letter is viewable at <http://www.dumasisd.org/>.
  - ✓ Understand that a copy of the Annual Notice for Disclosure of School Directory Information letter is viewable at <http://www.dumasisd.org/>.
  - ✓ Give my permission for the above named child to participate in school field trips.
  - ✓ Give my permission for the above named child to be videotaped in the classroom setting.
  - ✓ Give my permission to use my child's artwork or special project on the district's Web site and in district publications.
- ✓ May obtain a hard copy of the Student Code of Conduct in the front office of Dumas Intermediate School.
  - ✓ Our student handbook may be updated throughout the year – The electronic version found on the Dumas ISD web site is the official student handbook

◆ \_\_\_\_\_  
Parent/Guardian Signature

◆ \_\_\_\_\_  
Student Signature

***Please sign this page and return it to the student's school.***

Academic Management Plan	8
Accommodations for Children of Military Families	8
Accountability Under State and Federal Law	9
Admission	9
Aggressive Behavior	9
Alcohol and Drugs at School	9
Asbestos	10
Assignments When Absent	10
Assemblies	10
Attendance	10
Before School, Lunch, and Tutorial Procedures	14
Backpacks/Large Bags	14
Bell Schedule	15
Bullying	15
Cafeteria Services	16
Cellular Phones/Electronic Devices	16
Change of Address	17
Cheating/Plagiarism/Academic Dishonesty	17
Child Sexual Abuse	17
Class Schedule	18
Closed Campus	18
Clubs and Organizations	18
Communicable Diseases/Conditions	19
Complaints by Students/Parents	20
Computer Resources/Acceptable Use Policy	20
Conduct	21
Corporal Punishment	22
Conferences	22
Counseling	22
Credit by Examination	23
D-Hall - Noon	23
Dances/Events	23
Dating Violence	24
Directory Information	24
Discipline Alternative Education Program	24
Distribution of Material	24
Dress Code	25
Drills	30
Drug Free Schools	30
Electronic Media	30
Eligibility	30
Emergency Medical Procedures	30
Emergency School Closing Information	31
English Language Learners	31
Excuse from P.E.	31
Extracurricular Activities	31
Fees	32
Fire Alarms	33
Fire Extinguisher	33
Food Allergies	33
Foster Care	33
Fund Raising	33
Freedom from Discrimination	34
Gang Activity	34
Gang-Free Zones	35
Gang Related Gestures, Words, Signs, and Materials	35

Grading	35
Guardianship	35
Gun Free School	35
Hallways	35
Harassment	35
Hazcom	36
Health Guidelines	36
Head Lice	37
Homeless Student	37
Homework	37
Honor Roll	37
Immunizations	37
Insurance	38
ISS (In-School Suspension)	33
Instructional Information	38
K-9	40
Knives	41
Law Enforcement	41
Lockers	41
Locks	42
Make-Up Work	42
Medicine	42
Metal Detectors	43
Office Hours	43
Official Attendance Taking Time	43
Parent and Family Engagement/Responsibilities/Rights	43
Parent Involvement	44
Parent Portal	46
Parent Request of an Academic Team	46
Personal Property	46
Pest Control	46
Physical Education	46
Physical Fitness Assessment	46
Pledge of Allegiance/Moment of Silence	47
Posters	47
Prayer	47
Prohibited Items	47
Promotion, Retention & Placement	47
Protection of Student Rights	48
PTO	49
Release of Students from School	49
Removing a Student from Human Sexuality Instruction	49
Removing a Student Temporarily From the Classroom	50
Report Cards	50
Requesting Professional Qualifications of Teachers and Staff	50
Retaliation	50
Roofs	50
Safety	50
Schedule Changes	50
School Cancellation	51
School Health Advisory Council (SHAC)	51
School Jurisdiction	51
Section 504	52
Security	52
Selling of Merchandise	52
Service/Assistance Animal Use By Students	52

Services for Title I Participants	52
Sexual Harassment	52
Snow/Water	53
SPARRK Club	53
Special Education Program	53
Special Programs	54
Student Crimestoppers	54
Student Illness	54
Student Offices and Elections	55
Student Records	55
Student Wellness Policy/Wellness Plan	56
Substance Abuse	56
Suicide Awareness	57
Surveillance Cameras	57
Tardies	57
Telephone	57
Testing	57
Textbooks	57
Threats	57
Tobacco	57
Trained Dogs	58
Transportation in Buses or Other School Vehicles	58
Travel - School Sponsored	59
Trip Responsibilities for Sponsors	59
Truancy Prevention Measures	60 (Appendix)
Tutoring or Test Preparation	60
Vandalism	60
Video Cameras	60
Violations of Law	60
Visitors	61
Volunteers	61
Withdrawal from School	61

## APPENDIX

- Directory Information
- Attendance Procedures/Truancy Prevention Measures
- RtI (Response to Intervention) Information
- DISD Bus Conduct - Discipline (English and Spanish)

2016-2017  
*Dumas Intermediate School*

*Philip Rhodes, Principal*  
*Caynon Strickland, Assistant Principal*  
*Rebecca Cruz, Assistant Principal*

935-6474  
400 Texas Avenue  
P.O. Box 978  
Dumas, Texas 79029  
FAX 935-6484  
Dumas ISD homepage: [www.dumasisd.org](http://www.dumasisd.org)

**This agenda belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed. Also, please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances. Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your child has questions about any of the material in this handbook, please contact Philip Rhodes, Caynon Strickland, or Rebeca Cruz.

Dumas Intermediate School will request that you provide contact information, such as your current phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in or disconnection of your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communication, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal.

# DUMAS INTERMEDIATE SCHOOL HANDBOOK 2016-2017

## DIS PLEDGE

**Today is a great day at Dumas Intermediate School. I will be kind to others, work hard, and be respectful to my teachers. Today I choose to live above the line and become a better person.**

## **NON-DISCRIMINATION STATEMENT**

The Dumas Independent School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing education services. Monty Hysinger has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Monty Hysinger has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act. **Contact information: Monty Hysinger-Superintendent, 4<sup>th</sup> and Miller, Dumas, TX 79029, 806 935-6461.** Dumas Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **TRANSLATOR**

Si usted necesita hablar con una traductora a lo que se refiere el libro de estudiante, usted puede llamar de las 7:45 AM hasta las 4:00 PM de lunes a viernes. Llamar al 935-6474.

## **CHANGES IN THE CONTENT OF THIS BOOK**

Because of the early deadline in publishing this book, changes may occur prior to the start of school. Rules and policies may be changed at any time. When changes are made, parents and students will be supplied changes in writing.

## **PREFACE**

This student handbook contains information needed by both student and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

## **BOARD OF TRUSTEES**

Joe Ballard  
Kirk Pope  
Brent Clark

Joe Rammage  
Brandon Skipworth  
Patty Willis

Kevin Weatherford

**SUPERINTENDENT OF SCHOOLS - Monty Hysinger**  
**ASSISTANT SUPERINTENDENT FOR BUSINESS - Greg Lewis**  
**ASSISTANT SUPERINTENDENT FOR PERSONNEL - Phil Guerra**  
**ASSISTANT SUPERINTENDENT FOR INSTRUCTION - Kelly Legg**  
**ELEMENTARY CURRICULUM DIRECTOR - Lisa Hatley**  
**SECONDARY CURRICULUM DIRECTOR - Sally Heaton**  
**DIRECTOR OF SPECIAL SERVICES - James Bussard**  
**ATHLETIC DIRECTOR - Brian Heaton**  
**CHIEF OF POLICE - Larry Payne**  
**FOOD SERVICES DIRECTOR - Patty Woods**



**ACADEMIC MANAGEMENT PLAN**

The Academic Management Plan is built around a group of student responsibilities that ensures teachers will be able to teach effectively in an atmosphere conducive to education. Students who accept these responsibilities are good learners and assure the efficient operation of the classroom. Students who fail to live up to these responsibilities not only reduce their own ability to learn but reduce the overall efficiency of the educational process in the classroom.

Students are expected to accept responsibility for all of the provisions in the Academic Management Plan. Those who fail to do so will accept the consequences provided. **The plan assures that a student who habitually keeps the teacher from teaching will be removed from that class.**

The provisions of the Academic Management Plan are as follows:

**ACADEMIC MANAGEMENT PLAN**

TEACHER \_\_\_\_\_

**THE STUDENT WILL:**

- HAVE ALL MATERIALS REQUIRED IN CLASS.
- STAY ON TASK AT ALL TIMES.
- REFRAIN FROM MAKING NOISES AND ACTIONS THAT DISTURB OTHERS.
- REMAIN IN ASSIGNED CHAIR OR AREA AT ALL TIMES.
- REFRAIN FROM INTERRUPTING THE TEACHER WHILE TEACHING.
- BRING ASSIGNMENT BOOK TO CLASS EVERY DAY AND LIST ALL DAILY ASSIGNMENTS IN THEIR PLANNER.
- BE RESPECTFUL TO THE TEACHER AND OTHER STUDENTS.

**CONSEQUENCES FOR INFRACTIONS within a 6 weeks period:**

- 1 Mark - Warning
- 2 Marks - Warning
- 3 Marks - Discipline Slip/Letter Sent Home
- 4 Marks -Parent call by teacher
- 5 Marks - Office Referral - Swats/Lunch Detention
- 6 Marks -Meeting with Teacher, Principal and Parent
- 7 Marks - Office Referral - 7 Days ISS
- Severe discipline violations will be sent to the office immediately
  
- **HABITUAL MISBEHAVIOR WILL BE DEALT WITH OUTSIDE THE ACADEMIC MANAGEMENT PLAN.**

Each teacher tabulates violations for a six weeks period. Violations will not be carried from one six weeks period to the next. Habitual violation of an individual rule can result in more severe consequences for an individual infraction. **Tardies do not count as marks on the Discipline Management Plan.**

**SPECIAL CLASS RULES:**

---



---



---

**MATERIALS REQUIRED DAILY FOR THIS CLASS:**

---



---



---

**This plan is in place in all classes.**

**ACCOMMODATIONS FOR CHILDREN OF MILITARY FAMILIES**

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty

for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

#### **ACCOUNTIBILITY UNDER STATE AND FERDERAL LAW**

Dumas Independent School District and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;

A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;

The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;

The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and

Information compiled by TEA for the submission of a federal report card that is required by the Every Child Succeeds Act.

Information about all of these can be found on the district's website at [www.dumasisd.org](http://www.dumasisd.org). Hard copies of any reports are available upon request to the district's administration office.

#### **ADMISSION**

A student (or a student's parent) who wants to enroll in the Intermediate School should contact the enrollment center 935-7043.

A student who is not living with their parent will not be allowed to enroll unless the person with whom they are living has legal control of the child under a court order.

#### **AGGRESSIVE BEHAVIOR**

Aggressive behavior of any kind that is exhibited by a student will not be tolerated. There is zero tolerance for fights, assaults, threats or any other behavior that is offensive or dangerous to another person. Serious school consequences will result if any such behavior is confirmed. **All fights, assaults, terroristic threats, and other infractions that are against the law will be referred to the proper court for prosecution.**

#### **ALCOHOL AND DRUGS AT SCHOOL**

The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful. Being in possession of, the use of, or being under the influence of any illegal drug or alcohol at school, on school property, or at a school-sponsored activity will be considered a major disciplinary offense. Consuming or using alcoholic beverages or drugs prior to or during school hours, while on school premises, or while attending any school-sponsored function, will also be considered a major disciplinary offense.

Students suspected of a violation will be dealt with as follows:

- Immediate removal from class or function. Parents will be notified to pick up the student.
- Suspension from all classes pending a hearing to determine further disciplinary action.
- Disciplinary sanctions may be imposed up to and including expulsion from school and referral for prosecution.

## **ASBESTOS**

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

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

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

## **ASSIGNMENTS WHEN ABSENT**

When absent, students may request assignments by contacting the office before 9:00 a.m. or email the teachers at [firstname.lastname@dumasisd.org](mailto:firstname.lastname@dumasisd.org). Every effort will be made to have assignments in the office at the end of the day. Time constraints and previous commitments of teachers may prohibit the gathering of all assignments the same day as requested. Students are responsible for getting and finishing make up work in a timely manner.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

## **ATTENDANCE**

### **DISD Attendance policy**

#### **ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

#### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the

passing standards on the state assessment for his or her grade level and/or applicable subject area.

#### Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

#### Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. , if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

#### Failure to Comply with Compulsory Attendance

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

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated. The truancy prevention facilitator for the district is Larry Payne. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA(LEGAL).]

#### Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student in kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

#### Official Attendance-Taking Time

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day. Contact the campus principal for the official attendance-taking time.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

#### Documentation After an Absence

Any student not already exempted from the compulsory attendance law may nevertheless be excused for temporary absence resulting from personal illness, illness or death in the family, quarantine, weather, or any other cause acceptable to the superintendent or the principal of the school in which the student is enrolled.

Absences may be excused in one of two ways. (1)A student may bring documentation from a third party. These excuses may include but are not limited to, doctor/dentist notes, funeral memorial folders, a letter from a court or office of the law, documentation from Medicaid, documentation concerning attendance of a religious holy day, letter from immigration officials, and a letter from a business firm when the child's attendance is mandatory during school hours. (2)A parent may call the school, write a note, send a fax, or send an email.

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

*Overdue notes will not be accepted after 3 calendar days (excluding holidays). The written statement should contain the following information:*

<i>absence(s)</i>	<i>Date of the absence(s)</i>
<i>guardian</i>	<i>Reason for the</i>
	<i>Signature of parent or</i>

Please note that, unless the absence if for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

#### Doctor's Note After an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC(LOCAL).]

If a student will miss school for a reason other than illness, parents are encouraged to visit with the principal before the absence.

#### Missed Work

Students who have missed class work due to an absence and without prior knowledge of the assignment will be allowed one (1) day for each day missed to a maximum of one (1) week to complete the work after returning to school. All students who have been absent are responsible for making arrangements with teachers for completing the work missed.

Teachers will not give constant reminders. If make-up work is not completed within the prescribed time, the grade for the days absent will be averaged as zeros.

#### Parental Consent to Leave Campus

A student absent from school for any portion of the school day shall be required to be signed out by any person listed as an emergency contact.

#### Special Provision for those receiving healthcare treatment

A student who is absent for part of a school day for treatment by health care professionals is considered present if the student begins classes or returns to school on the same day of the appointment or treatment.

#### Extracurricular participation when absent

Except for unusual circumstances, a student who is absent from school all day will not be allowed to participate in school-related activities on that day or evening.

#### Absences for curricular, co-curricular and extracurricular activities

Students who are absent from class for curricular, co-curricular, or extracurricular activities which have the approval of a school administrator will be counted present at school for funding purposes. Parent permission is acknowledged by signing the receipt for this handbook.

### **BEFORE SCHOOL, LUNCH, AND TUTORIAL PROCEDURES AND INFORMATION**

#### • Before School

Students should ask their parents to let them out in the morning on the east side, or front, of the building. **Students should ask their parents not to enter any of the parking lots or the bus unloading zone to let them out of the car. A DISD police officer may issue a citation to the parents.**

Before school, all students will report to the gym to wait for the bell. For their own safety, students should not wait outside the building before school. Students will not be allowed to go to their locker or their classroom before the 8:00 bell without a pass from a teacher. If a student needs to pay for lunch charges they may pay in the office on their way to the gym. Cell phones may be turned into the office before school. Breakfast will be served free of charge to all students during their 1<sup>st</sup> period class, so there is no need to go to the cafeteria before school.

#### Lunch

Books and study materials are not to be taken into the cafeteria at lunch. Adequate room does not exist in the cafeteria for those materials. Students will be allowed to go outside, weather and behavior permitting, the last half of their lunch period. During bad weather students may stay in the cafeteria or go to the gym.

#### Tutorials/After School

Students who are required to stay after school for tutorials will report to their assigned classroom by 4:00. Tutorials and/or detention will end by 4:30. All students on campus after 4:10 must have a valid reason for being there such as extra-curricular activities or after school discipline/tutorials.

### **BACKPACKS/LARGE BAGS**

The use of backpacks to transfer books and materials from class to class throughout the day is prohibited. If a student has a special need to use a backpack, a parental request must be made and approved by the office. Backpacks must be kept in the student's locker during the day.

## Bell Schedule

### 5<sup>th</sup> Grade

Breakfast - 8:00 - 8:10

1<sup>st</sup> Period - 8:10 - 9:18

2<sup>nd</sup> Period - 9:22 - 10:30

3<sup>rd</sup> Period - 10:34 - 11:42

Lunch - 11:42 - 12:23

4<sup>th</sup> Period - 12:23 - 1:31

5<sup>th</sup> Period - 1:35 - 2:43

6<sup>th</sup> Period - 2:47 - 3:55

### 6<sup>th</sup> Grade

Breakfast - 8:00-8:10

1<sup>st</sup> Period - 8:10 - 9:18

2<sup>nd</sup> Period - 9:22 - 10:30

3<sup>rd</sup> Period - 10:34 - 11:42

4<sup>th</sup> Period - 11:46 - 12:54

Lunch - 12:54 - 1:35

5<sup>th</sup> Period - 1:35 - 2:43

6<sup>th</sup> Period - 2:47 - 3:55

## BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

Results in harm to the student or the student's property,

Places a student in reasonable fear of physical harm or of damage to the student's property, or

Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.



**CAFETERIA SERVICES**

A nourishing breakfast will be served during 1<sup>st</sup> period each morning. The breakfast is free of charge. Lunch times are: 5<sup>th</sup> grade 11:45 – 12:20 and 6<sup>th</sup> grade 12:58 – 1:33. There are two ways to pay for lunches in the cafeteria. Students will establish an account at the cafeteria and can pay for meals with a check or cash (please see the Cafeteria Manager). Meals can also be paid for online at the DISD webpage by using the link to MyNutriKids.com. Students use their student ID number to access their accounts. If a student has money in his/her account, the account may be accessed to pay for their items. We will allow up to three charges per student. Following the third charge, if the student does not have money in their account or money in their hands to pay for their meal, the student will be offered an alternative meal of a cheese sandwich and milk.

Lunch prices are as follows: Paid \$2.25, Reduced 40 cents. Milk will be 50 cents.

Parents and/or guardians are invited to eat lunch with their children. Parents or guardians may provide a sack lunch for their own child’s consumption, but they may not provide restricted items to other children at school. All lunches, except under situations specifically stated otherwise, must be consumed in the cafeteria. Food must be brought to the office for student pick-up; it may not be taken directly to the cafeteria. A restaurant may not deliver food.

The school policy states that a parent or guardian must come to the office and sign out a student leaving campus for lunch at the student’s assigned lunchtime. The school must have a note from the parent of a child before that child may leave for lunch with another student’s parent. The student must sign in upon returning to the building. It is the student’s responsibility to be back to school on time. **Any absences incurred because a student left campus for lunch will automatically be unexcused.**

The district participates in the National School Lunch Program and offers free and reduced-priced meals based on a student’s financial need. Information can be obtained from the campus secretaries. Applications approved the last school term will expire October 3, 2016; if you need further assistance with your application contact Food Service at 935-4275. Parents or guardians will be responsible for all cafeteria payments until applications have been approved. Menus are published monthly. If you have comments or questions, contact Patty Woods, Food Service Director.

**CELL PHONES/ELECTRONIC DEVICES**

For safety purposes, the District permits students to possess telecommunications devices, including cell phones; however, these devices must remain turned off and not be in plain view during the instructional day, unless otherwise instructed by the teacher/s for educational purposes only. Refer to the chart below that lists the guidelines for each campus.

<b>CAMPUS</b>	<b>GUIDELINES</b>
Green Acres Elementary Hillcrest Elementary Sunset Elementary PK-4	Devices must be turned off at 8:10 A.M. and remain off until 3:30 P.M.
Cactus Elementary Morningside Elementary PK-4	Devices must be turned off at 8:00 A.M. and remain off until 3:30 P.M.
Intermediate School 5-6	Devices must be turned off at 8:00 A.M. and remain off until 3:55 P.M.
Junior High 7-8	Devices must be turned off at 8:00 A.M. and remain off until 3:45 P.M.
High School 9-12	Devices must be turned off at 7:57 A.M. and remain off until 3:37 P.M.
NPOC Alternative School	Devices must be turned off at 8:00 A.M. and remain off until 3:40 P.M.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation or illegal. This prohibition applies to conduct off school property if it results in a

disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to the Dumas I.S.D. Police Department for possible criminal charges. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

If a staff member hears or sees a telecommunications device, including a cell phone, during the instructional day the staff member will confiscate the device and release the device to the Principal or their designee.

A fifteen dollar (\$15.00) administrative fee will be assessed for the first and second violation and the device will be released to a parent or guardian. However, a third violation in the same school year will result in the device being retained by school administration until the last instructional day of the school year when the device can be released to a parent or guardian for an additional fifteen dollar (\$15.00) administrative fee.

The office will not be responsible for lost or stolen telecommunications devices including cell phones.

Confiscated telecommunications devices, including cell phones, shall be held for a period of 30 days after notification (by telephone or in writing) has been made to the parent or guardian that the device can be released. After the 30 day period has expired the District shall dispose of the device in any reasonable manner.

#### **CHANGE OF ADDRESS**

Any change in your residence, mailing address, or telephone number during the school year, should be reported immediately to the office. Any change in address must also be reported to the enrollment center where you must have an I.D. and proof of residency.

#### **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy.

#### **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed in the District Improvement Plan. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal

responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following websites might help you become more aware of child abuse and neglect:

<https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

<http://kidshealth.org/en/parents/child-abuse.html>

<http://taasa.org/resources-2/>

<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-1>

<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-2>

Reports of abuse or neglect may be made to:

The CPS division of the TDFPS (1-800-252-5400 or on the web at <http://www.txabusehotline.org>).

#### CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

#### CLOSED CAMPUS

In consideration of the safety and well being of all students enrolled, the Dumas Board of Trustees has designated that Dumas Intermediate School be a closed campus. Release during the day is permissible only if a parent or guardian picks the student up at the office. During school hours, students are to check out when leaving and check in upon returning to campus. **Students may not leave campus for any reason after arrival without properly signing out in the office. Once a student leaves campus after school, they may not return unless a parent accompanies them.** Students, who are assigned Tutorials, or Time After-School Commitment, must be properly signed out or they will be considered truant. It is up to the student to inform their parents of this requirement. The fact that a parent picked a student up at school does not excuse a student from punishment for missing detention. A note from a parent the next day will not serve in lieu of properly signing out in the office.

#### CLUBS AND ORGANIZATIONS

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

## COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases, or access information at [www.tdh.state.tx.us/ideas/report.htm](http://www.tdh.state.tx.us/ideas/report.htm)

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

- **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 Meningitis?**

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

- **How is Bacterial Meningitis spread?**

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

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

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

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- **What should you do if you think you or a friend has Bacterial Meningitis?**

You should seek prompt medical attention.

- **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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, <http://www.cdc.gov/>, and the Texas Department of Health, <http://www.tdh.state.tx.us/>.

#### **COMPLAINTS BY STUDENTS/PARENTS**

Usually student or parent complaints or concerns can be addressed by a phone call, a conference with the teacher, or an email (firstname.lastname@dumasisd.org). For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LPCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office, or by accessing the district web site at [www.dumasisd.org](http://www.dumasisd.org). In general, you or your child should first discuss 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.

#### **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 to be 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.

#### **COMPUTER - DISD ACCEPTABLE USE POLICY**

##### **TECHNOLOGY ACCEPTABLE USE CQ-R**

The Acceptable Use Policy provides guidelines for all users of the school's information technology resources. Users of any device whether it is of school property or personal property must adhere to the guidelines below. Devices include desktop, laptop or netbook computers, tablets, cell and smart phones, iPods, mp3 players, flash drives, etc. The school's information technology resources, including network resources, email and Internet access, are provided for educational purposes.

Users shall:

##### **1. Respect and protect the privacy of others.**

- Use only assigned accounts.
- Not view, use, or copy passwords to which they are not authorized.
- Not view or use networks which are not authorized.
- Not distribute private information about others or themselves.

##### **2. Respect and protect the integrity, availability, and security of all electronic resources.**

- Report security risks or violations to a teacher or network administrator.
- Not destroy, damage or misuse data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

##### **3. Respect and protect the intellectual property of others.**

- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.

##### **4. Respect and practice the principles of community.**

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher or administrator.

- Not intentionally access, transmit, copy, or create material that violates the district's code of conduct for students or employees (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the district's code of conduct for students or employees.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Education.** Student users will receive lessons about appropriate online behavior, cyberbullying awareness, safeguarding their personal identity and information and interacting safely with other individuals on social networking sites.

**Consequences for Violation.** The District may suspend or revoke a user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Students knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

Employees knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

**Supervision and Monitoring.** The district monitors the use and security of the information technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other persons, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## CONDUCT

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of 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. To achieve the best possible learning environment for all 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 in accordance with the Student Code of Conduct.

### **Disruptions**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person, student or non-student, that:

**Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.**

**Interferes with an authorized activity by seizing control of all or part of a building.**

**Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.**

**Uses force, violence, or threats to cause disruption during an assembly.**

**Interferes with the movement of people at an exit or an entrance to District property.**

Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.

Interferes with the transportation of students in District vehicles.

Campus Behavior Coordinator Education Code 37.0012, .002(a), .009(a), (f) By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each district campus is listed below:

**\*\*Dumas Intermediate School: Philip Rhodes, Principal Caynon Strickland, Assistant Principal Rebeca Cruz, Assistant Principal**

#### CORPORAL PUNISHMENT

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District's policy manual. Parents may request an alternative form of discipline by contacting the assistant principal and signing the appropriate documents. **A signed statement must be provided each year.**

Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

#### CONFERENCES

Teachers or teams may request a conference with parents: 1) if the student is not maintaining grades or achieving the expected performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wishes information or who wants to raise a question or concern should confer with the appropriate teacher, counselor, academic team, or principal. A parent who wishes to confer with a teacher or their child's team may call the office (806-935-6474) to arrange for an appointment or email at [firstname.lastname@dumasisd.org](mailto:firstname.lastname@dumasisd.org). Conferences will be scheduled during the teacher's conference period. If this is not possible a conference may be scheduled at another mutually convenient time.

**Parents may talk to any teacher on their child's team at that teachers scheduled conference period.**

#### COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available community resources to address personal concerns. Students who wish to meet with the counselor should go by the front office and make an appointment. Counseling is confidential except when disclosure is needed for consulting with other professionals and for legal reasons such as child abuse, suicide threat/attempt, threat to others, or to property.

### **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

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

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement, or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2016-17 school year will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or by a student involved in the foster care system. When another entity administers an exam, the student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 60 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the school principal.]

### **D-HALL (Noon)**

Noon D-hall will be held in the cafeteria. Fifth grade will begin promptly at 11:42 and the sixth grade at 12:54. Students who elect to skip noon D-Hall will be counted truant. Zero tolerance for inappropriate behavior will be enforced resulting in additional days being added for D-Hall infractions.

### **DANCES AND OTHER SPECIAL EVENTS HELD AT DUMAS INTERMEDIATE**

School organizations sponsor several dances and other special events each year that are held at the school. These events are for the enjoyment of all students. Generally speaking, all school rules are in effect during dances and other special events. Consequences for infractions during these activities are the same as if the infraction occurred during school hours.

Some special rules for these events are:



- They are for 5<sup>th</sup> and 6<sup>th</sup> grade students only.
- **Students who are in DAEP will not be allowed to attend any special events.**
- Outside guests may attend only with the prior approval of a principal.
- The events are closed - When you leave you may not return.

#### **DATING VIOLENCE**

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

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

#### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

#### **DISCIPLINARY ALTERNATIVE EDUCATIONAL PROGRAM (DAEP)**

Students will be assigned to the disciplinary alternative educational program for certain serious infractions as prescribed in the DISD Code of Conduct and for habitual misbehavior. Students assigned DAEP will complete community service and physical education daily. Successful completion of all assigned days of the DAEP program is necessary before a student may return to regular classes. DAEP hours will be from 7:45-3:55. Students who ride the bus will be released at 4:00. DAEP students are prohibited from all school grounds outside of school hours and may not participate in any extra curricular activity.

#### **DISTRIBUTION OF MATERIAL**

- **School Materials**

School publications distributed to students include the student handbook and the yearbook. All school publications are under the supervision of the teacher, sponsor, and principal.

- **Non-school Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

- **Approved Materials**

All materials intended for distribution to students that are not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapproved applications may be appealed by submitting the disapproved material to the Superintendent; materials not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

**DISD STUDENT DRESS CODE FNCA-R**  
**ENGLISH AND SPANISH VERSIONS**

**Grades Pre-K through 4**

Each student will adhere to the student dress code at all times with the exception of designated days. Campuses may designate special days where changes to the dress code may be allowed in accordance with district guidelines.

**UPPER GARMENTS**

1. Collared Shirts
2. Turtlenecks or mock turtlenecks
3. Sweaters
4. Sweatshirts
5. All upper garments must have a sleeve that covers exposure of the armpit.
6. All upper garments for boys and girls must be worn in a way that eliminates exposure of the chest, shoulders, back, armpits, midsection, and/or underwear.
7. T-shirts are not allowed. (See exception below for Friday Spirit Days – School Spirit t-shirts)

**LOWER GARMENTS**

1. All lower garments are acceptable except spandex, athletic, clinging or transparent clothing.
2. All lower garments must be at least knee cap length.
3. Lower garments must be worn to ensure that the midsection is covered when sitting or standing and that they do not sag.
4. Lower garments must be worn at the waist.
5. Baggy leg style pants or bell bottom pants wider than shoe length are not allowed at any time.

**GENERAL RULES**

1. No restrictions on colors or fabric patterns.
2. Shoes must be worn at all times. House shoes are unacceptable.
3. Sufficient underclothing is required and shall not be visible at any time.
4. Clothing must be in good condition.
5. Clothing must be sized appropriately.
6. The district's dress code is in effect from the first tardy bell to the end of the instructional day (which includes after school tutorials and detention).

**UNACCEPTABLE DRESS**

1. Caps, hats, gloves, and head coverings inside the building.
2. Sweatbands, bandannas, or hairnets.
3. All clothing with pictures, emblems, or writing on them that is considered lewd, offensive, vulgar, obscene, or related to tobacco, alcohol, drugs, or other inappropriate substances.
4. Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

**JEWELRY, TATTOOS, AND HAIR**

1. All visible piercings, including tongue rings and gauges, are prohibited. Exception: earrings are acceptable.
2. Tattoos must be covered by clothing, makeup, or bandages.
3. Spiked jewelry and chains are not allowed.
4. Hair is to be neat, clean, and well-groomed so that vision is not obstructed, and its color, style, and accessories are not to be of a distracting nature.

**EXCEPTIONS**

1. Dumas School Spirit t-shirts will be allowed on Fridays only. Shirts must be in school colors (orange, black, white or gray) and promote Dumas ISD schools.

2. Deviations from the dress code for the purpose of promoting school spirit, DEF, holidays, or special events are left to the discretion of the building principal.
3. With respect to any extracurricular activities please see FNCA-R1 – Dress Code Extracurricular.
4. With respect to dress code variances based upon medical or religious reasons, documentation from a medical doctor or an established religious authority will suffice for such variances to be granted. All dress code variances must comply with the parameters outlined in this code.

### **DECISIONS**

1. The campus administrator will have complete and final judgment on all matters concerning interpretation of the student dress code. Matters concerning appearance and dress not specifically covered in uniform policy shall be within the discretion of the administration.
2. Any clothing not referenced in this code is prohibited.

### **CONSEQUENCES**

1. 1<sup>st</sup> and 2<sup>nd</sup> Violations – Call Parent. Parents will be given the option to bring appropriate clothing, or the student will be assigned to In School Suspension (ISS).
2. 3<sup>rd</sup> and Subsequent Violations – 1 Day ISS

When a violation calls for the student to be immediately placed in ISS, parents will be notified of violations and consequences by written notice but not prior to student's assignment or placement in ISS.

### **Grados Pre-K hasta 4**

Cada estudiante tiene que seguir el código de vestuario en todo tiempo con la excepción de días especiales. Cada campamento escolar puede designar días especiales donde cambian el código de vestuario estandarizado, pero debe estar de acuerdo con las reglas del distrito.

#### **ROPA DE ARRIBA (Del Cuello Hasta la Cintura)**

1. Camisa estilo Polo con cuello manga larga o corta
2. Cuello de Tortuga (Cuello Alto o Corto)
3. Suéteres
4. Sudaderas
5. Toda la ropa de arriba debe tener las mangas que cubren las axilas.
6. Toda la ropa de arriba para los muchachos y muchachas debe ir puesta de tal modo que eliminan la exposición del pecho o senos, hombros, espalda, axilas, sección mediano del cuerpo, y/o la ropa interior.
7. Camisetas no son permitidas. (Mire las excepciones debajo para los días viernes apoyo a el equipo – camisetas escolares de Apoyo a el equipo)

#### **ROPA DE ABAJO (De la Cintura Hasta Los Pies)**

1. Toda la ropa de abajo es aceptable con la excepción de ropa hecha con tela spandex, que se pegue al cuerpo, o que sea transparente.
2. Toda la ropa de abajo debe llegar hasta las rodillas.
3. La ropa de abajo debe ir puesta para asegurar que la sección de medio del cuerpo esté cubierta cuando el estudiante esta sentado o de pie y que no estén demasiado anchos a modo de que caigan.
4. La ropa de abajo debe quedar bien en la cintura.
5. Pantalones anchos y/o de campana no deben ser mas anchos q la medida del zapato.

#### **REGLAS GENERALES**

1. Ningunas restricciones con los colores o patrones de telas.
2. Se requiere usar zapatos a todo tiempo. Las pantuflas no son aceptables.
3. Se requiere usar suficiente ropa interior y no debe estar visible en ningún tiempo.
4. La ropa debe estar en buenas condiciones.
5. La ropa debe quedar apropiadamente a la medida.
6. El código de vestuario comienza desde que suena la primera campana tardía hasta que se termine el día escolar (incluyendo clases después del horario escolar como los tutorials y detención).

#### **VESTUARIO INACEPTABLE**

1. Cachuchas, sombreros, guantes, y coberturas de la cabeza dentro de la escuela.
2. Muñequeras, pañuelos, o rede para el pelo.
3. Toda la ropa con retratos, emblemas, o escrituras que se consideran lascivias, ofensivas, vulgares, obscenas, o relacionadas con el tabaco, alcohol, drogas, o otras sustancias inadecuadas.
4. De ninguna manera se debe usar ropa que refleja una afiliación con pandillas; que oculta contrabando, o que causa distracciones.

## **JOYAS, TATUAJES, Y PELO**

1. Todos los perforamientos visibles, incluyendo perforamientos de anillos extra grandes en los oídos y aretes en la lengua están prohibidos. Excepción: aretes son aceptables
2. Tatuajes deben estar cubiertos con ropa, maquillaje, o con venda (curita).
3. No se permite usar joyas o cadenas con picos.
4. El pelo debe estar bien peinado, limpio, y bien cepillado de modo que la visión no sea obstruida, y el color, estilo, y los accesorios no deben distraer el ambiente educacional.

## **EXCEPCIONES**

1. Camisetas escolares de Dumas se permitirán en los días viernes solamente. La camiseta deberá de ser en los colores de la escuela solamente ( anaranjado, negro, blanco o gris) y promover las escuelas de Dumas.
2. Las desviaciones de las normas del código del vestuario estandarizado para el propósito de promover el espíritu escolar, DEF, días festivos, o eventos especiales se dejan a la discreción del director/a de cada escuela.
3. Con respecto a cualquier actividad extracurricular, favor de revisar la FNCA-R1 – Código de vestuario extracurricular.
- 4.
5. Con respecto a las variaciones del código de vestuario que están basadas con razones médicas o religiosas, documentación de un doctor médico o de un personaje con autoridad religiosa será suficiente para que tales variaciones sean concedidas. Todas las variaciones del código de vestuario deben cumplir con los parámetros bajo éste código.

## **DECISIONES**

1. El director/a del campus tendrá la última palabra en todos los asuntos que conciernen la interpretación del código del vestuario. Los asuntos que conciernen la apariencia y el vestuario que no se indican específicamente en la política del uniforme se dejara a la discreción de los administradores.
2. Cualquier tipo de vestuario que no se ha referido en éste código es prohibido.

## **CONSECUENCIAS**

1. Primera y Segunda Violación – Llamada a los padres. Los padres tendrán la opción de traer la ropa apropiada o el estudiante será asignado a Suspensión dentro de la Escuela (ISS).
2. Tercer y Subsiguiente Violación – Un Día en ISS.

Cuando una violación pide que el estudiante sea puesto inmediatamente en ISS, los padres serán notificados de la violación y consecuencia con un aviso escrito, pero no antes de que el estudiante sea puesto en ISS.

### **Grades 5 through 12**

Each student will adhere to the student dress code at all times with the exception of designated days. Campuses may designate special days where changes to the dress code may be allowed in accordance with district guidelines.

#### **UPPER GARMENTS – Acceptable Dress**

1. Collared Shirts – Must be visible
2. Turtlenecks or mock turtlenecks
3. All sleeves must be at least middle upper arm length.
4. All upper garments for boys and girls must be worn in a way that eliminates exposure of the chest, shoulders, back, armpits, midsection, and/or underwear.
5. When standing, if the garment extends below the back pocket area, it must be tucked in.
6. Students may wear the layered look as long as the primary garment is in compliance with the dress code.
7. T-shirts are not allowed. (See exception below for Friday Spirit Days – School Spirit t-shirts)

#### **LOWER GARMENTS**

9. All lower garments are acceptable except spandex, athletic shorts and/or wind suits, knit, nylon and stretch-type materials, cargo pants and clinging or transparent clothing.
10. All lower garments must be at least knee cap length with no slits above the knee cap.

11. Lower garments must be worn to ensure that the midsection is covered when sitting or standing and that they do not sag.
12. Lower garments must be worn at the waist, fitted and properly hemmed.
13. Baggy leg style pants or bell bottom pants wider than shoe length are not allowed at any time.

#### **OUTERWEAR**

1. Coats, jackets, windbreakers, sweatshirts and sweaters are acceptable.
2. Outerwear may not be worn in the classroom, unless an exception is granted by the teacher. They may be worn in the hallway while changing classes. Trench coats that extend below the knee are not allowed.

#### **JEWELRY, TATTOOS, AND HAIR**

1. All visible piercings, including tongue rings and gauges, are prohibited. Exception: earrings are acceptable.
2. Tattoos must be covered by clothing, makeup, or bandages.
3. Spiked jewelry and chains are not allowed.
  4. Hair is to be neat, clean, and well-groomed so that vision is not obstructed, and its color, style and accessories are not to be of a distracting nature.

#### **GENERAL RULES**

1. No restrictions on colors or fabric patterns.
2. Shoes must be worn at all times. House shoes are unacceptable.
3. Clothing must be in good condition and free from holes.
4. Clothing must be sized appropriately.
5. The district's dress code is in effect from the first tardy bell to the end of the instructional day (which includes after school tutorials and detention).
6. Caps, hats, gloves, and head coverings are prohibited inside the building.
7. Sweatbands, bandannas and hairnets are prohibited.
8. All clothing with pictures, emblems, or writing on them that is considered lewd, offensive, vulgar, obscene, or related to tobacco, alcohol, drugs, or other inappropriate substances are prohibited.
9. Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

#### **EXCEPTIONS**

1. Dumas School Spirit t-shirts will be allowed on Fridays only. Shirts must be in school colors (orange, black, white or gray) and promote Dumas ISD schools.
2. Deviations from the dress code for the purpose of promoting school spirit, DEF, holidays, or special events are left to the discretion of the building principal.
3. With respect to any extracurricular activities please see FNCA-R1 – Dress Code Extracurricular.
  4. With respect to dress code variances based upon medical or religious reasons, documentation from a medical doctor or an established religious authority will suffice for such variances to be granted. All dress code variances must comply with the parameters outlined in this code.

#### **DECISIONS**

1. The campus administration will have complete and final judgment on all matters concerning interpretation of the student dress code. Matters concerning appearance and dress not specifically covered in policy shall be within the discretion of the administration.
2. Any clothing not referenced in this code is prohibited.

#### **CONSEQUENCES**

1. 1<sup>st</sup> Violation: Immediate Placement in 1 Day ISS\*.
2. 2<sup>nd</sup> Violation: Immediate Placement in 3 Days ISS\*.
3. 3<sup>rd</sup> & Subsequent Violations: Immediate placement in AEP\*\* as listed:
  - Intermediate – 7 days in AEP\*\*
  - Junior High – 7 days in AEP\*\*
  - High School – 7 days in AEP\*\*

\* ISS – In School Suspension

\*\* AEP – Alternative Education Placement

#### **Grados 5° hasta el 12°**

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

#### **CAMISAS, BLUSAS, CUELLO DE TORTUGA (CUELLO ALTO O CORTO)**

1. Camisa de Cuello – debe de ser visible

2. Camisa Estilo Cuello de tortuga
3. El largo de las mangas debe estar por lo menos a mediado de la parte superior del brazo.
4. Todas las prendas de los niños y las niñas devende llevarse puestas de una manera que no expongan el pecho, hombros, espalda, axilas, cintura, ni prendas interiores.
5. Si la camisa o blusa desfajada cubre los bolsillos traseros del pantalon, debera de ser fajada.
6. Los Estudiantes pueden usar el estilo empalmado de blusas o camisas siempre y cuando siguan las normas del reglamento.
7. Camisetas no son permitidas. (Mire las excepciones debajo para los días viernes apoyo a el equipo – camisetas escolares de Apoyo a el equipo)

### **PANTALONES, SHORTS, FALDAS**

1. Todas las prendas de pantalon son permitidas menos los spandex, pantaloneras, shorts deportivos, los pantalones rompe vientos ni cualquier tipo de material delgadito como la licra ni estilo licra.
2. No pantalones de material transparente
3. Pantalones cortos deben de llegar debajo de la rodilla sin haverturas que pasen la rodilla.
4. Todos los pantalones deben de quedar a la sintura y que queden apropiadamente.
5. Pantalones estilo guangos o pantalones acampanados de modo que cubran los zapatos no son permitidos.

### **PRENDAS DE VESTIR PARA EL FRIO**

1. Chamarras, Rompe vientos, Sudaderas, Suéters son permitidas
2. Todos los suéters, chamarras, sudaderas no son permitidas en el salon, al no ser que los maestros lo permitan. Pueden utilizarlas en los pasillos mientras que cambian de salon. Gabardinas que quedan debajo de la rodilla no son permitidas.

### **JOYAS, TATUAJES, Y PELO**

1. Todos los perforamientos visibles, incluyendo perforamientos de anillos
2. extra grandes en los oídos y aretes en la lengua están prohibidos.
3. Excepción: aretes son aceptables
4. Los tatuajes deben de ser cubiertos por curitas, ropa, o maquillaje.
5. Joyeria o prendas con picos no son permitidas.
6. El cabello debe de estar bien estilizado y limpio, de una manera que no obstruya la vision del estudiante, colores, estilos, accesorios que no distraigan la atención.

### **REGLAS GENERALES**

1. Ningunas restricciones con los colores o patrones de telas.
2. Se requiere usar zapatos a tod tiempo. Zapatos de la casa son inaceptables.
3. Las prendas deben de estar en buenas condiciones.
4. Se requiere usar suficiente ropa interior y no debe estar visible en ningún tiempo.
5. Toda ropa debe quedar apropiadamente a la medida.
6. Cachuchas, gorros, guantes, y cualquier tipo de pañuelos estan prohibidos dentro de la escuela.
7. Mayas para cubrir el cabello y cualquier tipo de pañuelo son inaceptables.
8. Toda prenda con fotos, caricaturas, escrituras, logo tipos que sean consideradas ofensivas, vulgares, relacionadas con Tabaco, alcohol, drogas, o otras cosas inapropiadas estan prohibidas.
9. Las prendas no se pueden llevar de ninguna manera que refleje o sea relacionada con pandillas, contrabando ocultado, o que creen distracción.
10. El código de vestimento del distrito comienza desde que suena la primera campana tardía hasta que se termina el día escolar (incluyendo clases después del horario escolar como los tutorials y d-hall).

### **EXCEPCIONES**

1. Camisetas escolares de Dumas se permitirán en los días viernes solamente. La camiseta deberá de ser en los colores de la escuela solamente ( anaranjado, negro, blanco o gris) y promover las escuelas de Dumas.
2. Las desviaciones de las normas del código del vestuario estandarizado para el propósito de promover el espíritu escolar, DEF, días festivos, o eventos especiales se dejan a la discreción del director/a de cada escuela.
3. Con respecto a cualquier actividad extracurricular, favor de revisar la FNCA-R1 – Codigo de vestuario extracurricular.
4. Con respecto a las variaciones del código de vestido que están basadas con razones médicas o religiosas, documentación de un doctor médico o de un personaje con autoridad religiosa será suficiente para que tales variaciones sean concedidas. Todas las variaciones del código de vestido deben cumplir con los parámetros bajo éste código.

### **DECISIONES**

1. El director/a del campus tendrá la última palabra en todos los asuntos que conciernen la interpretación del código del vestido del estudiante. Los asuntos que conciernen la apariencia y el vestuario que no se indican específicamente en la política del uniforme se dejara a la discreción de los administradores.
2. Cualquier tipo de vestuario que no se ha referido en éste código es prohibido.

### **CONSECUENCIAS**

1. 1 Violación: Colocación Inmediata por 1 Día en ISS\*.
2. 2 Violación: Colocación inmediata por 3 Días en ISS\*.
3. 3 Y Subsiguiente Violación: Colocación Inmediata en AEP\*\*  
 Intermedia – 7 días en AEP  
 Junior High – 7 días en AEP  
 High School – 7 días en AEP

\* ISS – Suspensión Escolar

\*\* AEP – Colocación de Educación Alternativa

#### **DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner. In the event of an emergency evacuation, all students and school personnel will immediately leave the building and walk to a designated area. There will be practice drills throughout the year. Procedures for conducting such drills will be directed by each teacher. Students are required to treat such drills seriously and follow procedures exactly as given. Instructions for a fire will be given on the PA system. A wailing sound will be heard for a tornado drill. Students should remain in class and wait for instructions if a fire alarm is heard.

#### **DRUG FREE SCHOOLS**

The uses of illicit drugs and the unlawful possession of alcohol are wrong and harmful. The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and/or alcohol, on school premises, or as part of any the District's activities.

Students who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, referral to appropriate law enforcement officials for prosecution, and/or actions as outlined in the District Discipline Management Plan.

#### **ELECTRONIC MEDIA**

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

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

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

#### **ELIGIBILITY TO REPRESENT THE SCHOOL**

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

#### **EMERGENCY MEDICAL PROCEDURES**

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

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

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

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

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include realtime or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

#### **ENGLISH LANGUAGE LEARNERS**

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible. In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR L, as mentioned at **Standardized Testing**, may be administered to an English language learner, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services. If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC

#### **EXCUSE FROM P.E.**

If a child is not to take physical education (P.E.) for whatever reason for a period of time NOT TO EXCEED FIVE DAYS, please send a written note stating the reason. If the student is not to take P.E. for a period of time LONGER THAN FIVE DAYS, a statement from the family physician is required.

#### **EXTRACURRICULAR ACTIVITIES**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. All clubs and extracurricular sports will be strictly intramural, consisting of only DIS students. A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than a student with disabilities who fails to meet the standards in the Individual Educational 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 earned a passing grade (70 or above) in all academic classes, and completed the three weeks of ineligibility.

- 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 band, choir, cheerleaders, student council, and athletic teams may establish standards of behavior - including consequences for misbehavior- that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

#### **Drug and Alcohol Restrictions for Extra Curricular Activities**

Any action that is detrimental to Dumas schools will not be tolerated from those who participate in any extracurricular activities. The following policy will be enforced for those found guilty of alcohol and drug abuse. Violations are tabulated in aggregate for grades 5 through 8 and in aggregate for grades 9 through 12.

- First Offense

The student will be suspended from participating in and/or attending activities for two weeks (14 consecutive days) beginning from the date and time of administration verification of involvement. The student will be allowed to participate in practice. The student will sign a statement acknowledging the consequences of a second offense. The student's parents will be contacted by the school administration.

- Second Offense

The student will be suspended from participating in and/or attending activities for 60 consecutive days beginning from the date and time of administration verification of involvement.

The student will be allowed to participate in practice.

The student's parents will be contacted by the school administration.

The student will sign a statement acknowledging the consequences of a third offense.

- Third Offense and Subsequent Offenses

The student will be dismissed from all extracurricular activities for one year beginning from the date and time of administration verification on involvement.

The student's parents will be contacted by the school administration. Students providing false information or withholding information during the course of an investigation shall be subject to disciplinary action as determined appropriate by the administrator in charge.

#### **FEES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

- Club dues.
- Security deposit.
- The cost of materials for a class project the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, etc.
- Student accident insurance and insurance on school-owned instruments.
- Locks and Locker rental. A \$5.00 lock rental charge will be assessed. \$3.00 will be returned at the end of the school year upon successful return.
- Fees for damaged library books and school-owned equipment.
- Musical instrument rental and uniform maintenance when the District provides uniforms.
- Personal apparel used in extracurricular activities that becomes property of the student.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to Philip Rhodes.

#### **FIRE ALARMS**

Tampering, pulling, disabling, disconnecting and or dismantling a fire alarm system for any reason is both a Federal and State criminal offense. Anyone found in violation of the above listed criminal offense will result in a criminal charge, disciplinary action and court-ordered restitution if applicable.

#### **Fire Extinguishers**

Inappropriate discharge or tampering with a fire extinguisher will result in a criminal charge, disciplinary action and court-ordered restitution to recharge the fire extinguisher.

#### **FOOD ALLERGIES**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.dumasisd.org](http://www.dumasisd.org).

#### **FOSTER CARE (Students in the Conservatorship of the State)**

Please contact Cindy Rhoades, who has been designated as the district's foster care liaison, at 935-4136 with any questions [FD (LEGAL).]

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows and the district will grant proportionate course credit by semester (partial credit) when a student does only passes one semester of a two-semester course.

A student who is currently in the conservatorship of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

#### **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved purposes. An application for permission must be made to the principal.

#### **Participation**

Many campus groups include fund-raising activities in their total program. Participation in any of these activities is optional and will not in any way affect a grade. Students who do participate must return all money involved. Failure to do so is considered theft.

### **FREEDOM FROM DISCRIMINATION**

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

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

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

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

### **GANG ACTIVITY**

Any time a group of students unite to create any kind of a problem, the group's actions will be considered a gang activity. There is no requirement that the administration prove that the students are members of a specific gang. Students should not become part of a situation unless they want to be punished as part of a gang activity.

Any action that involves a group of students can be considered an overt gang activity if the group breaks a standard. Any individual act, piece of literature, or gesture that associates a student with a particular known gang will be considered an overt gang activity. Any gang activity can be punished by placement in the Disciplinary Alternative Educational Program (DAEP).

#### **GANG-FREE ZONES**

Certain criminal offenses, such as engaging in organized criminal activity or as a member of a criminal street gang, will be enhanced to the next highest category of offense if they are committed in a Gang-Free Zone. A Gang-Free Zone includes a school bus and a location in, on or within 1000 feet of any district owned or leased property or campus playground.

#### **GANG-RELATED GESTURES, WORDS, SIGNS, AND MATERIALS**

The display of gang-related hand gestures or signs is prohibited in around school or at school functions. Using gang-related words and phrases is likewise prohibited. The display or possession of materials determined to be gang-related would also not be allowed. School administrators will make the final determination as to whether a gesture, spoken language, or material is gang-related.

#### **GRADING**

Students will be assigned a numerical grade in all classes. To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade level standards.

To arrive at the value of a student's progress during a semester, each semester of the school year is divided into three six weeks periods for all subjects. The average of the three-six weeks periods and the semester exam or STAAR test determines the semester grade. To earn credit of a course, the semester grade must be 70 or greater for ½ unit of credit or the average of both semester grades on a continuing course must be 70 or greater for 1 unit of credit.

Grades should not be changed any later than two (2) weeks after the end of the grading period. Courses with incomplete grades or no grades will receive zeros (0) if no changes are made within two weeks after the end of the grading period.

#### **GUARDIANSHIP**

**A Power of Attorney must be secured on all students not living with their parents.**

#### **GUN-FREE SCHOOL ZONES**

It is unlawful for any individual knowingly to possess a firearm at a place the individual knows, or has reasonable cause to believe is a school zone. It is unlawful for any individual, knowingly or with reckless disregard for the safety of another, to discharge or attempt to discharge a firearm when the individual knows they are in a school zone. School zone means in or on the grounds of a public school or 1000 feet from the grounds of a public school. Individuals will be prosecuted to the fullest extent of criminal law and the Texas Education Code Law.

#### **HALLWAYS**

Students **MUST** possess either a hall pass or their student planner anytime that they are in the halls during school hours. Food, drinks, and gum are prohibited items in the hallways. If on personal business, the planner with a proper entry is required. Students must not use the phone or stop by the restroom when in the hall unless it is specifically stated on a teacher's pass. When all of the blanks at the bottom of the day in the planner are used, the student may not leave class for personal business the rest of the day. Students should use spaces wisely.

#### **HARASSMENT**

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop these behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, or disability.

**HAZCOM**

**LOCATION OF  
MATERIAL SAFETY DATA SHEETS (MSDS)  
AT EACH FACILITY-August 2014**

**Administration Building**

Front Offices                    custodial closet  
Operations Office                On cabinet shelf outside offices  
   **Chemical index-Director's office**

**Stadium Complex**

Field House-East                athletic trainer room  
Field House-West                athletic trainer's room

**Maintenance -Custodial**

402 Zauk                        on wall outside Maintenance Foreman's office  
407 Twichell                    on shop bench shelves

**Senior High School**

**Principal's Office                inside Principal's office or main adjacent office**  
North Wing                    inside custodian closet  
Nurse's Office                inside room  
Science Lab                    **inside room(Chemical Index MSDS)**  
Ag Shop                        inside room

**Jr. High School**

Principal's Office                inside Principal's office or main adjacent office  
North Wing                    wood shop office  
Nurse's Office                inside room

**Dumas Intermediate School**

Nurse's Office                inside room  
Housekeeping Room 512        inside room

**Cactus, Green Acres, Hillcrest, Sunset-Elementary Schools**

Nurse's Office                inside room  
Custodian's Main Closet        inside room

**Morningside Elementary School**

Principal's Office                inside room  
Custodian's Main Closet        inside room

**North Plains Opportunity Center**

Principal's Office                inside room

**HEALTH GUIDELINES**

Students with a fever (100 F or greater) or obvious signs of illness such as vomiting or diarrhea must stay at home until their temperature is normal (98.6 F or under) for 24 hours without Tylenol or Motrin.  
If a student has a temperature of 100 F or more at school, they will be sent home. If your child has been fever-free for 24 hours and still feels ill, we encourage you to keep them home.

### **HEAD LICE**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

### **HOMELESS STUDENTS**

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Cindy Rhodes, at (806) 935-6461 EXT:1015.

### **HOMEWORK**

Students are expected to complete **all** homework and class assignments as instructed by their teachers. Homework is an essential aspect of a student's education. It is expected to be completed by the assigned due date.

### **HONOR ROLL REQUIREMENTS**

The Honor Roll will be published at the end of each six-week grading period. In order to be eligible a student must maintain an over-all average of 90 or above (grades will be rounded to 90) in the following subjects in which the student is enrolled: English, math, science, social studies, reading, (5<sup>th</sup> & 6<sup>th</sup> Grade) and computer literacy (6<sup>th</sup> Grade). A "U" in citizenship will disqualify a student from the honor roll the six weeks that it occurs.

### **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the 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 should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy FFAB and the Texas Department of Health Web site: [http://www.tdh.state.tx.us/immunize/school\\_info.htm](http://www.tdh.state.tx.us/immunize/school_info.htm).]

#### **INSURANCE**

Dumas ISD is not responsible for accidents or injuries that occur during the school day or at school functions.

#### **ISS (In School Suspension)**

**Students assigned to in school suspension will be required to be in the ISS room during the entire school day. The student will report to the ISS room at 7:45 and will be released at the end of the school day.**

#### **INSTRUCTIONAL MATERIAL**

##### **Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

##### **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

##### **Participation in Federally Required, State-Mandated, and District Assessments**

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

##### **Student Records**

###### **Accessing Student Records**

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

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

##### **Authorized Inspection and Use of Student Records**

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an "eligible" student is one who is age 18 or older or who is attending an institution of postsecondary education.

- The right to inspect and review student records within 45 days after the day the school receives a request for access.

- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.

- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

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

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.



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

■ To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

■ To accrediting organizations to carry out accrediting functions.

■ To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.

■ To appropriate officials in connection with a health or safety emergency.

■ When the district discloses information it has designated as directory information Release of personally identifiable information to any other person or agency— such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the principals' offices are: 400 Texas Ave.

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL)]

The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the district's website

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

#### K-9

K-9 sweeps are conducted in order to enhance a safer learning and working environment within our campus. The objective is to deter students from bringing and or possessing

contraband on school property. All K-9 sweeps are conducted in accordance with school board policy.

#### **KNIVES**

Knives are prohibited at school and at school related events.

#### **LAW ENFORCEMENT**

##### **Questioning of Students**

When a law enforcement officer or other lawful authority wishes 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.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

##### **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 is engaged in delinquent conduct or conduct in need of supervision.
- 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 the 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 prevent or delay a custody action, notification will most likely be after the fact.

##### **Notification of Law Violations**

The District is also required by state law to notify:

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

#### **LOCKERS**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. **A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others.** Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. **Students may not share a locker with another student.**

#### LOCKS FOR LOCKERS

Students are encouraged to have a lock on their lockers at all times. All locks used on school lockers must be school issued locks, or they will be cut off during inspection. Students **must** rent a lock in the office for \$5.00 per year. The student will get \$3.00 back at the end of the year when the lock is returned. These will be combination type locks with a key access by school administrators. Lock combinations will be available in the office. Students can exchange locks if they feel someone knows the combination to their lock.

#### MAKE-UP WORK

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

The teacher may assign the student make-up work based on the instructional objectives for the subject or course, and the needs of the individual student in mastering the essential knowledge and skills in meeting subject or course requirements, for any excused absences. **The student will be responsible for obtaining and completing the make-up work in a satisfactory manner.** 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. For each day absent, the student shall receive a day to get assigned make-up work completed.

#### MEDICINE AT SCHOOL

Parents should try to give all medication at home whenever possible. Only medications that must be given during school hours should be sent to school. The following guidelines must be followed:

- The district must receive a written request to administer medication from the parent, legal guardian or other person having legal control of the student.
- Instructions on the request must include the name of the student, name of the medication, dosage and times to be given.
- Medication kept at school for more than 10 days requires a physician's statement. The statement must be renewed annually.
- Prescription and non-prescription medication must be in the original container and be properly labeled.
- Medication will be administered only to the student whose name is on the container.
- School personnel will administer no drugs from foreign countries or prescriptions filled outside the United States.
- School personnel will give only FDA approved drugs.
- All medication will be left at the nurse's office and stored in a locked cabinet unless otherwise directed by a physician.

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.

[For further information, see policies at FFAC.]

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

Psychotropic Drugs

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

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

#### **METAL DETECTORS**

Portable metal detectors will be used to make random checks on students for weapons and other contraband. Students may be singled out for search if there is a reasonable suspicion that the student may have contraband in his/her possession.

#### **Official Attendance-Taking Time**

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 9:30 a.m., which is during the second OR fifth instructional hour as required by state rule.

A student absent for any portion of the day, including at the official attendance taking time, should follow the procedures below to provide documentation of the absence.

#### **Documentation After an Absence**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

#### **A STUDENT MAY HAVE ONLY 6 PARENT NOTES EACH SEMESTER**

#### **Doctor's Note After an Absence for Illness (All Grade Levels)**

Within 5 days of returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

[See policy FEC(LOCAL).]

#### **OFFICE HOURS**

Office hours are from **7:45 a.m. until 4:30 p.m. Monday-Friday.** Please plan to conduct all business during those hours.

#### **PARENT and FAMILY ENGAGEMENT, RESPONSIBILITIES, AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and 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 attached Student Code of Conduct) with his or her child, sign and return the acknowledgment form(s). A parent with questions is encouraged to contact the principal.

- 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.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, team, counselor, or principal, please call the school office at 935-6474 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period, teaming, or at a mutually convenient time before or after 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.
- Review the child's student records when needed. A parent may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to his or her child.
- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording, is to be used for school safety, relates to classroom instruction or a CO-curricular or extracurricular activity, or relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. 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 the Texas Education Agency (TEA).
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the principal.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

### **Dumas ISD Parent Involvement Policy**

#### Statement of Purpose

Dumas ISD is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and the community. Everyone gains if school and home work together to promote high achievement for our children. Neither home nor school can do the job alone. Parents play an extremely important role as the children's first teachers. Their support for their children and the school is critical to their children's success at every step along the way.

Goals for the children of Dumas ISD will be available to all parents in the district, with the expectation that **all** students will work toward these goals. We recognize that some students may need the extra assistance available through the Title I program, as well as other programs to reach these goals. Dumas ISD intends to include parents in all aspects of the districts Title I program. The goal is a school-home partnership that will encourage all students in the district to succeed.

#### Parent Involvement in Developing the Policy

Since Title I is a schoolwide project at all elementary campuses in the district as well as Dumas Intermediate, the Dumas ISD District Council will act as the advisory committee for developing our school district's parental involvement policy. This committee is made up of parents, community members, business representatives, and school personnel.

### Annual Meetings for Title I Parents

At the fall and spring annual meetings for parents, which will be held at each Title I campus in the district, parents will be given information about Title I. They will be given copies of the district's current parental involvement policy and will be offered a chance to become involved in revising and updating the policy as needed. Parents may volunteer on either the District Council or the Campus Council (or both).

The meetings will be held twice for the convenience of parents - in the evening and again the following morning. Translation will be available. Written notices, telephone calls and/or media attention will be directed at attracting as many parents as possible.

### School-Parent Compacts

In accordance with Title I regulations, each Title I campus must develop a school-parent compact with the parents of students participating in the program. This compact will enable the school and parents to share the responsibility for student performance and success.

The compact must explain that students, parents and staff will share responsibility for promoting student achievement. The Campus Council will be consulted in the design and implementation of the compact.

All parents of students participating in the Title I program will be given a copy of the compact detailing the responsibilities that teachers, parents and students have in helping students accomplish their goals. Students' responsibilities will vary by grade level.

Parent/student signatures will not be required; however, parents are encouraged to discuss the contents of the compact with their children.

### Matching Parent Involvement Programs to the Needs of Our Community

The community will be consulted in the design, development and implementation of the Title I program. Parent and student needs will be assessed through surveys and other measures targeted at creating a successful school environment.

The district will welcome and promote parental suggestions.

### Staff/Parent Communications

Parents will be welcomed through various avenues of communication throughout the school year. Newsletters, conferences, personal contacts, phone calls and/or written notices will be utilized to establish and maintain an open line of communication. Parents are encouraged to take the initiative in calling their child(ren)'s teacher when they are concerned about a problem. They may also call the school office and ask for a translator. As much as possible, notices sent home will have the information in both English and Spanish. School personnel will practice positive, effective home-school communications.

### Evaluation

Dumas ISD's District Council will be involved in the process of school review and improvement. Parents of children in the Title I program will be part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways.

There will be an annual evaluation of the content and effectiveness of the Title I parental involvement program, and parents will be asked for their input. The evaluation will include an assessment of how much involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its parent involvement on the basis of this annual review.

This commitment to family involvement has been approved by the school board of Dumas ISD. The policy will be coordinated by Title I supervisory staff and teachers throughout the district and promoted by building principals and other school staff.

#### **PARENT PORTAL**

The parent portal provides access to your child's grades and attendance. You can access the parent portal at the Dumas ISD homepage. Before being able to log on to the portal you will need a login that will be provided to you by your child's school.

#### **PARENT REQUEST OF AN ACADEMIC TEAM**

A parent may request a certain academic team for their child for the next school year. However, the request must be made by May 15<sup>th</sup> of the previous school year. Also, the parent **MUST** come to the school and fill out the appropriate paperwork to show there is an educational need for their child to be on a certain team. The school will do everything we can to honor the parent request, however due to class size and other factors there are times it is not possible to meet every request. The only changes made after a student is placed on a team will come from the request of the school administration.

#### **PERSONAL PROPERTY**

**The school is not responsible for valuables that are lost or stolen while a student is attending school.** Please be careful with your personal property and your textbooks. The school provides a "lost and found" service in the office. If you find an article of any value, take it to the office so that its rightful owner may claim it. Students are urged to have name labels on all personal articles and clothes.

#### **PEST CONTROL INFORMATION**

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

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

#### **PHYSICAL EDUCATION**

In accordance with EHAB (Local), all students in elementary grades will engage in at least 30 minutes of physical activity per day or 135 minutes per week. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

#### **PHYSICAL FITNESS ASSESSMENT**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

**PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE/DECLARATION OF INDEPENDENCE**

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 school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A student who is exempt from the Pledge of Allegiance may not be disruptive or disrespectful during the Pledge.

A moment 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.

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

**POSTERS**

The principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

**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.

**PROHIBITED ITEMS**

The following items are prohibited at school:

- |                                |                  |                 |
|--------------------------------|------------------|-----------------|
| Matches                        | Toys             | Lighters        |
| IPods/CD Players               | MP3 Players      | Pagers          |
| Cinnamon oil and/or toothpicks | Lime salt        | Magnets         |
| Bandannas of any color         | Chains           | Sunflower seeds |
| Remote Control Devices         | Glitter          | Laser pens      |
| Shaving cream                  | Ammunition       | Spiked-Jewelry  |
| Water guns                     | Shocking Devices | Sharp objects   |
| Permanent Markers              | Trading Cards    |                 |

Any other item that becomes a problem at school may be prohibited temporarily or permanently. Administrators may prohibit any other individual item that is deemed necessary to maintain order and safety in school.

**Any prohibited item that is taken from a student will be released only to a parent.** Any item that may be used as evidence, even in a school-related matter, will not be released until all possible need for the item is over.

Exception: MP3 Players, cell phones, IPODS, and tablets may be used in class when permitted by the instructor for educational purposes only. They may also be used on school buses and on school trips when allowed by trip sponsors and bus drivers. Otherwise, these items must never be used or in view while on campus. If a student finds that he/she has accidentally brought a prohibited item to school, that item should immediately be turned in to a teacher or administrator. Disciplinary actions will not be taken in most cases on the first occurrence. This exception does not apply to weapons as defined in the DISD Code of Conduct.

**PROMOTION, RETENTION, AND PLACEMENT**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion referenced or state-mandated assessment, and any other necessary academic information as determined by the district. In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is



enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

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

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

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

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance.

The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

#### **PROTECTION OF STUDENT RIGHTS**

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

#### **"Opting Out" of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

#### **PTO**

Parents are strongly encouraged to participate in Dumas Intermediate School's PTO or Parent/Teacher Organization. Our PTO will have several fundraisers and meetings throughout the year. Please become involved in the decisions that affect your child's school. Meeting times/dates will be announced on the website and through Thursday folders.

#### **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.

#### **REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION**

##### **Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### **REMOVING A STUDENT TEMPORARILY FROM THE CLASSROOM**

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

### **REPORT CARDS**

Written reports of student **grades, absences, and discipline** 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 of the student's grade average with a progress report that will be in the student's Thursday Folder. **Progress reports and report cards will be sent home to the parents at the end of each grading period. Parents are required to sign the report card and the student is responsible for returning the report to the homeroom teacher.**

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

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

### **RETALIATION**

Retaliation (intentionally or knowingly harms or threatens to harm another by an unlawful act) on account of the service or status of another as a public servant, witness, prospective witness or informant or a person that has reported or intends to report the occurrence of a crime or tries to prevent or delay the service of another as listed above is prohibited. Anyone engaging in retaliation will be prosecuted to the fullest extent of the criminal law and the Texas Education Code Law.

### **ROOFS**

It will be considered a violation to climb on a roof. This is an extremely unsafe practice that could result in serious injury. If your ball goes on top of a roof, tell a principal or secretary.

### **SAFETY - Accident Prevention**

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

**Avoid conduct that is likely to put the student or other students at risk.**

**Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.**

**Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.**

**Know emergency evacuation routes and signals.**

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

### **SCHEDULE CHANGES**

All requests for schedule changes should be made through the counselor's office. The counselor may consult with the teachers involved, the assistant principal or principal, and evaluate the circumstances of the request.

- Each student is required to carry a full class load.
- Schedule changes must have the approval of the counselor.

- Changes made after the fifth day of a semester must be within the same general subject area. Approval of any schedule changes must meet one or more of the following criteria:
  - A change is necessary because of health reasons.
  - A change is necessary due to being improperly assigned.
  - A change will benefit the operation of the school.
  - The school made an error when scheduling a student.
  - A change is necessary due to discipline or academic reasons.
- A course change prior to the sixth day of classes will have no grades recorded. Beginning with the sixth day, grades accumulated in the original class will be transferred with the student to the new assignment.
- A change is deemed necessary by the counselor or principal.

**SCHOOL CANCELLATION AND EMERGENCY SCHOOL CLOSING DUE TO WEATHER CONDITIONS:**

Student safety is our main concern at all times. Whenever the weather turns bad, there is always a question about whether school will be cancelled or delayed, and whether or not busses will be running. In order to inform our community of changes to our regular school schedule, announcements will be available by 6:00 a.m. through the following forms of communication:

- Announcements on KDDD Radio - 95.3 FM
- Messages on "Time and Temperature" - 935-5681
- Announcements on Channel 7 - KVII TV in Amarillo
- Notices on the Dumas ISD Website - [www.dumasisd.org](http://www.dumasisd.org)
- Notices made by the school facebook/twitter account
- Notices from the schoolway app

**IF THE ANNOUNCEMENT IS NOT MADE THROUGH THIS MEDIA, SCHOOL WILL BE IN SESSION AS USUAL WITH NORMAL PROCEDURES.**

- Each principal (or secretary, if principal is out of the building) will be notified by the superintendent's office by phone, prior to the early closing time of action to be taken.
- In cases of early dismissal, teachers and auxiliary personnel are expected to spend the regular workday hours at school unless there is an extreme emergency that calls them away. They should assist in supervision of students in buildings and make arrangements for remaining students.
- Bus riding students will be allowed to leave to board their bus, if it is cleared for travel, or they (students) have been called for in person by a responsible person who will get them to a place of safety.
- Administrators will stay at buildings until ALL students have been properly dispatched, regardless of hour, and will always stay until regular closing time to answer patrons.
- Non-bus riding students will be kept inside the building until they are called for in person by a responsible person who will get them home or to a suitable place of safety.

**School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council (SHAC) held 5 meetings.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

**SCHOOL JURISDICTION**

Students are reminded that they are under school jurisdiction while on school property, on a school bus, on a school-sponsored trip, or while attending a school activity. Normal jurisdiction is generally between the hours of 7:30 a.m. and 4:30 p.m. but may be

extended if a student arrives at school early. Jurisdiction is extended for the entire time a student is on a school trip or is attending a school activity. Jurisdiction extends three hundred feet beyond the Intermediate School campus.

#### **SECTION 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. The designated person to contact regarding a referral for evaluation applicable to Section 504 is Caynon Strickland or Rebeca Cruz at (806) 935-6474.

#### **SECURITY**

All concerns and issues regarding school security should be reported to a teacher, school employee, school administrator or the Dumas ISD Police Department.

#### **SELLING OF MERCHANDISE**

Students are not permitted to sell merchandise on campus without approval of the principal.

#### **Service/Assistance Animal Use by Students**

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

#### **SERVICES FOR TITLE I PARTICIPANTS**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Kelly Legg and may be contacted at 935-6461.

#### **SEXUAL HARASSMENT**

The district believes that every student has the right to attend DISD schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal, or designee, or Special Services Director, who serves as the District's Title IX coordinator for students.

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 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 within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The students 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 within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (Local). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

#### **SNOW/WATER**

It shall be considered a violation of school rules to pick up snow, kick snow, and play on a snow pile or in any way attempt to get snow on another person. Students must not kick water on other students or put water or other liquids on another student in any way.

#### **SPARRK CLUB (Students Producing Academic Readiness, Responsibility, & Kindness)**

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

Criteria for Membership for Each Six Weeks Period:

- No office referrals.
- Qualification for QUEST 4 out of the first 5 Six Week Grading Periods.

Rewards:

- SPARRK Award
- Special privileges
- End of the year party

#### **SPECIAL EDUCATION SERVICES**

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 academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation

and the report within the timeline prescribed by law once the district receives written consent. The district must give a copy of the evaluation report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org>
- Partners Resource Network, at <http://www.partnerstx.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is James Bussard at [806-935-6774].

### **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact James Bussard (806-935-6774); the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

### **STUDENT CRIME STOPPERS**

Students that provide tips that lead to arrests, discipline, etc. will be eligible for a cash reward up to \$1000.00. You will not be asked to identify yourself or to testify in court.

When to call...

- Maybe you overhear someone bragging about having committed a crime.
- Maybe you know someone who is driving a stolen car...or is hiding from the police...or is a robber or drug dealer.
- Or maybe you just see something that doesn't look right. A strange car. A person acting sneaky. Someone with a gun or knife.

If you aren't sure that what you heard or saw is really a crime, call anyway. Let the police decide if it's worth investigating. It may be a piece of a clue to a big crime. Give a tip. Call Student Crime Stoppers at 934-9999.

### **Student Illness**

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional

health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

#### **STUDENT OFFICES AND ELECTIONS**

Student offices and elections are held under the rules of the activity creating the office. Parents and students should consult the rules of the activities involved.

#### **STUDENT RECORDS**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

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

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

#### **Various governmental agencies.**

**Individuals granted access in response to a subpoena or court order.**

**A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.**

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these 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. Box 615; Dumas, Texas 79029



The address(es) of the principals' offices is listed in the front of the handbook.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

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.

The district's policy regarding student records found at FL (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.dumasisd.org](http://www.dumasisd.org).

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

Please note:

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

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

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

#### **Student Wellness Policy/Wellness Plan**

Dumas ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Heather Sauer with questions about the content or implementation of the district's wellness policy and plan.

#### **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

### **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texasuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area.

### **SURVEILLANCE CAMERAS**

This campus employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

### **TARDIES**

Tardies are tabulated by class period and are aggregated by six weeks. The penalties for being tardy are as follows per class per six weeks:

First tardy - No penalty

Second tardy - 1 swat or 2 detentions

Third and successive tardies - 2 swats or 3 detentions

**Parents may request that an alternative punishment be used.**

### **TELEPHONE**

The telephones at school are for school purposes. Except in emergency situations, personal messages for children should be taken care of before or after school hours. Students should be told before they leave home who is picking them up and what to do in case of bad weather. Please do not ask your child to call you after school every day to find out what they are supposed to do.

### **TESTING**

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

- Reading and Mathematics: Each year in grades 5 and 6
- Science: Grade 5

### **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. A student will be provided textbooks for use at school during the school day. If a student owes money for a lost textbook student records may be held and additional textbooks will not be issued.

Students should protect textbooks by placing them in locked lockers. The individual to whom the book was issued must pay for any books that are not returned regardless of the circumstances.

### **THREATS**

Making any jokes or statements regarding bombs, and or threats during the time a student is enrolled in the Dumas Independent School District may be grounds for both criminal and civil penalties and school discipline. All such matters will be taken seriously.

### **TOBACCO**

Dumas ISD is a tobacco free district. Students and adults may not possess, smoke or use tobacco products, including electronic cigarettes or any other electronic vaporizing device, on school property or at any school related or school sanctioned activity, either on or off school property.

### Trained Dogs

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

### TRANSPORTATION IN BUSES OR OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 935-4710. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. **When riding school buses students are subject to behavioral standards established in this handbook and the Student Code of Conduct. Violations may result in loss of bus riding privileges.**

Dumas ISD Bus Conduct - Discipline School Year (2016-17)

- Bus drivers and /or bus monitors are to maintain discipline on the school buses.
- While on the school bus students shall conduct themselves as if they were in their classrooms.
- Students who violate bus rules shall receive a bus conduct report on the same day as the incident.
- Students who are removed from the bus shall be allowed to ride until the Parent/Guardian has been contacted. During the transitional period additional violations may be given to students.
- Students who are removed from riding a school bus and who board a different bus for transportation without getting permission from the Transportation Department will be assessed with an additional violation.
- After receiving notification of the student's conduct report, Parents/Guardians may call the Campus Administration to get further clarification about the report.

**Please Remember: By Texas Law it is the responsibility of the Parent/Guardian to see that the student attends class. Dumas ISD chooses to help Parent/Guardian by furnishing bus services. Bus service will be available only to students who choose to abide by Dumas ISD school bus rules.**

BUS CONDUCT VIOLATION CONSEQUENCES ARE AS FOLLOWS:  
(Spanish version in appendix)

1st Violation	Removal from riding the bus for three (3) days
2nd Violation	Removal from riding the bus for ten (10) days Or Alternative Discipline Technique (Campus Administrator Discretion)
3rd Violation	Removal from riding the bus for thirty (30) days Or Alternative Discipline Technique (Campus Administrator Discretion)

	Discretion)
4th Violation	Removal from riding the bus for the remainder of the school year

Student Responsibilities:

- Listen and follow the direction of the bus driver's and bus aid's direction for conduct.
- Getting on and off the bus should be done in an orderly manner.
- Stay seated facing the front
- Once you are on the bus you should speak as if you were in the classroom with your teacher present. (Softly so that the bus driver can hear warning signals or automobile horns) This will help your driver not to be distracted from watching the road to drive you safely!
- Radios, tape players, CD players must be used with a headset or ear plugs only.
- No standing on the bus while the bus is in motion.
- Do not put head, hands, arms or legs out of the window or hold any object out of the window.
- Do not throw anything out of the bus windows.
- Keep books, band instrument cases, feet and other objects out of the aisle.
- No horseplay or fighting on the bus.
- Do not eat sunflowers seeds or other hulled seeds on bus.
- NO tobacco products, alcohol, drugs (including electronic cigarettes) or weapons.
- Do not deface the bus or its equipment.
- Do not sit on armrest or lean on the tops of the seat backs.
- Use emergency doors and exits in Emergencies ONLY.
- When leaving the bus, wait for the driver's signal before crossing in the front of the bus.
- Never retrieve anything from under the bus or tires. Ask the driver to get it for you. Follow any other rules your bus or trip may establish.

**TRAVEL - SCHOOL SPONSORED**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. However, the principal or assistant principal may make an exception to this requirement under the following circumstances:

- the parent personally requests that the student be permitted to ride with the parent;
- No later than the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

**Trip Responsibilities for Sponsors**

1. Each trip must have at least one sponsor per bus to maintain discipline on the bus at all times.
2. Know students responsibilities.
3. Please be punctual for all leave and return times.
4. **IF THERE ARE MULTIPLE SPONSORS ON A BUS, PLEASE SPACE YOURSELVES THROUGHOUT THE BUS TO MONITOR STUDENTS.**
5. Account for all students before returning. If students use other means of transportation to return, it must be cleared by school or sponsor.
6. Make students pick up trash before departing the bus.
7. Please keep passenger noise down to a soft speaking voice tone.

### **Tuancy Prevention Measures (See Appendix)**

Dumas Intermediate School has in place truancy prevention measures in order to prevent a student from violating the Compulsory Attendance Law of the State of Texas (**too many unexcused absences**). The truancy prevention measures can be found in the **appendix** at the end of this document.

### **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal. The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

### **VANDALISM**

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

### **VIDEO CAMERAS**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

### **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 has driven to school and parked on District property is also prohibited.
  - **Disruptive Activities** - State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:
    - Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
    - Interfere with an authorized activity by seizing control of all or part of a building.
    - Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
    - Use force, violence, or threats to cause disruption during an assembly.

- Interfere with the movement of people at an exit or an entrance to District property.
  - Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
  - Disrupt classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
  - Interfere with the transportation of students in District vehicles.
- **Gangs and Other Prohibited Organizations** Under state law; a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.
  - **Hazing Activities** - State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

#### **VISITORS**

Parents and other visitors are welcome to visit District schools. All visitors must first report to the main office. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

#### **VOLUNTEERS**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact Philip Rhodes - Principal for more information and to complete an application.

#### **WITHDRAWAL FROM SCHOOL**

Students who are withdrawn from school must do so through the school office by the secretary. Whenever a student withdraws from school, all of his/her records should be clear. Parents should notify the school office at least one day in advance of withdrawal.

# **APPENDIX**

**NOTICE TO PARENTS: DIRECTORY INFORMATION**

**Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the students. If you do not want Dumas ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within ten school days of your child’s first day of instruction for this school year. Dumas ISD has designated the following information as directory information: student name, dates of attendance, telephone number, grade level, photograph, awards or recognition received, participation in school activities, and weight and height of athletic team members.**

**Dumas Independent School District  
Family Educational Rights and Privacy Act (FERPA)  
Annual Notice for Disclosure of School Directory Information  
Intermediate School**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program showing your child’s role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school/student directory
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (student records, etc.)
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

Our school district has designated the following as directory information:

Student name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must contact your child’s school to complete the form "Parent Request for Non-Disclosure of School Directory Information" to let us know which type of directory information you wish to deny release or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child's school. If you have any questions or concerns, please let us know.

Sincerely,  
Philip Rhodes



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

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ School: \_\_\_\_\_

Use a separate form for each child you are requesting non-disclosure of school director information. Please return this form to:

Dumas Intermediate School  
 400 Texas Ave.  
 Dumas, TX, 79029

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

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

1.  Do not release ANY information about my child.

OR

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

- |   |   |
|---|---|
| <input type="checkbox"/> Student name                       | <input type="checkbox"/> Dates of attendance                        |
| <input type="checkbox"/> Telephone number                   | <input type="checkbox"/> Grade level                                |
| <input type="checkbox"/> Photograph                         | <input type="checkbox"/> Awards or recognition received             |
| <input type="checkbox"/> Participation in school activities | <input type="checkbox"/> Weight and height of athletic team members |

OR

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

Signature of Parent/Guradian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Preferred method for school to communicate with parent:     Telephone     E-mail

OFFICE USE ONLY			
Student ID #	Date Received	Notify Enrollment	Initials

## NOTIFICACIÓN PARA PADRES: INFORMACIÓN DEL DIRECTORIO ESCOLAR

**Cierta información del Distrito de los estudiantes se considera como información del directorio y se librará a alguien que sigue el procedimiento para solicitar información a menos que el padre o el guardián se oponga a librar la información del directorio sobre los estudiantes. Si usted no quiere que Dumas ISD revele información del directorio de los archivos educativos sin que usted primero de su permiso en forma escrita, usted debe notificar el Distrito en forma escrita dentro de diez días después que su niño a comenzado clases de este año escolar. Dumas ISD ha designado la siguiente información como información del directorio: nombre del estudiante, fechas de asistencia, número de teléfono, nivel de grado, fotografía, premios o reconocimientos, participación en actividades escolares, y el peso y/o altura del miembro de los equipos atléticos.**

**Dumas Independent School District  
Ley de derechos educativos y privacidad de la familia (FERPA)  
Aviso anual sobre divulgación de información del directorio escolar  
Educación primaria/intermedia**

Estimado padre/madre/apoderado:

La ley de derechos educativos y privacidad de la familia (Family Educational Rights and Privacy Act, FERPA) es una ley federal que exige que el distrito escolar, con ciertas excepciones, obtenga su consentimiento por escrito antes de divulgar información de identificación personal incluida en los antecedentes educativos de su hijo/a. A veces, la escuela o el distrito pueden divulgar algunos datos de los estudiantes sin un consentimiento por escrito cuando se trate de "información de directorio" a menos que usted le haya solicitado a la escuela o al distrito lo contrario según los procedimientos pertinentes establecidos.

El principal propósito de la información de directorio es permitirnos incluir algunos tipos de información en ciertas publicaciones escolares. Por lo general la divulgación de esta información no se considera dañina ni una invasión de la privacidad. A continuación se indican algunos ejemplos de publicaciones escolares:

- un folleto o programa, en el que se indica el papel de su hijo(a) en una producción escolar
- una lista de honores o de otros reconocimientos publicada en la escuela o en la prensa
- directorio escolar/estudiantil
- sitio Web de la escuela o el distrito

La información de directorio también puede divulgarse a organizaciones externas sin el consentimiento previo por escrito de los padres. Las organizaciones externas incluyen:

- otras escuelas a las que pretenda asistir el estudiante (antecedentes del estudiante, etc.)
- autoridades estatales o federales que realicen auditorías, evaluaciones de programas o supervisen el cumplimiento de las leyes federales
- un tribunal mediante una citación judicial

Nuestro distrito escolar ha designado a los siguientes datos como información de directorio:

Nombre del estudiante	Fechas de asistencia
Número telefónico	Grado escolar
fotografía	Galardones o reconocimientos recibidos
Participación en actividades escolares	Peso y estatura de miembros de equipos deportivos

Si no desea que la escuela o el distrito divulguen información de directorio sobre su hijo(a) sin su consentimiento previo por escrito, usted debe ir a la escuela de su niño y llenar una forma llamada "Parent Request for Non-Disclosure of School Directory Information" para dejar saber que tipo de información usted desea negar del directorio o que tipo de información necesita su consentimiento escrito antes de librar la información.

Le pedimos que complete un formulario para cada hijo(a) y que lo regrese a la escuela correspondiente. Si tiene alguna consulta o inquietud, le rogamos que nos la haga saber.

Atentamente,  
Philip Rhodes

**Dumas Independent School District  
Family Educational Rights and Privacy Act (FERPA)  
Annual Notice of Student Education Record Privacy**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
- 3) To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Dumas Independent School District**  
**Ley de derechos educativos y privacidad de la familia (FERPA)**  
**Aviso anual sobre privacidad de antecedentes educativos del estudiante**

Estimado padre/madre/apoderado:

La ley de derechos educativos y privacidad de la familia (Family Educational Rights and Privacy Act, FERPA) es una ley federal que protege la privacidad de los antecedentes educativos de los estudiantes. La ley se aplica a todos las escuelas que reciben fondos federales.

La ley FERPA le otorga a los padres ciertos derechos con respecto a los antecedentes educativos de sus hijos. Cuando un estudiante cumple 18 años o asiste a una escuela postsecundaria o universidad, los derechos de los padres se transfieren al estudiante, el cual se convierte en un "estudiante calificado" según la ley.

Según la ley FERPA, los padres y los estudiantes calificados tienen los siguientes derechos:

- 1) A inspeccionar y revisar los antecedentes educativos del estudiante que conserve la escuela en un plazo de 45 días a partir de la recepción de la solicitud correspondiente por parte de la escuela. La solicitud debe identificar el o los antecedentes que se desean inspeccionar. La escuela no está obligada a proporcionar copias de los antecedentes y puede cobrar una comisión si se solicitan copias.

Se le avisara sobre el lugar y la hora en que podrá revisar el o los antecedentes.

- 2) A solicitar que la escuela corrija antecedentes que se crean son incorrectos o engañosos. La solicitud debe presentarse por escrito y especificar claramente: (a) la parte de los antecedentes que se solicita cambiar, y (b) por que dichos antecedentes son incorrectos o engañosos. Si la escuela decide no enmendar los antecedentes, los padres o el estudiante calificado tienen derecho a solicitar una audiencia. Después de la audiencia, si la escuela insiste en no enmendar los antecedentes, los padres o el estudiante calificado tienen derecho a incluir una declaración en los antecedentes sobre la información en disputa. La escuela no tiene la obligación de considerar solicitudes para enmendar información sobre las decisiones de calificaciones o disciplina, las opiniones de funcionarios escolares en los antecedentes educativos, ni la determinación de educación especial del estudiante.
- 3) A controlar la divulgación de información de identificación personal de su hijo/a en sus antecedentes educativos. Los padres pueden solicitar que la escuela, con ciertas excepciones, obtenga su consentimiento previo por escrito para divulgar información de su hijo/a. Una de las excepciones que permite la divulgación sin su consentimiento es la Divulgación a personal de la escuela que tenga un legítimo interés educativo, como una persona empleada por el distrito, un miembro de la junta de la escuela, una persona o empresa que el distrito haya contratado para realizar una tarea especial (como un abogado, auditor o terapeuta); o un padre o estudiante miembro de un comité oficial, como un comité de quejas o disciplinario o que ayude a otro funcionario escolar; y/o un funcionario de otro distrito escolar en el cual el estudiante quiera matricularse. Un funcionario escolar posee un legítimo interés educativo si tiene la necesidad de revisar un antecedente educativo para llevar a cabo su labor profesional.
- 4) A presentar un reclamo ante del Ministerio de Educación de los Estados Unidos sobre el presunto incumplimiento del distrito de los requisitos de la ley FERPA a la siguiente dirección:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## DIS Attendance Procedures – Truancy Prevention Measures

- 3<sup>rd</sup> Unexcused Absence: Verbal Warning and Letter to Parents
- 4<sup>th</sup> Unexcused Absence: Verbal Warning and Phone Call to Parents
- 5<sup>th</sup> Unexcused Absence: Verbal Warning and Parent Conference
- 6<sup>th</sup> Unexcused Absence: Parent Phone Call and 2 swats or 2 days of ISS and Letter to Parents
- 7<sup>th</sup> Unexcused Absence: Parent Phone Call and 5 days of ISS
- 8<sup>th</sup> Unexcused Absence: Parent Conference and 7 days ISS
- 9<sup>th</sup> Unexcused Absence: Parent Conference and 7 days DAEP
- 10<sup>th</sup> Unexcused Absence: Parent Conference and 7 days DAEP and Court Referral

## Response To Intervention:

Dumas ISD believes in providing the highest quality of education to students. The following provides you with information about a three-tiered instructional approach referred to as Response to Intervention (RtI), which is a part of the federal education law.

For RtI, all students will participate in the core curriculum, with three levels(tiers) of interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum. All student will be screened three times a year to measure their progress to determine if they are performing at grade level. Behavioral expectations will also be monitored on a regular basis throughout the year.

- **Tier One** – Teachers will use different teaching strategies within the core curriculum to address all educational needs of students
- **Tier Two** – Based on progress data, students who are unsuccessful in Tier One will be provided research-based interventions matched to their individual needs. The RtI Team will track the student’s progress, and parents will receive ongoing progress data.
- **Tier Three**- Students with ongoing struggles in Tier Two will receive more intensive interventions at this level. Parents will receive ongoing progress data. After Tier Three implementation, students who continue to display limited progress may then be considered for further evaluation and services with your participation.

The RtI Team meets to address the child’s needs and to review the progress monitoring data during the intervention time period. We encourage you, as the person who best knows your child, to join us as a member of the intervention team. Each campus has a particular day and time that the RtI Team meets. We will keep you informed of meeting days and times as well as the child’s progress within the interventions in the Tiers.

Dumas ISD believes that we have the responsibility to make ALL children successful and we do that one child at a time.



## ***Dumas ISD Bus Conduct - Discipline School Year (2016-17)***

- Bus drivers and /or bus monitors are to maintain discipline on the school buses.
- While on the school bus students shall conduct themselves as if they were in their classrooms.
- Students who violate bus rules shall receive a bus conduct report on the same day as the incident.
- Students who are removed from the bus shall be allowed to ride until the Parent/Guardian has been contacted. During the transitional period additional violations may be given to students.
- Students who are removed from riding a school bus and who board a different bus for transportation without getting permission from the Transportation Department will be assessed with an additional violation.
- After receiving notification of the student's conduct report, Parents/Guardians may call the Campus Administration to get further clarification about the report.

***Please Remember: By Texas Law it is the responsibility of the Parent/Guardian to see that the student attends class. Dumas ISD chooses to help Parent/Guardian by furnishing bus services. Bus service will be available only to students who choose to abide by Dumas ISD school bus rules.***

### **CONSEQUENCES FOR BUS CONDUCT VIOLATIONS**

<b>1<sup>ST</sup> Violation</b>	Removal from riding the bus for three (3) days
<b>2<sup>nd</sup> Violation</b>	Removal from riding the bus for ten (10) days Or Alternative Discipline Technique (Campus Administrator Discretion)
<b>3<sup>rd</sup> Violation</b>	Removal from riding the bus for thirty (30) days Or Alternative Discipline Technique (Campus Administrator Discretion)
<b>4<sup>th</sup> Violation</b>	Removal from riding the bus for the remainder of the school year

REVISED 7-26-2016



## **Conducta de autobuses del Distrito Escolar de Dumas – Disciplina del Año escolar (2016-17)**

- Los conductores de autobús y/o monitores de los autobuses son para mantener la disciplina en los autobuses escolares.
- Mientras vayan en los autobuses escolares los estudiantes deben de comportarse como si estuvieran en sus salones.
- Los estudiantes que rompan las reglas del autobús recibirán un reporte de conducta en el mismo día del incidente.
- Los estudiantes que sean removidos del autobús se les permitira utilizar el transporte hasta que se les comuniquen a sus padres/guardianes. Durante este proceso el estudiante podran recibir mas reportes de conducta adicionales si es necesario.
- Estudiantes que an sido removidos de un autobús escolar y que intenten utilizar otro autobús como transporte sin obtener ningun permiso del Departamento de Transportación Escolar recibiran una violació adicional.
- Después de recibir la notificación del reporte de conducta de su estudiante, los padres/guardianes pueden llamar a la administración escolar para obtener más información sobre el reporte de conducta.

**Favor de Recordar:** Por ley de Texas, el padre / guardian es responsable de ver que su estudiante asista a clase. El Distrito Escolar de Dumas elige ayudar a padre / guardian con el transporte escolar para los estudiantes. El servicio de autobuses estará disponible sólo para los estudiantes que sigan las normas de los autobuses escolares del Distrito Escolar de Dumas.

### **Consecuencias por romper el codigo de conducta del autobús**

<b>1<sup>ra</sup> Violación</b>	La eliminación del autobús por tres (3) días
<b>2<sup>da</sup> Violación</b>	La eliminación del autobús por diez (10) días O La alternativa de diciplina técnica (a discreción del administrador de la escuela)
<b>3<sup>ra</sup> Violación</b>	La eliminación del autobús por treinta (30) días O La alternative de diciplina técnica (a discreción del administrador de la escuela)
<b>4<sup>ta</sup> Violación</b>	La eliminación del autobús por lo que reste del año escolar.

REVISED 7-26-2016