

2016-2017

# Dumas ISD

Cactus

Green Acres

Hillcrest

Morningside

Sunset

Elementary  
Handbook

⇒ **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.

The student handbook is provided in order that you may know the rules and regulations in the Dumas elementary 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 and I have been informed that the Dumas Independent School District's Student Code of Conduct and Student Handbook for the elementary schools is viewable on the Dumas Independent School District's website at <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, up to and including referral for criminal prosecution for violations of law. I also understand that 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 and/or audio recording a lesson has proven beneficial to teachers in evaluating instructional skills. These are sometimes shared in a class setting of teachers. Videos and recordings will only be used for non-commercial activities. They 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 Elementary 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 and/or audio recorded 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.
- ✓ I understand that I may obtain a hard copy of the Student Code of Conduct and the Elementary Handbook in the front office. Please note, the handbook is subject to change. The electronic version is the official document.

⇒ \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

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

**ESTUDIANTE:** \_\_\_\_\_  
Apellido Primer Nombre Segundo Nombre

**CAMPUS:** \_\_\_\_\_ **FECHA:** \_\_\_\_\_

⇒

**PREFERENCIA DE DOCTOR/SALUD:** \_\_\_\_\_

Para que mi niño pueda recibir ayuda en caso de un ACCIDENTE o ENFERMEDAD inesperada, yo autorizo a los oficiales del Distrito Escolar Independiente de Dumas que envíen a este niño con un médico licenciado de mi preferencia o cualquier otro médico disponible. Por medio de esta forma declaro hacer público la información pertinente para el cuidado médico de mi niño. Por medio de esta forma los oficiales de la escuela están autorizados de que tomen cualquier acción que sea necesaria en su opinión para la salud de mi niño. Esto incluye llevar a mi niño al Cuarto de Emergencia de Dumas Memorial Hospital, para el tratamiento del médico que esta encargado de los casos de emergencia. No haré el distrito de la escuela responsable por los gastos financieros adquiridos por el cuidado y/o la transportación de emergencia para mi niño.

Se proveerá el manual del estudiante para que usted se entere de las reglas y las regulaciones de las escuelas primarias de Dumas. En las páginas de atrás del manual, se incluye el Código de Conducta Estudiantil del Distrito. Las regulaciones educativas actuales requieren que los padres reciban y reconozcan haber recibido el Código de Conducta Estudiantil. **Favor de firmar al final de esta pagina y devuelva esta forma a la escuela.**

Mi niño y a mi se nos a informado que el Código de Conducta Estudiantil del Distrito Escolar Independiente de Dumas y el Manual Estudiantil son disponibles en la pagina web <http://www.dumasisd.org/>. Entiendo y consiento a las responsabilidades escritas en el Código de Conducta Estudiantil del distrito. También entiendo y estoy de acuerdo que mi niño será responsable por su comportamiento y de las consecuencias escritas en el Código de Conducta Estudiantil durante las horas escolares y en actividades patrocinadas o relacionadas por la escuela, incluyendo viajes patrocinadas por la escuela, y por cualquier mala conducta relacionada con la escuela, no importa el tiempo o la localización. Entiendo que cualquier estudiante que viola el Código de Conducta Estudiantil esta sujeto a acción disciplinaria, hasta e incluyendo enviar para el procesamiento criminal por la violación de la ley. También entiendo que debido a que el Código de conducta estudiantil es adoptado por la junta directiva del distrito de administración, tiene la fuerza de la política; por lo tanto, en caso de conflicto entre el código y el manual estudiantil, el código prevalecerá.

Las ausencias de clases del estudiante por causa de actividades curricular, co-curricular, o extra-curricular que tienen la aprobación del administrador que esta encargado, también necesitaran la aprobación de los padres que será evidente por su firma reconociendo el contenido y las provisiones del manual del estudiante.

Mi niño tiene mi permiso de ir en autobús para asistir cualquier evento patrocinado por la escuela durante el año 2016-2017. Entiendo que seré notificado por nota escrita, antes de que ocurra cualquier viaje fuera del pueblo.

En la evaluación de habilidades educacionales, la grabación de una lección ha probado beneficioso a los maestros. En ocasiones esta grabación se comparte en un ambiente de clases con maestros. La grabación será utilizada solamente para actividades que no son comerciales. Esta grabación no será utilizada como evaluación de los estudiantes.

De vez en cuando, el distrito escolar desea mostrar o publicar dibujos de arte o proyectos especiales de los estudiantes en el sitio Web del distrito y en publicaciones del distrito. El distrito consiente en usar estos proyectos de estudiantes solamente de estas maneras.

-----  
Firmando abajo, certifico que:

- ✓ En caso, de una emergencia, yo doy mi permiso a la escuela de Dumas ISD que asesoren tratamiento medico para el niño nombrado arriba.
- ✓ Entiendo que el Manual Estudiantil de la escuela Primaria es disponible en la pagina web <http://www.dumasisd.org/>
- ✓ Entiendo que el Código de Conducta Estudiantil de Dumas ISD es disponible en la pagina web <http://www.dumasisd.org/>
- ✓ Entiendo que la Política de Uso Aceptable de Dumas ISD es disponible en la pagina web <http://www.dumasisd.org/>.
- ✓ Entiendo que el Derecho de Solicitar una Carta de Calificación de Maestros es disponible en la pagina web <http://www.dumas-k12>
- ✓ Entiendo que el Aviso Anual de la Carta Privada sobre los Expedientes Educativos del Estudiante es disponible en la pagina web <http://www.dumas-k12>
- ✓ Entiendo que el Aviso Anual de la Carta Informativa dando permiso para compartir el Directorio de la Escuela es disponible en la pagina web <http://www.dumas-k12>
- ✓ Doy mi permiso para el niño nombrado arriba que participe en viajes de la escuela.
- ✓ Doy mi permiso para que el niño nombrado arriba sea grabado en un ambiente de clases escolares.
- ✓ Doy mi permiso para usar los dibujos de arte o proyectos especiales de mi niño en el sitio Web del distrito y en publicaciones del distrito.
- ✓ Entiendo que puedo obtener una copia del Código de Conducta Estudiantil y del Manual Estudiantil de la escuela Primaria en la oficina del campamento escolar. Favor de tomar en cuenta que el Manual Estudiantil puede cambiar. La versión electrónica es el documento oficial.

⇒

\_\_\_\_\_  
Firma de Padres/Guardián

⇒

\_\_\_\_\_  
Firma del Estudiante

***Favor de firmar esta página y vuélvala a la escuela del estudiante.***

**PERSONNEL**

**BOARD OF EDUCATION**

Brent Clark- President  
Joe Rammage- Vice President  
Patty Willis - Secretary  
Joe Ballard  
Kirk Pope  
Brandon Skipworth  
Kevin Weatherford

**SUPERINTENDENT OF SCHOOL**

Monty Hysinger

**ASSISTANT SUPERINTENDENT OF BUSINESS**

Greg Lewis

**ASSISTANT SUPERINTENDENT OF INSTRUCTION**

Kelly Legg

**ASSISTANT SUPERINTENDENT OF PERSONNEL**

Phil Guerra

**CURRICULUM DIRECTOR – PK-4<sup>th</sup> Grades**

Lisa Hatley

**SPECIAL SERVICES**

James Bussard

**FOOD SERVICE**

Patty Woods

**CHIEF OF POLICE**

Larry J. Payne

**PRINCIPALS**

**Cactus Principal – T.J Funderburg – [tj.funderburg@dumasisd.org](mailto:tj.funderburg@dumasisd.org) – 966-5102**

P.O. Box 368, 100 South Drive  
Cactus, TX 79013

Assistant Principal- Terri Davis

**Green Acres Principal – Andrea Cox – [andrea.cox@dumasisd.org](mailto:andrea.cox@dumasisd.org) -935-4157**

P.O. Box 736, 300 Oak  
Dumas, TX 79029

Assistant Principal – Traci Guerra

**Hillcrest Principal – Stephanie Schilling – [stephanie.schilling@dumasisd.org](mailto:stephanie.schilling@dumasisd.org) – 935-5629**

P.O. Box 715, 514 Pear  
Dumas, TX 79029

**Morningside Principal – Stan Stroebel – [stan.stroebel@dumasisd.org](mailto:stan.stroebel@dumasisd.org) – 935-4153**

P.O. Box 698, 623 Powell  
Dumas, TX 79029

Assistant Principal – Nissa Dunnam

**Sunset Principal – Kelly Carrell – [kellysullivan.carrell@dumasisd.org](mailto:kellysullivan.carrell@dumasisd.org) – 935-2127**

P.O. Box 716, 401 West 14<sup>th</sup>  
Dumas, TX 79029

## TABLE OF CONTENTS

Accelerated Reader	6	Parent Conferences	36
Accommodations for Military Families	6	Parent Involvement and Family Engagement	36
Accountability	6	Parent Portal	36
Alcohol and Drugs at School	6	Parties at School	37
Arriving and Dismissal	7	Personal Property	37
Attendance	7	Pesticides	37
Awards and Honors	10	Physical Education	37
Bicycle Safety	10	Physical Fitness Assessment	37
Bullying	10	Prayer	37
Bus Students	11	Progress Reports	37
Cafeteria Procedures	11	Prohibited Items	38
Care of Textbooks and Property	12	Promotion and Retention	38
Cheating and Plagiarism	12	Protecting Student Rights	38
Change of Address	12	Removing a Student Temporarily	39
Character Counts	12	Report Cards	39
Child Sexual Abuse	12	Request Teacher Qualifications	40
Complaints by Students/Parents	13	Right to Access Student Records, Curriculum Materials, and District Records/Policies	40
Conduct	13	Safety and Security	42
Corporal Punishment	14	Section 504	43
Counseling and Guidance	14	Self-Discipline	43
Credit by Exam	15	Services for Title I Participants	43
Dating Violence, Discrimination, Harassment, and Retaliation	15	Signature Page for Receipt	1
Distribution of Literature, etc.	17	Special Education	43
Dress Code	18	Special Programs	44
Drug Free Schools	20	STAAR	45
Electronic Devices/ Technology Resources	21	Student Crime Stoppers	45
Electronic Media	22	Substance Abuse Prevention	45
Emergency School Closing	22	Suicide Awareness	45
English Language Learners	23	Summer School	45
Enrollment	23	Tardiness	46
Extracurricular Activities	24	Telephone	46
Excuse from PE	24	Textbooks, and Electronic Textbooks	46
Fees	24	Threats	46
Fire Alarms	25	Tobacco	46
Fire Extinguishers	25	Transfer Requests	46
Fire, Tornado, and Safety Drills	25	Transportation	47
Foster Care	25	Vandalism	47
Fundraising	26	Vending Machines	47
Gang Free Zone	26	Video Cameras	47
Gifted and Talented (PEGS)	26	Visitors	48
Gifts at School	26	Violations of Law	48
Grading	26	Volunteers	48
Guardianship	26	Withdrawal from School	48
Gun-Free School Zone	26		
Hazing	27		
Homeless Students	27	APPENDIX	51
Homework	27	Annual Notice:	
Insurance	27	Asbestos Letter	52
K-9	27	Bus Conduct-Discipline	53
Keeping Students after School	28	Bus Conduct- Spanish	54
Knives	28	Bus- Sponsor Responsibilities	55
Law Enforcement Agencies	28	Bus- Student Responsibilities	56
Leaving School	29	Directory Information	57
Library Books	29	Directory Information – Spanish	59
Lockers	29	Hazcom	60
Lost and Found	30	Parent Involvement Policy	61
Make Up Work	30	Pesticide Letter	63
Medical Information	30	Student Education Record Privacy	64
Metal Detectors	35	Student Education Record Privacy Spanish	65
Minute of Silence / Pledges	35	Technology Acceptable Use Policy	66
Notice of Asbestos	36		

## INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared so that it will be of great value to help you to become an integral part of and to adjust to our school.

Both students and parents should become familiar with the Dumas Independent School District Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district's website at [www.dumasisd.org](http://www.dumasisd.org) and is available in hard copy upon request.

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 your campus principal.

Your child's 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. Please see **Safety and Security** on page 42 for information regarding contact with parents during an emergency situation.

In its efforts to promote nondiscrimination and as required by law, Dumas ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

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

■ Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Monty Hysinger, Superintendent – 935-6461.

■ ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability  
James Bussard– 935-6774.

■ All other concerns regarding discrimination: See Monty Hysinger, Superintendent – 935-6461.

[See policies FB and GKD]

## ACCELERATED READER GUIDELINES

Accelerated Reader (AR) is a program for literature-based reading practice. AR is designed to motivate and encourage children to read more books while enabling teachers to evaluate, monitor, and record student progress. See the campus principal for the campus policy.

## 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 related to leave or deployment activities may 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 federal law.

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.

## 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.

## **ARRIVING AND DISMISSAL**

Students are requested to arrive on the school campus **no earlier than 7:30 a.m. and no later than 8:00 a.m.** Students are counted tardy if they are not in their classrooms or designated areas by 8:00 a.m.

Arrival earlier than 7:30 a.m. must be approved in writing by the principal. Students with written approval will have to go to the area designated for early arrivals.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

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

## **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with 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 Chief 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).]

### **Dumas Elementary Attendance Procedures**

- 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 2 days of community service and Letter to Parents
- 7<sup>th</sup> Unexcused Absence: Parent Phone Call and 3 days of community service
- 8<sup>th</sup> Unexcused Absence: Parent Conference and 4 days of community service
- 9<sup>th</sup> Unexcused Absence: Parent Conference and 5 days community service
- 10<sup>th</sup> Unexcused Absence: Parent Conference and 6 days community service and Court Referral

### **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. A parent may excuse 6 absences per semester.

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:***

- Date of the absence(s)***
- Reason for the absence(s)***
- Signature of parent or guardian***

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.

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

Within three 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).]

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

### **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.

## **AWARDS AND HONORS**

Students in grades 3 & 4 who maintain a 90 average for the six-weeks based on all numerical grades will be placed on the honor roll.

## **BICYCLE SAFETY**

Students who ride bicycles to school should obey state laws for their safety. They should ride with the traffic, ride in single file and not ride double, and use signals before turning.

Bicycles should be kept in the bicycle racks provided for them.

## **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.

A copy of the district's policy is available on the district's website. Procedures related to reporting allegations of bullying may also be found on the district's website.

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

### **BUS STUDENTS**

Bus students are not counted tardy if the bus is late, but are counted absent if the bus does not run because of road or weather conditions.

Bus students must go immediately to the bus line when they are dismissed at 3:30. If they are not riding the bus, then they must let the duty assistant know.

No one other than a regular bus student may ride the bus unless he or she has a written request (pass) from a parent approved by the principal.

Riding the bus is a privilege, not a right; this privilege may be revoked if there is just cause.

### **CAFETERIA PROCEDURES**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Lunch times vary from campus to campus. Check with your campus secretaries for times.

Meals served in the cafeteria need to be paid for in advance or at the time of service. Breakfast is Free to all of our Elementary School students. Elementary Lunch prices are as follows: Paid - \$2.25; Reduced – 40 cents. Students will be allowed 3 charges. 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.

Parents and/or guardians are invited to eat breakfast or lunch with their children. Breakfast prices for adults are \$1.75. Lunch prices for adults are \$3.50.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or

the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. Information can be obtained from the campus secretaries.

Applications approved last school term will expire October 7, 2015. If you need further assistance with your application, contact Food Service at 935-4275. Parents or guardians will be responsible for all cafeteria charges until applications have been approved. Menus are published by the semester. If you have comments or questions, contact Patty Woods, Food Service Director.

## **CARE OF TEXTBOOKS AND PROPERTY**

Students are responsible for all textbooks and library books issued to them. Whenever one of these books is lost, the student is required to pay the original cost of the book regardless of the number of years it has been used. Students are to keep these textbooks covered at all times.

We are proud of our school. Many are working hard at making it a pleasant place to work and play. All of us should remember to care for it as if it were our own personal property.

A \$100.00 reward is offered for the arrest and conviction of any person causing damage to school property.

Parents are urged to label articles of clothing such as jackets and coats in case such articles of clothing are lost; if found, they can then be turned in to the office.

## **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.

## **CHANGE OF ADDRESS**

**Any change in your residence, mailing address, or telephone number during the school year must be reported to the enrollment center located at 4<sup>th</sup> and Miller. You must bring proof of residency and a photo id. It is also necessary to notify the campus of new telephone numbers.**

## **CHARACTER COUNTS PROGRAM**

Dumas ISD will continue to participate in the Character Counts Program to instill the six pillars of character – trustworthiness, responsibility, caring, fairness, citizenship, and respect.

## **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/parent/en/parnts.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>).

## COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained on the district's website at [www.dumasisd.org](http://www.dumasisd.org).

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## CONDUCT

### Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

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:

- Cactus: TJ Funderburg, Principal and Terri Davis, Assistant Principal
- Green Acres, Andrea Cox, Principal and Traci Guerra, Assistant Principal
- Hillcrest: Stephanie Schilling, Principal
- Morningside: Stan Stroebel, Principal and Nissa Dunnam, Assistant Principal
- Sunset: Kelly Carrell, Principal

### Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted. Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## **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. It is administered in cases where the violation warrants such measures or when other forms of discipline have not corrected behavior. Profanity, vulgarity, and the use of tobacco, alcohol or drugs will not be tolerated. Use of such will be considered to be severe and the discipline will be appropriate.

Parents may request an alternative form of discipline by contacting the assistant principal and signing the appropriate document. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

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 shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.

## **COUNSELING AND GUIDANCE**

### **Academic Counseling**

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

### **Personnel Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should contact their teacher, or principal. As a parent, if you are concerned about your child’s mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

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



## **CREDIT BY EXAM FOR ACCELERATION**

### **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 non-accredited 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.”

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 counselor and policy EHDB(LOCAL).]

### **If a Student Has Not Taken the Course/Subject**

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 if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam, a 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.

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. [For further information, see policy EHDC.]

### **Students in Grades 1–4**

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.

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district’s policy is available in the principal’s office and in the superintendent’s office or at [www.dumasisd.org](http://www.dumasisd.org). [See policy FFH.]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. 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.

### **Discrimination**

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

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. In addition to dating violence as described above, two other types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

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.

### **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **Reporting Procedures**

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

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

### **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation. During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct. If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

### **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

#### **Non School Materials**

##### **From Students**

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 10 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The campus principals have designated the locations for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

##### **From Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent for prior review. The Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

The Superintendent have designated the locations for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

**DUMAS ISD**  
**STUDENT DRESS CODE**  
**Grades Pre-K through 4**  
**2016-2017 School Year**

**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.

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 – Codigo 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.

Quando 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.

**DRUG FREE SCHOOLS**

The use of illicit drugs and unlawful possession of alcohol is 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 of 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, referrals to appropriate law enforcement officials for prosecution, and/or actions as outlined in the district Student Code of Conduct. Compliance with these requirements and prohibitions is mandatory.

Drug and alcohol counseling, rehabilitation, and re-entry programs available in the area are:

Student Assistance Program	Dumas High School	935-4538
	Dumas Junior High	935-5761
Dumas Family Services	8th and Bliss	935-5691
Memorial Hospital	224 East 2nd	935-7171
Care Unit Hospital Program	200 NW 7 <sup>th</sup> Amarillo, TX	378-6797 1-800-854-0318

Additional information regarding Drug Free Schools can be found in District policies FNCF, FO, FOA, FOD, and FFE, DISD's Student Code of Conduct, and the District Drug Education Plan.

This notice complies with notice requirements imposed by the Federal Drug-Free Workplace Act (20 U.S.C. 3471, 1221e-3(a)(1) and 34 CFR 85.630) and notice requirements imposed by the Federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201).

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

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 including during all testing. Devices must be turned off at 8:00 A.M and remain off until 3:30 P.M unless they are being used for approved instruction.

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.

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.

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 violation and a 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.

### **Searches**

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.]

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct.

The district is not responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using

the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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

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

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

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state- developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of Expulsion.

## **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.

## **EMERGENCY SCHOOL CLOSING**

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 real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed. If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

1. Administrators will stay at the building until ALL students have been properly dispatched, regardless of hours, and will always stay until regular closing time to answer patrons.
2. Each principal (or secretary if principal is out of contact) will be notified by the superintendent's office by phone prior to the early closing time of action to be taken.
3. Radio station KDDD-KMRE will be notified by the superintendent's office at the same time of the action to be taken, and will be the official voice of Dumas Schools.
4. Non-bus riding elementary students will be kept inside building until they are called for in person by a responsible person who will get them home or to a suitable place of safety. Non-bus riding secondary students may be released at the discretion of the principal.



5. Bus riding students will be allowed to leave to board their bus, if it is cleared for travel; or they may be called for in person by a responsible person who will get them to a place of safety.
6. Whenever the weather turns bad, there is always a question about whether school will be cancelled or delayed, and whether or not buses 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:
  1. Amarillo TV Stations:
    - KVII- TV (ProNews 7)
    - KFDA-TV (News Channel 10)
    - KAMR-TV (Channel 4)
  2. KDDD Radio – 95.3 FM
  3. Notices on the Dumas ISD Website – [www.dumasisd.org](http://www.dumasisd.org)
  4. SchoolWay (App)
    - Communication tool utilized by Dumas ISD that sends you instant push notifications with the schools information that’s important to you. You choose the content you want to receive and SchoolWay keeps you updated and in the loop (Myschoolway.com)
    - Download it free from the Apple AppStore or Android App on Google Play
  5. FaceBook- Dumas Independent School District
  6. Dumas ISD Twitter account (By cell phone text “follow dumasisd” to 40404 or with a twitter account)

**If an announcement is not made through this media, school will be in session as usual with normal procedures.**

### **ENGLISH LANGUAGE LEARNERS**

A student 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 **STAAR** on page 45, 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.

### **ENROLLMENT**

All students new and returning to the district will enroll for each elementary campus at the Student Enrollment Center located at 4<sup>th</sup> and Miller in the Central Administration Office during the hours of 8:00 – 4:00 Monday through Friday. For more information, call 935-6461. Interpreters will be available.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or Sponsor.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov). [See <http://www.uil texas.org> for additional information on all UIL-governed activities.]

In addition, the following provisions apply to all extracurricular activities:

■ A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.

A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

■ An ineligible student may practice or rehearse but may not participate in any competitive activity.

A student is allowed in a school semester up to 20 absences not related to post-district competition; however, a student shall be allowed unlimited absences for participation in post-district, state or national competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions. See FM(LOCAL).

■ An absence for participation in an activity that has not been approved will receive an unexcused absence.

### Standards of Behavior

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

### Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Student Council.

## 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.

## 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:

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- 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.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school
- 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 or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

### **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.

### **FIRE, TORNADO AND SAFETY DRILLS**

Fire, tornado and safety drills will be conducted throughout the school year. Students, teachers, and other campus employees will be required to participate in drills. Students shall follow the direction of teachers or campus employees quickly, quietly, and in an orderly manner.

### **FOSTER CARE**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

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 in 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 groups or classes and/or parent organizations are allowed to conduct fundraising drives for approved school purposes. The request must be submitted to the Superintendent at least 14 days prior to the proposed activity.

Each request for approval of a fund-raising activity must be made separately (Regulations FJ and GE).

### **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. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

### **GIFTED AND TALENTED PROGRAM (PEGS)**

Definition of gifted: Gifted and talented students are those who excel consistently, or who show the potential to excel, in general intellectual ability, specific subject matter aptitude, or creative and productive thinking.

Purpose of the program: PEGS encourages the development of higher order thinking, investigative skills, in-depth analysis of ideas, early responsibility for self-learning, and leadership skills.

Screening: Five measurement criteria are used for Grade 1, and six criteria are used for Grades 2-4. All criteria are not administered on the same day.

Selection: The measurement information for those students who complete the entire screening procedure will be presented to a district selection committee which will make the decision for placement in the program.

How many hours a week are students in PEGS? Students attend PEGS for a three-hour class one day each week.

Where can I get additional information about PEGS? Ask for a nomination packet from your school secretary, or call Misty Stroebel, PEGS facilitator, Monday through Friday. The number is 935-4031.

### **GIFTS AT SCHOOL**

Children should not bring gifts to school for teachers or other school personnel nor should they raise money in school for this purpose.

Gifts may be exchanged at Christmas in homerooms, but the cost should not exceed \$2.00.

### **GRADING**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

### **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.

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

## **HOMELESS STUDENTS**

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Cindy Rhoades at 935-6461.

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.

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.

## **HOMEWORK**

A reasonable amount of homework will be assigned to students depending upon their grade placement. Usually very little, if any, homework is assigned in grades one and two. It is suggested that parents check frequently with their children to see if they have such assignments.

## **INSURANCE**

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

## **K-9**

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.

## **KEEPING STUDENTS AFTER SCHOOL**

Students who do not complete a written assignment during the school day may be kept in after school if in the opinion of the teacher such action is necessary. Parents will be contacted if possible so that they may know where their child is.

Students may also be kept after school as punishment because of a disciplinary problem.

Bus students will not be kept after school unless parents have one day's notice.

## **KNIVES**

Knives are prohibited at school and at school related events.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

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

- All appropriate district personnel in regards to a student who is required to register as a sex offender.

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

## LEAVING SCHOOL

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

### **During Lunch**

We are a closed campus lunch. Any student leaving for lunch must be signed out in the office.

### **At Any Other Time During the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

**Students are expected to go directly home or to the "sitter" when school is dismissed.**

School officials assume partial responsibility for students' behavior on the way to and from school each day. Parents will be contacted when it is considered necessary.

## LIBRARY

Library books are to be checked out for a period of one week. This time limit may be extended if deemed necessary. The library will be open from 7:45 a.m. to 4:00 p.m. each day. A fee of \$1.00 will be assessed for replacement of the library book mark used for check-out purposes.

## LOCKERS

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

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

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

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

Lockers are available for some students. If a student wishes to place a lock on their locker, the lock must be purchased at the main office.

## **LOST AND FOUND**

A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each year.

## **MAKE UP WORK**

### **Make Up Work Because of Absences**

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.

### **In-School Suspension (ISS) Makeup Work**

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

## **MEDICAL INFORMATION**

### **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 are required to 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.

### **Diabetes**

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

### **Emergency Medical**

If a student has a medical emergency either at school or on a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date



(name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

The District is not responsible for medical expenses associated with student injuries.

### **Fever**

Students with a fever (100 or greater) or obvious signs of illness such as vomiting or diarrhea must stay home until their temperature is within normal range for 24 hours without medication (Tylenol or Motrin).

If a student has 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 at home.

### **Food Allergy**

The district requests to be notified when a student has been diagnosed with a food allergy especially those 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 which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse of campus principal if you child has a know 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 on the DISD School Health Advisory Webpage at <http://www.dumasisd.org/default.aspx?name=SchoolHealthAdvisory>

### **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. Dumas ISD has a no-nit policy. Students may return to school after they have been treated with an effective pediculicide and all nits have been removed. You can read the district policy at <http://www.dumas-k12.net/default.aspx?name=SchoolHealthAdvisory> .

### **Immunizations**

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement. [For further information, see policy FFAB (LEGAL) and the TDSHS website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

### **Medication at School**

Parents should try to give all medications at home whenever possible. Only medications that must be given during school hours should be sent to school.

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The following guidelines must be followed in order to allow students to take medication at school.

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
1. The District must receive a written request to administer medication from the parent, legal guardian, or other person having legal control of the student.
  2. Instructions on the request must include the name of the student, name of the drug, amount of dosage, and times to be given.
  3. Medication kept at school for more than 10 days requires a physician's statement. This must be renewed annually.
  4. Prescription and non-prescription medication must be in the original container and be properly labeled.
  5. Medication will be administered only to the student whose name is on the container.
  6. No drugs from foreign countries or prescriptions filled outside the United States will be administered by school personnel.
  7. Only FDA-approved drugs will be given by school personnel.
  8. All medications will be left at the office and stored in a locked cabinet or container unless otherwise directed by a physician.
  9. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school.
  10. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.
  11. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements.

### **Sunscreen**

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

### **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.]

### **School Health Advisory Council (SHAC)**

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

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.

### **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 the superintendent with questions about the content or implementation of the district's wellness policy and plan.

### **Meningitis (Bacterial)**

State law requires the district to provide information about bacterial meningitis:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with or throat secretions (such as by kissing, coughing, or sneezing). 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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

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

\* Please note that the TDSHS requires at least one meningococcal vaccination for a student ages 11 to 12 or for a student enrolling in grades 7–12, and state guidelines recommend this vaccination be administered between ages 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### **Meningitis Bacteriana**

¿QUÉ ES LA MENINGITIS? La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y la menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

¿CUÁLES SON LOS SÍNTOMAS? Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas.

Los niños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener un fuerte dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces brillantes, rigidez en el cuello, dolores en las articulaciones, somnolencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos rojos o morados. Pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

¿QUÉ TAN GRAVE ES LA MENINGITIS BACTERIANA? Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente.

¿CÓMO SE CONTAGIA LA MENINGITIS BACTERIANA? Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

¿CÓMO SE PUEDE PREVENIR LA MENINGITIS BACTERIANA? No comparta las comidas, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa.

A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes universitarios, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

¿QUÉ TIENE QUE HACER SI CREE QUE TIENE MENINGITIS BACTERIANA O PIENSA QUE ALGÚN AMIGO LA PUEDE TENER? Hágase ver por un médico lo antes posible.

PARA MÁS INFORMACIÓN La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: [www.cdc.gov](http://www.cdc.gov) y el Departamento de Salud de Texas: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **METAL DETECTORS**

Metal detectors may be used for the safety of our students. [For further information, see policy FNF(LOCAL).]

## **MINUTE OF SILENCE / PLEDGES TO THE U.S. AND TEXAS FLAGS/DECLARATION OF INDEPENDENCE**

The Dumas ISD will comply with the enacted law which mandates a minute of silence for the purpose of reflection, prayer, meditation, or quiet activity in addition to the recitation of the Pledge of Allegiance to the United States and Texas flags. Parents may submit a written request to the principal to excuse their child from reciting a pledge. State law however, does not allow students to be excused from participation in the required minute of silence.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

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

## **NOTICE TO BUILDING OCCUPANTS AND GUARDIANS ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Eddie Crossland the district's designated asbestos coordinator, at 411 Miller or at 935-4710.

### **PARENT CONFERENCES**

Parents desiring to talk with the principal or their child's teacher should schedule a conference with the school secretary. Conferences may be scheduled during a teacher's conference period or after 3:30 p.m.

### **PARENTAL INVOLVEMENT & FAMILY ENGAGEMENT Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.

### **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.

## **PARTIES AT SCHOOL**

There will be two parties each year -- Christmas and Valentine. Parents may be requested to help with these.

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

## **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.

## **PESTICIDES**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Eddie Crossland, the district's IPM coordinator, at 806-935-4710.

## **PHYSICAL EDUCATION**

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

## **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.

## **PRAYER**

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

## **PROGRESS REPORTS**

Beginning the second six weeks, progress reports for grades K-2 will be sent at three weeks for all students who are failing or near failing. Progress reports for grades 3-4 will be sent to all students. A progress report will be sent for students who were passing at three weeks but whose average fall to 72 or below after the three weeks.



## **PROHIBITED ITEMS**

No toys will be brought to school unless permission is given by the teacher. This includes trading cards.

Never bring animals or insects to school without prior approval from a teacher.

Electronic devices (ex. Game Boys, Walkmans, Cameras, iPods) are permitted on designated days only. See Student Code of Conduct for a detailed list.

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

In kindergarten, promotion to the next grade level shall be based on assessment of student portfolios and proficiency of skills observed by the teacher.

In Grades 1 & 2, promotion to the next grade level shall be based on the following: (1) an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas, (2) a grade of 70 or above in mathematics and reading, (3) reading level at or above the end of year level as indicated on the Dumas ISD Reading Rubric, (4) mathematics performance at mastery level as designated by Dumas ISD Mathematics Rubric.

In grades 3 & 4, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for subjects with a numeric grade, and a grade of 70 or above in mathematics and reading (EIE (Local)).

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.

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.

When a student is being considered for retention, parents will be notified.

## **PROTECTING STUDENT RIGHTS AND OBTAINING INFORMATION**

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

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

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

a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

### **“Opting Out” of Surveys and Activities**

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

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

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

### **REMOVING A STUDENT TEMPORALILY 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.

### **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. [Also refer to policies EC and EHBC, and contact your student’s teacher with questions about any tutoring programs provided by the school.]

### **REPORT CARDS**

Report cards on the progress of each student are issued each six-weeks period on the Thursday following the end of the six-weeks period for parents' inspection. Report cards should be signed and returned the next day.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student’s relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy. [See policy EIA(LOCAL) and **Grading** on page26.]

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

A pupil must be in attendance for at least 15 days each six-weeks period before receiving his/her report card.

- Prekindergarten and Kindergarten development will be reported on a skills-mastery checklist.
- For grades 1 and 2, students will receive a numerical grade for reading and math. All other subjects will be scored as “S” for Satisfactory or “U” for Unsatisfactory.
- For grades 3 and 4, students will receive an “S” or “U” for art, music, P.E., handwriting, health, and social studies. All other subjects will receive numerical grades. Numerical grades of 70 and above will be given for passing work, and grades below 70 will be given for unsatisfactory work. A satisfactory or

unsatisfactory standing will be indicated for citizenship.

## **REQUESTING TEACHER QUALIFICATIONS**

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; 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.

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES**

### **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. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **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. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** on page 55, are: 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 [see **Objecting to the Release of Directory Information** on page 55 for opportunities to prohibit this disclosure].

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 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 superintendent’s office is P.O. Box 615; Dumas, TX 79029.

The address(es) of the principals’ offices are listed in the front of the handbook.

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 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.

## **SAFETY & SECURITY**

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

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

Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. All concerns and issues regarding school security should be reported to a teacher, school employee, school administrator or the Dumas ISD Police Department.

Intruder walls have been placed in all elementary schools. Parents and visitors are required to go into the main office to gain access into the building.

## 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 James Bussard at 935-6461. [Also see policy FB.]

## SELF-DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlines the whole education structure. Self-discipline is the training that develops character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

If a student understands the purpose of self-discipline in our school, he may form a correct attitude toward it and do his part in making our school a better place to learn. Each student is responsible for his behavior.

## 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.

## SPECIAL EDUCATION OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the campus Impact team 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 give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. 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 Web sites 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 is:

Contact Person: James Bussard

Phone Number: 935-6774

## Service / Assistance Animal

A parent of a student who uses a service/assistant animal because of the student's disability must contact the campus administrator.

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

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en las clases regulares deben ser considerados para tutoría, servicios compensatorios, y otros servicios de apoyo académicos o de comportamiento que son disponibles para todos los estudiantes incluyendo el proceso de un programa basado en la Respuesta a la Intervención. Implementando el programa de Respuesta a la Intervención tiene la potencial de tener un impacto positivo para que el distrito escolar supla las necesidades de todos los estudiantes que luchan para lograr éxito.

En cualquier momento, un padre tiene derecho de solicitar una evaluación de los servicios de educación especial. Dentro de un periodo de tiempo razonable, el Equipo de Impacto del campus debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de su consentimiento escrito para la evaluación.

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

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Directora de los Servicios Especiales

Número de teléfono: 935-6774

### **Students Residing in a Household with a Special Education Student**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding any transportation prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are 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 the campus principal.

Below is a list of programs offered at the Elementary schools.

Accelerated Reader	Pre-Kindergarten
At-Risk Intervention	Reading Recovery (Title I Reading)
Impact Team	Special Education
Computer Assisted Instruction	Content Mastery
Counseling	Extended Year Service
Dyslexia	Homebound
Drug Education	Resource
Bilingual/Bilingual Transition	Self-Contained
504	Inclusion
Gifted/Talented	Speech Therapy
Literacy Collaborative	Summer School
Migrant	

## Migrant Home Education

Parents who are interested in information concerning special programs should contact their child's principal.

### **STAAR (STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS)**

#### **Grades 3 and 4**

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

- Mathematics, annually in grades 3 and 4
- Reading, annually in grades 3 and 4
- Writing, including spelling and grammar, in grades 4

STAAR-A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

### **STUDENT CRIME STOPPERS**

Students that provide tips that leads 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.

### **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.

### **SUMMER SCHOOL**

Bilingual/ESL summer school will be offered for entering Kindergarten and first grade students.



## TARDIES

A student arriving at school after 8:00 is tardy. Students who are tardy more than three times in a six weeks shall be disciplined.

## 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.

***REFER TO ELECTRONIC DEVICES FOR INFORMATION ON USE OF CELL PHONES AND/OR PAGERS.***

## TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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

## 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

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes) or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

## TRANSFER REQUESTS (CLASSROOM OR CAMPUS)

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the [board or its designee] to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB (LOCAL) (LEGAL).]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (LEGAL).]
- Request the transfer of your child to another campus [or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE. [See policies FDE (LEGAL) and (LOCAL).]

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.

The principal is authorized to transfer students from one classroom to another.

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

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB (LEGAL).]

## **TRANSPORTATION**

### **School Sponsored Events**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Eddie Crossland at 935-4170.

See Bus Student Responsibilities, and Bus Conduct in Appendix.

## **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.

## **VENDING MACHINES**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Assistant Superintendent for Business. [See policies at CO and FFA.]

## **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.

## VISITORS

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

**ALL VISITORS MUST CHECK IN AT THE OFFICE AND RECEIVE A NAME TAG BEFORE ENTERING THE CLASS AREA.**

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## 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.

## 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 the campus principal for more information.

## WITHDRAWAL FROM SCHOOL

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

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

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

# APPENDIX

# DUMAS INDEPENDENT SCHOOL DISTRICT

To: Parents, Students, and DISD Employees

From: Eddie Crossland  
Dumas ISD  
Asbestos Designated Person

Date: August 18, 2015  
2016-17 School Year

Re: Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for asbestos in the Dumas ISD.

To Whom It May Concern:

I am pleased to advise you that 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 me at 806-935-4710.

Thank you!

Eddie Crossland  
Asbestos Designated Person



## **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 vallan 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 comuniqua a sus padres/guardianes. Durante este proceso el estudiante podran recibir mas reportes de concucta 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>1ra Violación</b>	La eliminación del autobús por tres (3) días
<b>2da Violación</b>	La eliminación del autobús por diez (10) días O La alternativa de diciplina técnica (a discreción del administrador de la escuela)
<b>3ra Violación</b>	La eliminación del autobús por treinta (30) días O La alternative de diciplina técnica (a discreción del administrador de la escuela)
<b>4ta Violación</b>	La eliminación del autobús por lo que reste del año escolar.

REVISED 7-26-2016  
**DUMAS ISD**



## Field Trip Responsibilities for Sponsors 2016-2017

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.

**PLEASE REMEMBER THAT THE FIELD TRIP MUST RETURN TO THE CAMPUS- BY 3:05 PM IN ORDER TO HAVE DRIVERS READY FOR REGULAR ROUTES.**

Thank you for your valued help!

**DUMAS ISD**  
**STUDENT RESPONSIBILITIES WHILE RIDING A SCHOOL BUS**  
**2016-2017**

Students are under all school and classroom rules while they are on school transportation destinations. Any student who violates these rules may be denied transportation services. In addition to any school rules the following transportation rules apply to each student:

1. Listen and follow the direction of the bus driver's and bus aid's direction for conduct.
2. Getting on and off the bus should be done in an orderly manner.
3. Stay seated facing the front
4. 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!
5. Radios, tape players, CD players must be used with a headset or ear plugs only.
6. No standing on the bus while the bus is in motion.
7. Do not put head, hands, arms or legs out of the window or hold any object out of the window.
8. Do not throw anything out of the bus windows.
9. Keep books, band instrument cases, feet and other objects out of the aisle.
10. No horseplay or fighting on the bus.
11. Do not eat sunflowers seeds or other hulled seeds on bus.
12. NO tobacco products, alcohol, drugs or weapons.
13. Do not deface the bus or its equipment.
14. Do not sit on armrest or lean on the tops of the seat backs.
15. Use emergency doors and exits in Emergencies ONLY.
16. When leaving the bus, wait for the driver's signal before crossing in the front of the bus.
17. 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.

**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  
Elementary 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,  
Dumas ISD Elementary Principals

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

<b>Cactus</b> 100 South Drive Cactus, TX 79013	<b>Green Acres</b> 300 Oak Dumas, TX 79029
<b>Hillcrest</b> 514 Pear Dumas, TX 79029	<b>Morningside</b> 623 Powell Dumas, TX 79029
<b>Sunset</b> 401 West 14 <sup>th</sup> 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,  
Dumas ISD Elementary Principals

**HAZCOM**

**LOCATION OF  
MATERIAL SAFETY DATA SHEETS (MSDS)  
AT EACH FACILITY -August 18, 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

# 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.



# DUMAS INDEPENDENT SCHOOL DISTRICT

To: Parents, Students, and DISD Employees

From: Eddie Crossland  
Dumas ISD  
IPM Coordinator

Date: August 18, 2015  
2015-16 School Year

Re: Structural and Landscape Pests

To Whom It May Concern:

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.

Thank you!

Eddie Crossland  
Integrated Pest Management Person

**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 todas 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

Dumas ISD  
Acceptable Use Policy (Synopsis)

**Introduction**

Students at Dumas ISD are provided with an array of modern and emerging technologies. With this privilege comes a responsibility for each student to do their part to protect the devices issued to them as well as themselves and others from potential dangers associated with modern day computer and internet usage. Please review the Full Acceptable use Policy provided on the district website for more details.

**Student AUP Pledge**

1. I will take good care of district provided devices.
2. I will keep food and beverages school computers
3. Devices provided by the school are for educational use only.
4. All internet traffic will be monitored including social media and email.
5. Any emails sent from a School provided account should be appropriate in nature and speech. Any email involving hate speech, bullying or profanity will not be tolerated.
6. Never share personal information online.
7. Any device issued to a student is the property of Dumas ISD and should be cared for accordingly. Mishandling, abuse, or inappropriate use of a device will result in the loss of this privilege.
8. Personal devices should not be used at school unless given expressed permission by a teacher, principal, or technology staff member.
9. Be careful what you post online. Do not post pictures or comments of a personal or destructive nature.
10. Plagiarism will not be tolerated in any form.
11. Participating in illegal activities on a school device or network will be met with severe consequences including possible prosecution under federal law.
12. The school has set strict guidelines on how technology will be used and will not be held liable for damages or harm to persons due to unethical or inappropriate use of technology.
13. The school district will cooperate fully (with full disclosure) with all law enforcement entities.

Dumas ISD Acceptable Use Policy (AUP) Page 2

**Signature (To be retained by Dumas ISD)**

By signing this document (Dumas ISD, Acceptable Use Policy), you agree as an employee or student of Dumas ISD:

- to adhere to all the terms and conditions specified in this AUP. You agree that in regard to the use of technologies,
- you will conduct yourself in a way that represents Dumas ISD in a positive and uplifting way.

If you are unsure about any action not provisioned in this document, you agree to consult an administrator for clarification on the matter.

Student/Staff Name: \_\_\_\_\_ (Please Print)

Student/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

The full copy of the Acceptable Use Policy is found on [www.Dumasisd.org](http://www.Dumasisd.org) under technology. Check here if you would like to receive a hard copy of the AUP.