

San Isidro ISD

*Student Handbook
Student Code of Conduct*

2017 - 2018

“Engage, Educate, Empower!”

To Students, Parents, and Guardians:

Welcome to the 2017 – 2018 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The San Isidro Independent School District's Student Handbook is designed to provide a resource for some of the basic information that you will need during the school year. The handbook contains required notices and information for parents and students and we encourage you to take some time to closely review the Student Handbook.

In addition, students and parents should become familiar with the San Isidro ISD Student Code of Conduct, which is a document adopted by the Board of Trustees and intended to promote school safety and positive atmosphere for learning.

The handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect provisions in this handbook will be made available to students and parents through the district's website. In case of conflict between board policy or the Student Code of Conduct and any provision of the Student Handbook, the most recently adopted board policy or the Student Code of Conduct are to be followed.

Please review the handbook with your child and keep it as a reference during this school year. If you have questions about the content, please contact your child's teacher, counselor or principal.

Student academic achievement continues to improve in the San Isidro ISD. This improvement is the result of the hard work of students and teachers and a product of the increasing value students and parents are placing on education. By continuing to work together, the school community can look forward to another successful year.

Yours in education,

PREFACE

To Students and Parents:

The San Isidro Independent School District Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year.

In an effort to make it easier to use, the handbook is divided into three sections:

Section I PARENTAL RIGHTS with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS – organized alphabetically by topic, and where possible further divided by applicability to ages and/or grade levels for quick access when searching for information on a specific issue.

Section III STUDENT CODE OF CONDUCT

Please be aware that the term “parent,” unless otherwise notes, is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the San Isidro I.S.D. 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.sanisidroisd.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 or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy and the Student Code of Conduct are to be followed.

Please be aware that the 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 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.

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ACKNOWLEDGEMENT FORM

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Handbook and Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or appropriate campus administrator.

The student and parent should each sign this page in the space provided and then return the page to the student's school.

We acknowledge that we have received a copy of the San Isidro ISD Student Code of Conduct for the 2017 – 2018 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

PLEASE SIGN AND DATE THIS PAGE, REMOVE IT FROM THE HANDBOOK, AND RETURN IT TO YOUR CHILD'S SCHOOL.

**Notice Regarding Directory Information and
Parent's Response Regarding Release of Student Information**

State law requires the district to give you the following 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 student. If you do not want San Isidro ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 8, 2017 or within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

San Isidro ISD has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

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

Parent: Please circle one of the choices below:

I, parent of _____ **(do give)** **(do not give)** the district permission to release the information in this list in response to a request.

Please note that if this form is not returned within the specified timeframe above, the district will assume that permission has been granted for the release of this information.

**Parent's Objection to the Release of Student Information to Military Recruiters
and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

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

I, parent of _____, request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent Signature: _____

Date: _____

Please note that if this form is not returned with the other materials identifying what the district considers directory information, the district will assume that permission has been granted for the release of this information.

**PARENT RELEASE FORM FOR VIDEOTAPING, PHOTOGRAPHING AND/OR
INTERVIEWING STUDENTS**

Students who attend school in the San Isidro Independent School District are occasionally asked to be a part of school and/or district publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the district asks that you sign and return a “San Isidro ISD Emergency Information/Authorization Form” to the school for each of your children.

The form indicates approval for the student’s name, picture, artwork, voice, or verbal statement to appear in school publicity or district publications, videos, art displays or on the district’s Web site. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures, videos, and artwork may be used by the district in subsequent years.

AGREEMENT

Student and parent/guardian release to San Isidro ISD the student’s name, voice, verbal statements, portraits (video or still), artwork and consent to their use by SIISD.

San Isidro ISD agrees that the student’s name, voice, verbal statements, portrait, or artwork shall only be used for public relations, public information, school or district promotion, publicity and instruction.

The student and parent/guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representative; and
- The photo, video, artwork or student statements may be used in subsequent years.

I, _____, (circle one) (do) (do not) give permission for my child, _____, to be interviewed, videotaped, or photographed by a local newspaper, television, or radio reporter, or by a representative of the San Isidro Independent School District to be used in connection with a news story that has been approved by a staff member of the San Isidro Independent School District to be used in connection with a news story that has been approved by a staff member of the San Isidro Independent School District or for school district instructional or marketing purposes.

I understand that I may revoke this permission at any time by notifying the school principal in writing.

Parent/Guardian Signature: _____

Date: _____

Terms and Conditions for Use of Computers and Networks

Please read the following carefully before signing below. Computing facilities, local area networks and/or Internet access are available to students and teachers. We are very pleased to provide these opportunities and believe they offer vast, diverse, and unique resources to our schools. On-line resources allow classroom projects such as scientific data collection and international culture exchanges. News retrieval services, encyclopedias, scientific and educational databases are available on-line to San Isidro ISD students and teachers. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communications with our own community, our nation, and worldwide.

PLEASE COMPLETE AND RETURN

Acceptable Use of Computers and Networks Parent/Guardian Agreement

In order to make sure that all members of the San Isidro ISD community understand and agree to these rules of conduct, SIISD asks that you as parent/guardian sign the following statement.

I agree not to hold San Isidro Independent School District nor any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content of the material accessed through it.

As the parent or guardian of this student, I have read the Terms and Conditions for San Isidro Independent School District facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold San Isidro Independent School District responsible for materials acquired or sent via the network.

Student's Name: _____
Date: _____
Parent's Signature: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Acceptable Use of Computers and Networks Student Agreement

In order to make sure that all members of the San Isidro ISD community understand and agree to those rules of conduct, SIISD asks that you, as a student user, sign the following statement.

I understand and will abide by the District guidelines and conditions for the use of the facilities of San Isidro Independent School District and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold San Isidro Independent School District nor any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

Student's Name: _____
Date: _____
Student's Signature: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Parent and Student Agreement/Acknowledgement Form
Anabolic Steroid Use and Random Steroid Testing
9th – 12th Grade

- Texas state law prohibits possessing, dispensing, delivering, or administering a steroid in a manner not allowed by state law.
- Texas state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.
- Texas state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.
- Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

STUDENT ACKNOWLEDGEMENT AND AGREEMENT

As a prerequisite to participation in UIL athletic events, I agree that I will not use anabolic steroids as defined in the UIL Anabolic Steroid Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of anabolic steroids in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I further understand and agree that the results of the steroid testing may be provided to certain individuals in my high school as specified in the UIL Anabolic Steroid Testing Program Protocol which is available on the UIL website at www.uil.texas.edu. I understand and agree that the results of steroid testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by UIL.

Student Name (Print): _____ Grade (9 – 12): _____

Student Signature: _____ Date: _____

PARENT / GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT

As a prerequisite to participation by my child in UIL athletic activities, I certify and acknowledge that I have read this form and understand that my child must refrain from anabolic steroid use and may be asked to submit to testing for the presence of anabolic steroids in his/her body. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the steroid testing may be provided to certain individuals in my child's high school as specified in the UIL Anabolic Testing Program Protocol. I understand and agree that the results of steroid testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my child to penalties as determined by UIL.

Name (Print): _____

Signature: _____ Date: _____

Relationship to Student: _____

Removing a Student from Human Sexuality Instruction

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

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

San Isidro ISD, in cooperation with the district School Health Advisory Council, has selected the following curricula related to human sexuality. In grades 6, 7, and 8 students will use the “Worth the Wait” curriculum from Scott and White. More information can be accessed at www.worththewait.org. In grades 9 – 12 students will use the “Big Decisions” curriculum.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. If you wish to “opt out” of this instruction, please return the signed form below.

Student’s Name

Grade

My child will not be participating in the human sexuality curriculum provided by San Isidro ISD.

Parent/Guardian Signature

Date

Permiso para no recibir instrucción en la sexualidad humana

Como parte de la materia escolar del distrito, los estudiantes reciben instrucción en la sexualidad humana. El consejo sobre la salud (SHAC) toma parte en la decisión de escoger la materia escolar.

Como dice la ley del estado, abajo hay una descripción de la materia escolar de la sexualidad humana:

San Isidro ISD ha escogido “Worth the Wait” por Scott y White para usar en los grados 6, 7, y 8. Para más información usted puede buscar en www.worththewait.org . En los grados 9, 10, y 12 vamos a usar el programa “Grandes Decisiones.” Para más información refiere a www.bigdecisions.org.

Como padre, usted tiene el derecho de revisar la materia escolar. También usted puede decidir que su hijo / hija no va a participar en la instrucción sobre la sexualidad humana. Si usted no quiere dar permiso para la instrucción favor de firma la forma abajo.

Nombre de estudiante

Grado

Mi hijo / hija no tiene permiso para participar en la instrucción sobre la sexualidad humana que el distrito ofrece.

Firma de padre

Fecha

COUNSELING SERVICES FORM

This academic school year, the Counseling Department will be conducting individual and group counseling sessions. We will be addressing such topics as promoting a more confident self-image, developing good study habits and strengthening decision making skills.

We are enthusiastic about offering these individual / group sessions and believe that they will be most beneficial to the students.

If you have any questions, please feel free to contact Marisa Garza at 481-3109.

Name of Student: _____

Parent / Guardian Signature: _____

_____ **I do give permission for my child to participate in individual counseling as needed.**

_____ **I do not give permission for my child to participate in individual counseling.**

_____ **I do give permission for my child to participate in group counseling.**

_____ **I do not give permission for my child to participate in group counseling.**

Use of Student Work in District Publications

Occasionally, the San Isidro Independent School District wishes to display or publish student artwork, photos taken by the student, or other original work on the district's Website, a Website affiliated or sponsored by the district, such as a campus or classroom Website, and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name),
(DO GIVE), (DO NOT GIVE) the district permission to use my child's artwork,
photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

PARENT STATEMENT PROHIBITING CORPORAL PUNISHMENT

A parent has the responsibility of submitting a signed statement to the principal each year if he or she chooses to prohibit the use of corporal punishment with his or her child. A parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal. Corporal punishment will be administered in accordance with the law, district policy, and the Student Code of Conduct.

Corporal punishment will be administered as soon as possible after an offense and will not be administered in anger. The principal or designee may choose not to use corporal punishment even if the parent has requested its use. Any use of corporal punishment will be documented on a district form. The principal or designee will inform the parent when corporal punishment is used. Paddles used for administering corporal punishment will not be generally displayed and will be under the control of the principal or designee. Corporal punishment will be limited to spanking or paddling and will consist of an appropriate number of strikes based upon the size, age, and the physical, mental, and emotional condition of the student. Before corporal punishment is used, the district may give the student a choice between other disciplinary measures and corporal punishment.

Parent Statement Prohibiting Corporal Punishment

I have read the information and the use of corporal punishment in the San Isidro Independent School District and I prohibit the use of corporal punishment with my child.

This form must be signed annually and can be revoked by the parent at any time.

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

Name of Student: _____

Grade: _____

**Anti-Bullying Contract
Student and Parent/Guardian Agreement**

Everyone has a right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

Student's Responsibilities:

I commit that I will not bully my peers.

When I witness bullying, I will report it immediately to an adult/staff member.

Parent/Guardian's Responsibilities:

I commit to encourage my child to always respect others.

I have instructed my child not to bully.

I have advised my child to report any bullying to an adult/staff member.

We understand that bullying will result in disciplinary action.

Student's Name

Parent/Guardian's Signature

Date

Todos los niños tienen un derecho a sentirse físicamente y emocionalmente seguro en la escuela. Yo haré todo lo que puedo personalmente, como miembro de mi comunidad escolar, para crear y preservar un ambiente físico y emocionalmente seguro.

Responsabilidades del estudiante:

Yo me comprometo que no voy a intimidar a mis compañeros.

Cuando soy testigo de la intimidación, se lo informare a un adulto/miembro del personal.

Responsabilidades del padre/tutor:

Me comprometo a alentar a mi hijo a respetar siempre a los demás.

He dado instrucciones a mi hijo del no intimidar.

He aconsejado a mi hijo que informe de cualquier intimidación a un adulto/miembro del personal.

Entendemos que el acoso de intimidación resultara en acción disciplinaria.

Nombre del estudiante

Firma del padre

Fecha

**Bullying Prevention
Student / Parent Contract**

Student's Name: _____

I agree that I will not participate or engage in any bullying activity on or off school property in which the conduct may reasonably carry over into the school setting and/or interfere with the educational process.

I understand the definition of bullying/cyber-bullying to be:

any aggressive or negative gesture, or any written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property;

any aggressive or negative gesture, or any written, verbal or physical act that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, the law or regulation;

any assertion or physical or psychological power over, or cruelty to, another student;

any behaviors including but not limited to pushing, hitting, threatening, name-calling, or other physical or verbal conduct of belittling or intimidating nature;

any transmission of information intending to coerce, intimidate, harass, or cause emotional distress to a person via text/data messages, instant messaging, e-mail, and social networking sites including but not limited to Facebook MySpace, and Twitter.

The school agrees to utilize universal interventions to education students on how to prevent bullying.

I, the undersigned, acknowledge and understand the expectation and potential consequences for my child in the above administration and student contract. I further understand that if my child continuous to demonstrate and participate in bullying behavior, a disciplinary action of up to one year may be imposed.

Student Signature

Date

Parent Signature

Date

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special educations is:

Contact Person: Anna M. Garcia

Phone Number: 481-3110

SECTION I PARENTAL RIGHTS

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings and other original works on the district' website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may included printed materials, videos, or other methods of mass communications.

Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14

A child under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education class.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

Prohibiting the Use of Corporal Punishment

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

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision. 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.

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.

Limiting Electronic Communication with Students by District Employees

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual's professional responsibilities, as described the district guidelines. 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.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

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.

Objecting to the Release of Directory Information

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

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal (within ten school days of your child's first day of instruction for this school year).

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

Participation in Third-Party-Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

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 federal 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 Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

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, disclosures, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing the information. 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 non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. (See policies EF and FFAA).

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 FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION

Human Sexuality Instruction

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

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

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

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

- *Worth the Wait* is a 10 day sexual education program written by Scott & White Healthcare. The data driven curriculum is founded on the medical, legal, psychological, and socioeconomic information regarding adolescent health risk behaviors.
 - *Adolescent Sexual Health* – Beginning with introductory lessons in the 6th grade edition, the content addresses puberty, anatomy, physiology, pregnancy, and STDs. In the 7th grade, the curriculum is more detailed, specifically regarding STDs and legal matters. Students learn refusal skills through role playing. In the 8th grade, detailed information is given on STDs, teen pregnancy, and contraception. Students are able to identify abstinence as the only protection from STDs, pregnancy and the emotional consequences of teen sex.
 - *Legal Issues and Sexual Abuse* – A legal component addressing family law, criminal law, and sexual abuse is included in the program making it “one of a kind” in the field of sex education. Students are able to identify sexual abuse and are empowered to report offenses.
 - *Essential Human Needs* – The five essential human needs to security, connection, purpose, support and contribution motivate teens to respect themselves and others. Students are able to express their emotions and feeling, compare and contrast healthy and unhealthy relationships, use refusal and communication styles to avoid health risk behaviors, and establish short and long term goals.

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

Reciting a Portion of the Declaration of Independence in Grades 3 - 12

You may request that your child be excused from a 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)].

Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Religious or Moral Beliefs

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 any 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 district 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.

RIGHT OF ACCESS TO STUDENTS 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.

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,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- 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 the student’s education records. For purpose of student records, an “eligible” student is one who is 18 or older or who is attending an institution of postsecondary education. These rights 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 law 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 becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

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 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 a student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information.

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

The superintendent is custodial 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 10
San Isidro, Texas 78588.

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.

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

The parent's or eligible student's right of access to and copies of student records 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 with a substitute teacher – do not have to be made available to the parents or students.

Teacher and Staff Professional Qualifications

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

STUDENTS WITH EXCEPTIONAL OR SPECIAL CIRCUMSTANCES

Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for; is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused

absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency.

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 policy FDB (LEGAL)].

Safety Transfers/Assignments

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying, as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus.
- 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.
- 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.
- Request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the 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.

Service/Assistance Animal Use by Students

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

Students in the Conservatorship of the State (Foster Care)

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 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.

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of any applications for admission or for financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services; and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

Students Who Are Homeless

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

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

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

A student or parent who is dissatisfied by the district's eligibility, school, selection, or enrollment decision may appeal through policy FNG (LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

Students Who Have Learning Difficulties or Who Need Special Education Services

If a student 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 making a referral for a special education evaluation. For those students who are having difficulty in the regular classroom, schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's director of special education services to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to

give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards.

If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45 school day timeline. If the school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year; the school must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completion, the school must give you a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

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

- [Texas Project FIRST](#)
- [Partners Resource Network](#)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Mr. Mario Alvarado.

The district will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the district for learning difficulties, including intervention strategies, that the district provides assistance to the student.

Students Who Receive Special Education Services with Other School-Aged Children in the Home

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 transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB (LOCAL)].

Students Who Speak a Primary Language other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Students with Physical or Mental Impairments Protected Under 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 protection 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.

SECTION II OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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.

Compulsory Attendance

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day, until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA].

Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 attends school for the entire period the program of instruction is offered, 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 also 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 and kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Exemptions to Compulsory Attendance

All Grade Levels

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 citizenship and taking part in a U.S. Naturalization Oath Ceremony;
- 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. 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 Accommodations for 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.

Secondary Grade Levels

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA (LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistments in a branch of the U.S. armed services or Texas National Guard, provided the absences does not exceed four days and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided by the district's board has authorized this in policy FEA (LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences, and
- A student serving as an election clerk if the student makes up any work missed.

An absence of a student in grades 6 – 12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the state compensatory 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.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Between Ages 6 and 19

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.

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

Attendance for Credit or Final Grade (Kindergarten – Grade 12)

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. To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student 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 the ways to earn or regain credit for a final grade.

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

The actual number of days a student must be in attendance in order to receive a class credit will depend on the number of instructional days and 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 TEA reflecting attendance at a specific time each day.

Official attendance is taken every day at second period. 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. Partial day unexcused absences are subject to the Compulsory School Attendance Law.

Please Note:

For local perfect attendance, a student must be in attendance until 2:25 p.m.

Documentation after an Absence

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

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. NOTE: 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.

After 5 parental excuses, the district will accept only medical or dental notes in order to excuse an absence.

Doctor's Note after an Absence for Illness

Within three days of returning to school, a student absent for more than two 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).]

Driver License Attendance Verification (Secondary Grade Levels Only)

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW

San Isidro ISD 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;
- 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.sanisidroisd.org. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

ARMED SERVICES VOCATIONAL APTITUDE BATTERY TEST

A student in grades 10 – 12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

BULLYING

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

Has the effect or:

- Will have the effect of physically harming a student, damaging a student's property;
- Or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment; for a student'
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding;

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or a school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

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.

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. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any student who has 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.

San Isidro ISD takes a very proactive stance with regard to preventing and educating students on the topic of bullying. The Bullying Prevention and Intervention Plan, approved by the Board of Trustees on August 20, 2012, is a comprehensive approach to address bullying and cyberbullying. The district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence.

The Bullying Prevention and Intervention Plan is designed to meet the following objectives:

- **To inform faculty, staff, and parents about the seriousness of bullying and methods for its prevention;**
- **To create a caring and collaborative community in the classroom;**
- **To provide a safe school culture for all students;**
- **To give students strategies for what to do if they are bullied or threatened;**
- **To teach children what to do if they see someone other than themselves being victimized by a bully; and**
- **To provide resources in order to gain more information on bullying issues.**

PROCEDURES FOR REPORTING OR RESPONDING TO BULLYING AND RETALIATION

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing on the Alleged Bullying Incident Reporting / Complaint Form. A school or district staff member is required to report immediately any instance of bullying or retaliation. Reports may be made anonymously. The Alleged Bullying Incident Reporting / Complaint Form will be made available on the District website and in each of the school's main offices.

Once a complaint form has been received by the principal an investigation will be conducted. Each case is unique and will be addressed with sensitivity to the safety and welfare of the students involved.

If it is deemed that bullying has occurred the following procedures will be followed:

I. First Incident

If a teacher or other staff person recognizes or perceives a report from a student regarding behavior, such as teasing, name calling, or excluding a student from group activities, etc., the student or students involved will be warned that such behavior is not allowed. The student (aggressor) will be told that, if this behavior occurs again, he/she will be sent to the principal or designee for further action. The parents of the victim and aggressor will be notified.

II. Second Incident

The principal / designee will review school expectations and rules with the student, and a problem solving conference will be held. The parents of the student (aggressor) will be called and notified. The student and parents will be told that any subsequent referrals for bullying or any retaliation against those who brought the matter to the attention of the staff will be followed by disciplinary consequences. If the bullying behavior is judged to be so severe, the

principal/designee will have the option to dispense a disciplinary consequence, even upon the initial referral to the office. The parents of the victim will also be called.

III. Third – Fifth Incident

The principal / designee will contact the parents to set up a parental conference. The student will receive a disciplinary consequence which could range from detention to out-of-school suspension, depending upon the severity of the behavior. At the parent conference, bullying will be addressed, and a remedial plan will be formulated. Appropriate community based interventions of counseling will also be considered.

For more severe bullying cases, administration reserves the right to apply the District's Code of Conduct.

CAREER AND TECHNICAL EDUCATION PROGRAMS

Each public school student shall master the basic skills and knowledge necessary for managing the dual roles of family member and wage earner and for having the option of gaining entry-level employment in a high-skill high-wage job or continuing the student's education at the postsecondary level. The district offers career and technical education (CTE) programs that support student career pathways to ensure that students have the opportunity to identify the relationship between the skills taught in the classroom and the skills required for the workforce.

These programs will be offered without regard to race, color, national origin, sex, or disability. The San Isidro ISD will take steps to ensure that lack of English-language skills will not be a barrier to admission and participation in all educational and CTE programs.

CELEBRATIONS

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.

CHILD SEXUAL ABUSE and OTHER MALTREATMENT OF CHILDREN

The safety and well-being of all students is paramount to a successful educational experience. The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed by reviewing board policies FFG (LEGAL), (LOCAL).

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 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 Protected Services (CPS).

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

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

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

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

- [KidsHealth, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Abuse, Resources](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part 1](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part 2](#)

Reports of suspected child abuse or neglect may be made to the CPS division of the Texas Department of Family and Protective Services at 800-252-5400 or on their website at www.txabusehotline.org. Every school is required by state law to post in a clearly visible location in a public area of the school that is readily accessible to students a sign in English and in Spanish that contains the toll-free number to the Abuse Hotline that receives reports of abuse and neglect.

When an employee has cause to believe that a student has been or may be abused or neglected, the employee is required to make a report immediately to CPS and/or to local law enforcement. If a parent has cause to believe that a child may have been abused or neglected at school, the parent shall immediately notify the principal at the school as well as make a report to CPS as previously described.

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.stae.tx.us/index.aspx?id=2820>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the DFPS (1-200-252-5400) or on the web at [Texas Abuse Hotline Website](#).

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Ranking Policy

6th through 12th Grades

All report card grades will be averaged to determine student's ranking on a yearly basis. For preliminary rankings, the first semester average will be used. For the second semester average, the grades for the

fourth and fifth six weeks will be averaged to formulate the second semester grade. The overall preliminary ranking will be determined by averaging the first and second semester grades as determined below.

8th Grade Ranking – Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be determined by the 7th and 8th grade semester grades. High school courses taken by junior high school students will be given a greater value for ranking purposes only. The Spanish grade will be increased by 2% and the algebra/geometry grade will be increased by 5%.

Rank in class, honor graduate status, valedictorian, and salutatorian determination shall be based on a weighted grade point average (GPA) system. Grade points shall be based on semester grades for courses taken in grades 9 – 12. The GPA shall be computed to three decimal places. The average of the fourth and fifth six weeks grades in the semester prior to graduation shall count as a semester grade for purposes of determining rank, honor graduate status, valedictorian, and salutatorian.

12th Grade Ranking – Valedictorian and Salutatorian

1. The valedictorian and salutatorian must be students enrolled in the 12th grade and who graduates with his/her cohort class. Cohorts must begin 9th grade the same year.
2. A student's graduation class is established upon entering the ninth grade.
3. The valedictorian must have earned the highest grade point average in his/her graduating class based on the school's consistent use of either a weighted or unweighted scale. The salutatorian must have earned the second highest grade point average in his/her graduating class.
4. The valedictorian and salutatorian must have fulfilled the graduation requirements for three consecutive years at San Isidro Independent School District.
5. The valedictorian and salutatorian must have been enrolled in the 26 credit Recommended Program or the Distinguished Achievement Program.

HIGH SCHOOL / WEIGHTED GRADE POINT AVERAGE

1. Transferred grades will be honored as reported on transcripts.
2. The following courses will be given a greater value for ranking purposes only. Grades will be recorded on the transcript as received.

<i>All Dual Credit / Concurrent Enrollment Classes</i>	<i>107%</i>
<i>All AP Courses</i>	<i>107%</i>
<i>Pre-Calculus</i>	<i>105%</i>
<i>Physics</i>	<i>105%</i>
<i>Spanish III</i>	<i>103%</i>

3. All other courses will be averaged as regular courses.

DUAL CREDIT CONCURRENT AP COURSES	REGULAR ACADEMIC COURSES	REGULAR ACADEMIC COURSES Beginning With Grade 9 in the 2012 – 2013 School Year
A – 107	English I, II, III, IV	English I, II, III, IV
B - 97	Algebra I	Algebra I
C - 87	Geometry	Geometry
	Math Models	Math Models
	Algebra II	Algebra II
	US History/ World History	US History / World History
	World Geography	World Geography
	Government	Government
	Economics	Economics
	Integrated Physics & Chemistry	Integrated Physics & Chemistry
	Biology / Biology II	Biology I & II
	Chemistry	Chemistry
	Anatomy	Anatomy
	Geology	Geology
	Foreign Language I and II	Foreign Language I and II
	Speech	Speech
	Career and Technology Courses	Career and Technology Courses
	Fine Arts	Fine Arts
	PE / Health / Athletics	PE / Health / Athletics
		Pre-Calculus
		Physics

The district will calculate a weighted numerical grade average in accordance with the following scale:

<u>Category</u>	<u>Weight</u>
Dual Credit / Concurrent Enrollment / AP	109%
Spanish III	107%
Calculus	107%
Regular Academic Courses	104%
Special Education Local Resource	100%

Beginning with students who entered grade 9 in the 2014 – 2015 school year, a new graduation program is in effect. Therefore, class ranking procedures may be adjusted by the district based on the new graduation plan. As these decisions are made, the district will make the information available to the students affected by these changes.

CLASS SCHEDULES

Many hours go into the planning of student and school schedules. Nevertheless, some schedule adjustments are necessary due to courses having been taken in summer school, omission of a required course, or other circumstances that warrant a schedule change. Student requests for changes other than meeting graduation requirements or correcting an error will not be approved, and no schedule change will be made after the first 10 days of each semester, except at the discretion of the principal.

In accordance with State Board of curriculum requirements, students in grade nine through 12 shall be scheduled for a full day of classes.

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshman. For students who are eligible to enroll in the University during the summer or fall 2018 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

COLLEGE CREDIT COURSES / DUAL ENROLLMENT

Students in grades 9 – 12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with University of Texas at Pan American and South Texas College;
- Enrollment in courses taught at other colleges or universities; and,
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student's final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Responsibilities of students enrolled in Dual Enrollment Courses:

- Once a student is enrolled, the course cannot be dropped without permission of the principal and following proper procedures of the cooperating institution. Should it become necessary to drop a dual enrollment course, the student is responsible for informing the instructor and the student's high school counselor.
- Any student who drops a class after the Drop Deadline (4th Class Day for Summer Semesters and 12th Class Day for Fall & Spring Semesters) will be required to reimburse the district the cost of the tuition and books.

COMMUNICATIONS-AUTOMATED

Emergency

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. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

Nonemergency

Your child's school will request that you provide contact information, such as your 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 your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related to the school's mission, 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.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the superintendent's office.

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 a 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 District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and consequences for violation of the standards. 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 shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

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 for San Isidro ISD is Anna M. Garcia.

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 in an exit, an entrance, or a 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.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- 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.

Laser Pointers

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school sponsored or school related activities, whether on or off school property. Laser pointers will be confiscated and will not be returned. Students will be disciplined according to the Student Code of Conduct. Laser points will not be returned to the student nor to the parent or guardian.

Social Events

School rules apply to school social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the event; anyone leaving before the official end of the event will not be readmitted.

COUNSELING

Academic Counseling

Elementary and Middle / Junior High School Grade Levels

The school counselor is available to all 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.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance exams and application deadlines; as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities including opportunities to earn industry-recognized certificates and licenses.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. A student who wishes to meet with the school counselor should have an individual counseling consent form on file. 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.

COURSE CREDIT

A student in grades 9 – 12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the

combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

CREDIT BY EXAM – If a Student Has Taken the Course

A student who has previously taken a course or a 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 or a final grade by passing an exam approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject area 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.

CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION 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 2017-2018 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.

Students in Grades 1 – 5

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.

Students in Grades 6 – 12

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an exam administered through the CLEP or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

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.

Dating Violence

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

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, 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.

Any student who believes that he or she has experienced dating violence should immediately report the problem to a teacher, counselor, principal, or other district employee.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, ethnicity, religion, gender, gender identity, gender expression, orientation, national origin, disability, genetic information 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 accommodating; 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 is prohibited.

Examples of prohibited sexual harassment may include, but are not 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 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.

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. Action as deemed appropriate pursuant to district policy will be taken.

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).

DISTANCE LEARNING

All Grade Levels

Distance learning courses are online courses in which a student and teacher are in different locations for a majority of the student's instructional time. Online learning is offered for students when specialized learning needs can be met most effectively through such learning. Online learning opportunities may include, but are not limited to, correspondence courses, and online courses that support traditional face-to-face courses and are a means of earning credit in a subject or course.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

Texas Virtual School Network (TxVSN) (Secondary Grade Levels)

The Texas Virtual Network (TxVSN) has been established by the state as one method of distance learning. Students have the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made by the superintendent, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS

School Materials

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

Non-School Materials

From Students

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

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

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

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 nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

Prior review will not be required for:

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

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

DRESS AND GROOMING

The District prohibits any clothing/grooming that the principal or designee believes will interfere with instruction or cause disruption of the normal school environment. The final decision is left up to the professional judgment of the principal or designee of the school.

The District's dress code is established to have students exemplify spirit and pride. The District believes that the business of school is student learning and that school dress and grooming standards should support that purpose and promote a safe, orderly learning environment. The standards are further designed to prevent distractions, thereby permitting the maximum learning for all students. This policy is to be enforced by teachers and administrators so as to not take away from instruction.

The school has the right to ask a student to change his/her dress or personal grooming habits if it is deemed inappropriate or disruptive to the educational environment. Repeat violations of the dress and grooming code shall be considered defiance of authority and may result in disciplinary action as described in the Student Code of Conduct. Administrators will make the final determination as to what constitutes appropriate attire.

Parent and Student Responsibility:

The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this policy during the time the student is on school premises during regular school hours. Failure by the student to correct dress or grooming violations at first request is considered insubordination and will result in disciplinary action.

Policy Enforcement:

It is the responsibility of all professional personnel to administer dress and grooming guidelines. It is understood that judgment is necessary. Consistent, fair, and equitable enforcement of standards, while protecting the dignity of individual students, shall be practiced.

Guidelines:

GENERAL

1. Grooming and dress requirements may be modified to fit special events such as dances, field trips, programs, contests or assemblies. The principal or designee, prior to the event, should approve modifications to the normal school day requirements.
2. No permanent or temporary writing, drawing, or tattoos on the skin are permitted. All tattoos must be kept covered at all times.
3. Sunglasses are not permitted during school hours unless they are prescribed by a doctor.
4. No tongue piercing of any kind is allowed. Devices for maintaining pierced openings are considered body piercing.
5. No visible body piercing will be allowed.
6. Hats and caps are permitted on campus grounds. Hats and caps are to be removed in the cafeteria, during classroom instruction, and in the auditorium. Hats and caps are to be worn as designed, example cap bill forward only. Wearing of bandanas is not allowed.
7. Sweatshirt / jacket hoods may not be worn while in the building.
8. Shoes may not have rollers/wheels.
9. Students are not permitted to wear any type of footwear thong (shower shoes, house slippers, beach footwear).
10. Torn or tattered jeans or other garments that show skin or undergarments are not allowed.
11. Pants or other garments of any type with words or letters written across the seat are not permitted.

12. No student shall wear any garment or piece of clothing which advertises, promotes, or depicts the following: alcohol beverages, tobacco products, illegal drugs, obscenities, wrestling or anything of a sexual nature, violence, cults, gangs, or anything which may be found objectionable in character or depicts a negative connotation.
13. Wallet chains are not permitted.

HAIR CODE

1. Hair should be neat, clean, not interfere with vision and must be a natural color.
2. Extreme, outlandish, or distracting hairstyles or coloration is not permitted. Some examples of such styles are Mohawks, spikes, tails, razor lines, lines, letters, white walls with long hair in back, or completely shaven head. **When in question, determination of hair-style violations is at the discretion of the campus administrators.** *It is obvious that hair cannot grow overnight; therefore, if the hair style is not acceptable, at the secondary level, the student will be placed in ISS until the hair grows to an adequate length or until the hair style is made acceptable.*

BOYS

1. Male hair length may extend to, but not pass, the bottom of the collar of a sports shirt or to the neckline of a T-shirt when combed down. It should not be lower than the earlobe or below the eyebrow. Sideburns should not extend below the earlobe. No designs or symbols will be shaved into hair or eyebrows.
2. Mustaches, neatly trimmed are allowed. Goatees and beards are not allowed.
3. Sleeveless / muscle shirts are not permitted.
4. No earrings, nose studs, or body parts piercing are to be worn or displayed on school premises or at school-sponsored events. This includes string, plastic studs, etc. which are used to keep the pierced hole open.
5. All shirts are to be fully tucked in.
6. Headbands or bandannas are not permitted.
7. No student shall wear any garment or piece of clothing which advertises, promotes, or depicts the following: alcohol beverages, tobacco products, illegal drugs, obscenities, or anything of a sexual nature, violence, cults, gangs, or anything which may be found objectionable in character or depicts a negative connotation.
8. Torn or tattered clothing is not allowed.
9. Make-up/nail polish/hair accessories will not be permitted on male students.
10. Pants must be worn at the waistline.
11. Warm-up type of pants with fasteners down the legs are not permitted.
12. Oversized pants/pockets, ill-fitting pants and other similar articles of clothing are not allowed.
13. No pajama type clothing is allowed.

GIRLS

1. The length of any skirt, dress, or shorts cannot be more than two inches above the top of the kneecap, nor may slits in clothing extend two inches above the knee.
2. Leggings and form-fitting pants are not allowed in grades 6-12.
3. Girls are not permitted to wear blouses which expose the midriff area, back area, or expose undergarments. Spaghetti strap / one strap shirts will not be allowed to be worn (even if covered by a mesh jacket or see through shirt). Shirts must be tucked in if it is longer than

- the bottom of the pant pocket. No cut-off/ crop tops, tube tops, sleeveless attire will be permitted.
4. Backless dresses, halter tops, tank tops, revealing / form-fitting, tops or dresses are not allowed. Clothing which exposes the mid-section of the body while sitting, standing, or when arms are raised is not allowed; pajama type clothing is not allowed.
 5. Shoes are to be worn at all times. Flip-flops (any style), sports/beach sandals (any style intended for shower/beach use), and bedroom slippers are not allowed. No wheeled shoes.
 6. Girls attending swimming classes during PE / Athletic Period will not be allowed to wear a two piece swimsuit. One piece swimsuits are the appropriate swimming attire.

Items that are deemed inappropriate may be confiscated. Confiscated items may be held by the principal until the conclusion of the school year. Campus administrators shall be afforded the authority and discretion to rule on whether any article of clothing or jewelry is acceptable for the school year. This shall include new styles not expressly covered in the handbook.

A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated dress code offenses may result in more serious disciplinary action.

If the principal determines that a student's grooming violates the dress code, the student shall be given the opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the school day or until the problem is corrected. Repeated dress code offenses may result in more serious disciplinary action.

Styles and fads come and go. It would be impossible to anticipate all changes before they appear in students' dress and grooming and to incorporate them in the dress code. It is, therefore, at the discretion of the administration to adapt the dress code at any time to these changes.

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

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

**San Isidro High School
Prom Dress Code & Guidelines**

The San Isidro High School Administration and Faculty want San Isidro High School students to make good choices. We are not trying to inhibit your individual style. Prom should be fun and memorable, but we also want everyone to be comfortable, safe, and show TIGER Pride.

With modesty and safety in mind, the following dress code guidelines will be enforced at the 2018 San Isidro High School Prom. Failure to adhere will prevent your entry into the Prom.

Dress Code for Young Ladies

1. Dresses may not be cut below the bust line.
2. Dresses may be backless as long as it is not below the navel.
3. Midriffs may not be exposed. This includes both the front and side of the dress.
4. Dresses must not have a slit that exceeds mid-thigh.
5. The length of the dress cannot be more than three inches above the top of the kneecap.
6. No dresses with cut out sides.

Dress Code for Gentlemen

1. Tuxedos or suits must be worn.
2. Pants should fit properly and not sag below the waistline.
3. Dress shoes or dress boots must be worn.

Guests

1. All guests must be in 8th grade or older AND under the age of 20.
2. Students bringing a guest who does not attend San Isidro ISD must have parental consent in order to attend the prom.
3. The student's guest must bring a photo student ID or driver's license the night of the event in order to attend the Prom.

As you begin shopping for a Prom dress / suit, please keep these guidelines in mind. Keep in mind that you will not be allowed into the Prom if you are not dressed appropriately. If you have specific questions about the Prom dress code, please see an administrator for clarification.

If you are bringing a date from another school, it is your responsibility to make him / her aware of our dress code policy.

If you choose to leave the facility and or grounds, you will not be permitted to reenter the Prom.

I hereby acknowledge receipt of the dress code for the 2018 San Isidro High School Prom and that failure to adhere to the stated guidelines will result in my removal from the Prom.

Student Name

Parent Name

Student Signature

Date

Parent Signature

Date

**San Isidro Independent School District
School Functions / Banquets Dress Code & Guidelines**

As a member of the San Isidro ISD community, you represent a proud tradition and high expectations for personal success and appearance. San Isidro ISD students are expected to be dressed appropriately for all school functions and banquets. Proper dress sets the tone of the school atmosphere as well as its REPUTATION.

The San Isidro ISD administration and staff ask that you help us maintain high standards of dress and performance. Pride in your personal appearance exhibits pride in yourself and helps maintain high standards for our school.

Dress Code for Young Ladies

1. Skirts and dresses must be modest. All must be longer than the tip of your finger when held by your side.
2. Blouses and shirts must fully cover the waistline and reveal no cleavage.
3. Flip flops will not be allowed.
4. Sleeveless or tube top type blouses or dresses are not allowed. Halter-type tops, racer back tops and tops with spaghetti straps regardless of strap width are not permitted.

Dress Code for Gentlemen

1. Pants or jeans must not be tattered or torn.
2. Pants or jeans must be worn at the natural waistline.
3. Belts should be worn if belt loops are present.
4. Collared shirts must be worn and must be completely tucked in.
5. T-shirts will not be allowed.

As you begin preparing for a school function or banquet, please keep these guidelines in mind. Keep in mind that you will not be allowed into the school function if you are not dressed appropriately. If you have specific questions about the dress code, please see an administrator for clarification.

I hereby acknowledge receipt of the dress code for the 2017 -2018 San Isidro ISD Banquets and that failure to adhere to the stated guidelines will result in my removal from the function.

Student Name

Parent Name

Student Signature

Date

Parent Signature

Date

DRUG TESTING FOR STUDENTS

Reasonable Suspicion

A student may be required by the principal or designee to submit to an alcohol or drug use test at any time upon reasonable suspicion by any school official that the student is under the influence of alcohol or drugs while at school or at a school-related activity. Reasonable suspicion shall be based on specific personal observation concerning the appearance, speech, or behavior of the student that indicated the effects of alcohol or drug use. Information provided by a reliable source, if based on personal knowledge, may also constitute reasonable suspicion.

The District may use an outside consultant/contractor to secure the testing services needed for the administration for a student drug and alcohol drug test. Substance use and abuse testing shall consist of urine testing for substances the student is expected of using. Testing procedures shall be minimally intrusive, limiting the disclosure of the information it reveals.

Any student found to be under the influence of alcohol or any illegal drug while at school or a school-related activity shall be subject to disciplinary action as described in the Student Code of Conduct.

Refusal to Drug Test

Any student who fails a field sobriety test or is under reasonable suspicion and denies the use of alcohol or drugs shall be offered a drug test. Refusal to submit to an alcohol or drug test shall be interpreted as a positive test and shall be subject to disciplinary action as described in the Student Code of Conduct. Providing an adulterated diluted or substituted specimen shall be considered a “failed” drug test.

DRUG TESTING FOR STUDENTS (MANDATORY FOR EXTRACURRICULAR PARTICIPATION)

The District shall require drug testing of any student in grades 6 – 12 who chooses to participate in school-sponsored extracurricular activities.

Covered Activities

School sponsored extracurricular activities for which testing is required shall include all interscholastic athletics, cheerleading, academic clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agriculture organizations, and any other activity or group that participates on behalf of or as representative of the District.

Scope

To be eligible to participate in any school-sponsored extracurricular activity, any student in grades 6 – 12 must agree to participate in a District’s drug-testing program, which includes random testing during the school year.

A student shall also be required to provide breath, saliva, hair, or urine samples, whichever are appropriate as determined by the administration, when there is a reasonable suspicion that the student is under the influence of illegal drugs or alcohol at school or at a school-related event, whether such event occurs on or off campus.

Purpose

The purposes of the drug-testing program are to:

1. Prevent injury, illness, and harm resulting from the use of illegal and performance enhancing drugs and alcohol.
2. Help enforce a drug-free educational environment.
3. Deter student use of illegal and performance-enhancing drugs or alcohol.
4. Give students a valid reason to resist peer pressure to use illegal drugs or alcohol; and
5. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

Distribution of Policy

The District shall provide each parent/guardian and student with information about the drug testing policy and with appropriate consent form(s) prior to the student's participation in an affected activity.

Orientation Meetings

The District shall conduct a meeting with parents/guardians and interested student participants after implementation of the policy and at approximately the beginning of the fall and spring practice periods in subsequent years.

District employees shall explain the drug-testing program, review the policy and consent form, and provide an educational presentation on the harmful effects of drug and alcohol abuse.

Student attendance at the orientation meeting is mandatory. Parent/guardian attendance at the orientation meeting shall also be mandatory. If both the student and the student's parent/guardian fail to attend the orientation meeting, the absent individual shall meet with an administrator for an orientation meeting at the District or campus office. The student shall not be allowed to participate until this requirement has been completed.

Consent

Before a student is eligible to participate in extracurricular activities, the student shall be required to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. The student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities. The form shall only have to be signed once and shall be valid for the entire time the student is enrolled in the District. The consent form may be rescinded at any time at the parent's or student's request. A student whose consent has been rescinded shall forfeit the privilege of participating in extracurricular activities following the date of rescission.

Use of Results

Drug test results shall be used only to determine eligibility for participation in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties.

Nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct.

Confidentiality

Drug test results shall be confidential and shall be disclosed only to the student, the student's parents/guardians, and the designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

Should a student, who has experienced a suspension or participation in extracurricular activities under this policy for testing positive, transfer to another school and try out for extracurricular activities, the Superintendent shall acknowledge on the previous UIL athletic participation form that the student was suspended from participating in extracurricular activities for a violation of policy without further elaboration. The student's parent or guardian may be required by the UIL District executive committee to further explain the suspension in order to be eligible to participate at the new school.

Testing Laboratory

The Board shall contract with a certified drug-testing laboratory to conduct testing of students' samples.

Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

Substances for Which Tests are Conducted

The District shall not test for medical conditions under this policy. A drug test may screen for any illegal drugs that the District, at its discretion, may choose, including, but not limited to, the following:

1. Alcohol
2. Marijuana
3. Cocaine
4. Methaqualone
5. Benzodiazepines
6. Phencyclidine (PCP)
7. Methadone
8. Barbiturates
9. Propoxyphene
10. Amphetamines
11. Opiates
12. Narcotics
13. Methamphetamines
14. Lysergic acid diethylamide (LSD)
15. All illegal performance-enhancing drugs, including anabolic steroids; and,
16. All synthetic substitutes for any listed illegal drug.

The term "illegal drug" shall mean all drugs that an individual may not buy, use, sell, or distribute under federal or Texas law, including any prescribed medication for which a student does not have a current prescription. The District shall determine which drugs it will screen for prior to identifying the students who shall be tested.

Collection Procedures

A licensed medical facility or third party administrator selected by the Superintendent shall conduct all testing for the presence of drugs in a student's urine, breath, saliva, and/or hair samples, whichever the district chooses at its sole discretion. Testing shall be performed in accordance with accepted practices and procedures established by the drug-testing laboratory selected by the District. The testing parameters shall be set at industry-accepted standards as defined by the National Institute of Drug Abuse (NIDA).

Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for drug testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. A student shall produce a urine sample within a closed restroom stall. A District employee or a contracted laboratory technician of the same gender as the student shall be present when any samples are collected.

Random Testing

All students who participate in any extracurricular activity during the school year or who consented to the District's voluntary drug-testing program shall make up a random testing pool and be subject to random testing throughout the school year.

Ten percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing, date, testing method or time.

Refusal to Test or Tampering

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have positive test results and shall be subject to the appropriate consequences depending on previous positive test results, if any.

If a student to be tested is absent on the day of the random test, the student shall then produce a sample to be collected on the next random testing date.

Confirmation of Positive Results

Upon receiving results of a positive drug test, the campus principal shall schedule a meeting with the student and student's parent/guardian to review the test results and discuss consequences.

The student or parent shall have three school days following the meeting to provide a medical explanation for or to appeal a positive result. If the student is taking or has recently taken prescribed medication, he or she shall be required to provide proof of his or her prescription. The student shall not be required to disclose any medical condition, and any medical information revealed by disclosing use of medication. This shall be kept strictly confidential by the District, unless lawfully compelled to disclose. Any student who has tested positive for an illegal drug result of properly taking prescribed medication shall be deemed to have a negative test.

Appeals

Within 72 hours of being notified of a test result, the parents/guardians of any participant testing positive shall have an opportunity to schedule a conference with the Superintendent and principal.

A student or parent/guardian may appeal a decision made under this policy in accordance with FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

Drug Abuse Prevention

The District shall notify the parents/guardians and student of drug and alcohol abuse prevention resources available in the area.

Consequences

Consequences of positive test results shall be cumulative for grades 6 through 8 and for grades 9 through 12.

First Offense

Upon a first offense of receiving a confirmed positive drug test, a student shall:

1. Be suspended from representing the District for 15 school days from any extracurricular activity; and,
2. Complete the District substance abuse counseling course for a minimum of four hours (scheduled outside of school hours).

The suspension shall begin immediately. The student shall be reinstated to the status of good standing and may begin competing in activities after the 15 day suspension period if the student has completed the required District substance abuse counseling.

The first time any participant tests positive, he or she shall be removed from the random testing pool and shall be tested at least 3 consecutive testing periods (Parent/guardian is responsible for follow-up testing fees).

Second Offense

Upon a second offense of receiving a confirmed positive drug test, a student shall:

1. Be suspended for no less than one calendar year from any extracurricular activity; and,
2. Complete the District substance abuse counseling course for a minimum of 12 hours or show proof of external counseling.

A student may request to be reinstated after a one-year suspension from participating if all program requirements are completed and met. However, the decision to reinstate the student to the activity is at the discretion of the administrator and coach/sponsor.

End of Semester Suspensions

If a student's suspension from participation in extracurricular activities is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.

Reinstatement After Opting Out

If a student who leaves or quits an extracurricular activity after testing positive wants to be reinstated, he or she must have the permission of the coach/sponsor and the principal and must test negative at the next random testing. If the student is unwilling to delay participation until the next random testing date, the student may travel, at his or her own expense, to the testing laboratory which the District contracts. If these requirements are met, the student may be reinstated to the activity and shall be required to complete the suspension period, if any, not completed satisfactorily prior to the student's quitting the activity.

Voluntary Student Testing

Students who do not participate in extracurricular activities, but whose parents wish them to be drug tested may participate in the District's voluntary random drug-testing program. Parents must make a request to the appropriate administrator, and the parent and student must both sign the drug-testing consent form. Students who voluntarily participate shall be placed in the testing pool and shall be tested in the same manner as students who participate in extracurricular activities.

Any refusal by the student and/or parent to sign the consent form shall be treated as forfeiture of participation in the voluntary testing program. Any refusal by a student in the voluntary program to be tested shall be reported to his or her parents/guardians.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunication Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of cellular 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.

Using a cellular phone or other telecommunication device at school during the school day and while riding the bus to and from school is prohibited. There is ZERO TOLERANCE for the use of personal telecommunication devices, including cellular telephones during the school day.

In accordance with Texas Education Code 37.082, if a student uses a telecommunication device, including a cellular telephone, the phone will be confiscated, turned in to the office and will not be returned until the last day of school, June 1, 2018.

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 these items.

In limited circumstances and in accordance with law; a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

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. 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. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding the use of these district resources. 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 'Before You Text' Sexting Prevention Course, 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, may rise to the level of expulsion.

COMPUTER RESOURCES

Internet Policy

The San Isidro Independent School District recognizes that producing technologically competent students is fundamental to the preparation of citizens and future employees in the "Information Age." To this end, students are expected to use computers, learn various software applications, access District network sources, and access information and complete research on the Internet.

All technology activities, including access to an entire world on the "web" will be consistent with Board-approved curriculum goals. The educational value of the Internet is limitless. But because it is a free, worldwide information system, unsuitable material is available. Some Internet material may be inaccurate, abusive, profane, sexually oriented or illegal. Teachers will strive to guide students towards proper Internet usage at school, and families should bear that responsibility outside of school. SIISD employs hardware and software solutions to limit, monitor, and control Internet use. SIISD does not condone nor permit use of objectionable material. However, it is the responsibility of each student to make prudent choices when using technology equipment or while being on the Internet and to follow the rules and guidelines below.

ACCEPTABLE USE POLICY

1. All students will review the Acceptable Use Policy, which shall be included in the Student Code of Conduct.
2. Parents will acknowledge their understanding of the Acceptable Use Policy by signing and returning the signature page of the Student Code of Conduct
3. Teachers will cover the Acceptable Use Policy and review proper Internet procedures with students before students are allowed to access the Internet. Students will sign acknowledging their understanding upon completion of the review. A signed student acknowledgement will be on file at each campus for every student computer user.

TECHNOLOGY USAGE

The following activities or usages are not permitted:

- possession of, usage of, or failure to maintain confidentiality of passwords, codes or usernames that are not the property of the student;
- usage that is neither instructional nor related to student learning and curriculum (example is unauthorized games);
- introduction of any “virus” or other unauthorized material into a computer without permission, regardless of intent;
- changing control panel settings, configurations, systems, defaults, macros, or adding/changing passwords without permission;
- installing or downloading any software by students without permission;
- using internet to create web sites or “blogs” for malicious purposes;
- entering chat rooms, using E-mail, or other network communication tools except as an authorized part of the instructional program;
- displaying, sending, viewing or usage of profanity, obscenity, pornography, gratuitous violence, threats/harassment, offensive, attacking messages, racism, except in the context of learning about racism in a curriculum and sites promoting abhorrent behavior such as “bomb making”;
- failing to immediately notify a teacher if the student accidentally accesses an inappropriate Internet site;
- use of school computers, networks or the Internet for any political, commercial, for profit, or illegal activity;
- accessing or attempting to access a school computer without permission or access official school records under any circumstances;
- unauthorized disclosure, use, and dissemination of personal information regarding minors;
- use of the Internet and/or e-mail is not private. Personnel who operate the system have access to Internet usage information and e-mail content. Inappropriate use will be reported to the appropriate personnel.

CONSEQUENCES OF STUDENT VIOLATION OF RULES AND PROCEDURES

1. Violations may result in loss of access at the discretion of the teacher/administrator; alternative work may be substituted.
2. Serious or repeat violations will be handled like any other discipline issues as specified in the SIISD Student Code of Conduct.
3. When applicable, law enforcement agencies may be involved as per the Texas Education Code, Title 2, Subtitle G or the Texas Penal Code.
4. Students who are found to be non-compliant with building and/or district policies will be subject to disciplinary action which will consist of, but not be limited to:
 - a. Out of school suspension pending parent conference;

ENGLISH LANGUAGE LEARNERS

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative (who does not work for the district). 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 Spanish, as mentioned at Standardized Testing, may be administered to an English language learner for a student up to grade 5. 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 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.

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.

Parents are also expected to complete any required paperwork and submit online. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); 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, contact the TEA Curriculum Division at (512) 463-9581.

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 year up to 10 absences not related to post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- 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 may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standard of behavior.

Four-Period Rule

To participate in any extracurricular activity, a student must have attended school for one-half (four periods) of the school day on which the activity is scheduled. Exceptions must be approved by the principal and sponsor of the activity.

Please Note:

A student must be in attendance at least 4 hours in order to be allowed to participate in school related activities on that day or evening.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Student identification cards.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.

- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- 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).

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund raising drives. An application for permission must be made to the administrator at least TWO weeks before the event. **All fund raising is limited to two weeks in duration.**

Funds raised must be receipted, deposited, and disbursed in accordance with CFD (LOCAL). No outside organizations of any sort may solicit contributions of any type from students within the schools without prior approval as noted before.

The month of October is designated for P.T.O. fund raising projects; therefore, no other fund raiser is allowed during this time.

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground

GRADE LEVEL CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

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.

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, contains an error, or that the teacher did not follow the district’s grading policy. [EIA (LOCAL) and FNG (LEGAL)].

ELEMENTARY GUIDELINES

All students in Grades 1 – 5 will receive a report card on a six-week basis. At the end of the first three weeks of a grading period, the teacher will provide a notice of progress to all parents or guardians. Also, if a student's grade drops significantly (example: 95 to a 75), parents or guardians should be notified and given the opportunity to seek assistance for their child. Students in PK – K will receive a report card for each six weeks with letter grades (S for Satisfactory; NI for Needs Improvement; U for Unsatisfactory).

A minimum of eight grades per subject must be recorded every six weeks and at least three grades should be from summative tests. District STAAR / End of Course Benchmarks will not be recorded as a daily grade or test grade.

In Grades 1 – 5, promotion to the next grade level shall be based on an overall average of 70 and a yearly average of 70 or above in both math and language arts, and either science or social studies.

Continuation in Kindergarten

Students five years old or older who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district agree that the child shall continue in kindergarten for not more than one additional school year.

JR. HIGH / HIGH SCHOOL GUIDELINES

The San Isidro Independent School District's grading and reporting system is based on the following philosophy:

- Grades assess the student's mastery (70%) of Texas Essential Knowledge and Skills and district objectives of the particular subject area and may be indicators of the student's preparation for successful employment.
- Student performance will be assessed through a variety of procedures such as written tests, daily work, oral recitation, assigned projects, classroom participation, other forms of assessment, and make-up work and tests as per district guidelines.
- Grades reflect the student's understanding and progress towards mastery of the subject matter and are not to be reflective of student behavior.
- Grades will reflect mastery of the Texas Essential Knowledge and Skills (TEKS).
- District STAAR / End of Course Benchmarks will not be recorded as a daily grade or test grade.
-

HIGH SCHOOL GUIDELINES

Yearly Averaging

Most high school courses are based on two semesters or one full-year (1 credit). A student who earns a failing grade in one of two semesters and a passing grade in the other semester shall receive one full credit when the grades averaged together are 70 or higher. If a student fails a semester and the two semesters averaged together do not result in a yearly average of 70 or higher, the student will be awarded credit for the semester passed and must repeat the semester in which a failing grade was earned. EI(Local)

Exemption Policy

Students have the option of being exempt from semester exams if they maintain the following criteria:

1. An (A) average in the course and no more than three absences.
 2. A (B) average in the course and no more than one absence.
- * Three tardies in an assigned class will constitute as one absence.

ATTENDANCE/COURSE CREDIT/INCOMPLETE GRADES

ALL GRADE LEVELS

- If extracurricular activities are scheduled during the school day and students miss class to participate, each absence must count as one of the 10 allowed.
- Students shall be permitted to make-up assignments or tests due to an absence. Teachers shall inform their students of the time allotted for completing make-up work after an absence; however, the student shall be responsible for completing the assignment within the allotted time.
- An “Incomplete” six weeks grade due to absences must be made up within the next six-weeks reporting period.
- A student should not expect make-up work and test to necessarily be identical to that done in class during his/her absence.

CHEATING

ALL GRADE LEVELS

- Cheating is interpreted as a procedure which involves the unauthorized giving or receiving of help, offering or seeking aid, or the use of material prepared in advance for use on an assessment. Cheating also involves the use of electronic devices, books, or notes in any form being used during an examination without the permission of the teacher. The penalty is a “0” on that work.
- The statement “The penalty is a “0” on that work” is interpreted to mean the actual work that the student cheated on by itself or that the student had access to during the examination at the time the student was caught cheating. Retesting will not be allowed in this situation.
- Plagiarism (the stealing and passing off / presenting as new, original and one’s own idea or product derived from an existing source) is cheating.
- A test given in parts and which the student has not had access to at the time he/she was caught cheating is not intended to mean “on that work.”

MAKE-UP WORK GUIDELINES

ALL GRADE LEVELS

Students will be allowed to make up work missed due to an excused absence. The time allotted will be equal to a day for a day of absence. For example, a student absent for five (5) days will be allotted (5) days to complete the missed assignment(s).

The following guidelines apply to students who are absent:

- A student and/or parent/guardian must make arrangements for make up work on the day he/she returns to school. The teacher and student will decide when the work is due.
- Any student who does not appear for a prearranged make-up test or does not meet his prearranged due date for other work may receive zero on that test or work.
- Any student missing work due to participation in extracurricular activities must make arrangements with the teacher for work that will be missed prior to the absence.
- If a student has been sent to “in school suspension” (ISS), he/she is to receive credit for assigned work completed while there. If a student does not complete the assigned work, he/she will not receive credit.

EXTRA POINTS / BONUS POINTS

The teacher may choose to exercise this option; however, if bonus points are used, all students will have equal opportunity to earn these. Teacher may give bonus points as incentives.

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments:

- English I
- English II
- Algebra I
- Biology
- United States History

A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on the applicable EOC assessment should a student choose this option.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations. In limited circumstances, a student who fails to demonstrate on two or fewer of the required assessments may still be eligible to graduate if an Individual Graduation Committee, formed in accordance with law, unanimously determines that the student is eligible to graduate.

Foundation Graduation Program

Every student in a Texas public school who entered grade 9 in the 2014-2015 school year and thereafter will graduate under a new program called the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on page .

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and the student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgements” that will be acknowledged on a student’s diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy; in a dual

credit course; on an AP or IB exam; on the PSAT, ACT-Aspire, SAT, or ACT exam, which are national exams; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

The foundation graduation program requires completion of the following credits:

COURSES	NUMBER OF CREDITS Foundation Graduation Program	NUMBER OF CREDITS Foundation Graduation Program with an Endorsement
English / Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies, including Economics	3	3
Physical Education	1	1
Language other than English	2	2
Fine Arts	1	1
Locally required courses (Health)	0.5	0.5
(Professional Comm)	0.5	0.5
Electives	4	6
Miscellaneous		Available Endorsements: Science, Technology, Engineering and Math Business and Industry Public Services Arts and Humanities Multidisciplinary
TOTAL	22 credits	26 credits

Additional considerations apply in some course areas, including:

- **Mathematics.** In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student's transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical Education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Language other than English.** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other course, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 the endorsement he or she wishes to pursue:

- Science, Technology, Engineering, and Mathematics
- Business and Industry
- Public Services
- Arts and Humanities
- Multidisciplinary Studies

Personal Graduation Plans

A personal graduation plan will be developed for each high school student. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote and appropriate course sequence based on the student's choice of endorsement.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for all Graduation Programs

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year. The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Please be aware that not all courses are offered at the high school. A student who wants to take a course not offered at the high school should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

In addition, San Isidro ISD has retained the .5 credit of health and .5 credit of professional communication (speech) as a graduation requirement in all graduation programs.

Honor Graduates

All graduating students with a 90 grade point average or better will be recognized as honor graduates. Students will wear honor cords during the graduation ceremony.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability may be permitted to graduate under the provisions of his or her IEP and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See FMH(LEGAL).]

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

Graduation Activities

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on exit-level tests or end-of-course assessments will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet locally eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the school counselor for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

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.

HEALTH RELATED MATTERS

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.

Bacterial Meningitis

State law requires the District to provide the following information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be received by viruses, parasite, 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 year olds) 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 common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

How can bacterial meningitis be prevented?

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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that, entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination with 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.

Allergic Conditions

Parents will notify and meet with the school nurse regarding any allergic condition that may affect their child's welfare in the school setting. Notification must be done as soon as school begins or the student is enrolled. Parents will be asked to complete an Allergy Action Plan for life threatening allergies.

Food Allergies

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

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

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.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in the affected classroom.

More information on head lice can be obtained from the DSHS website at [Managing Head Lice](#).

Contagious Diseases / Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

A student who has had a contagious disease may be asked to present a health certificate from a certified physician upon returning to school. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

A student is excluded from school if illness is evidenced by a temperature elevation of 100° F or above. A temperature must remain within normal range for 24 hours, without analgesic medication, before the student returns to school. A student with a fever (100° F or above) is not only communicable to others, but runs the risk of developing a secondary infection by attending school.

To protect other children from getting sick, the district will send your child home for the following reasons:

- Children with fever (100 degrees Fahrenheit or higher), or any condition that presents with fever, should be excluded from school until they are fever free for 24 hours without the use of fever suppressing medications; and,
- Children with any diarrheal illness should be excluded from school until they are diarrhea free for 24 hours without the use of diarrhea suppressing medication.

Your child may also be sent home due to:

- Delinquent immunizations
- Taking medication that, in the nurse's opinion, would not make it safe for the student to remain in school

Diabetes Management

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 school related activities. Parents should see the school nurse and principal for additional information.

Physical Activity Requirements

Elementary School

In accordance with EHAB, EHAC, EHBG, the district will ensure that students in kindergarten through 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.

Junior High / Middle School

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

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

Additional information regarding the district's School Health Advisory Council is available from the school nurse, Candi Requenez.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing 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

San Isidro 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.

Other Health Related Matters

Physical Fitness Assessment (Grades 3 – 12)

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 Anna Garcia to obtain the results of his or her child's physical fitness assessment conducted during the school year.

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 District Principal.

Tobacco and E-Cigarettes Prohibited

Students are prohibited from possessing or using any type of tobacco product and electronic cigarettes, 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, including electronic cigarettes, by students and all others on school property or at school-sponsored or school-related activities.

Asbestos Management Plan

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 Mario A. Alvarado, the district's designated asbestos coordinator.

Pest Management Plan

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 environment.

All pesticides are registered for their intended use by the United States 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 Luis Alvarado, the district's IPM coordinator at (956) 605-5091.

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, Anna M. Garcia, at (956)481-3110.

HOMEWORK POLICY

Homework is an out-of-class assignment given to students during the independent phase of a lesson prior to summative assessment. Homework must be carefully examined and constructed so that it becomes a meaningful part of learning. Homework assignments shall be planned in accordance with the following principles:

- If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the each student. Homework shall follow modeling and guided practice of the lesson plan.
- The homework assignment must pertain to previously taught skills.
- Homework assignments must be adapted to individual needs. (Modifications)
- Homework assignments must be reasonable in view of the students' home resources.
- Every homework assignment must be properly evaluated.
- Homework should be an integral part of the classroom activities; it should never be busy work nor construed to be punishment.
- Special projects may require more time. Studying for exams is not considered homework.

The time required for students to do homework shall not exceed the time reflected below:

K – 5 th Grades	Approximately 30 minutes of homework daily.
6 th – 12 th Grades	Approximately 50 minutes (3 times a week) per subject.

Homework will not be assigned during the following: STAAR / EOC Testing, Stanford 10 Testing, Thanksgiving Holidays, Christmas Break Holidays, Spring Break, and Easter Holidays.

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 (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>.

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; rubeola (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 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 any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long 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 FFAC (LEGAL) and the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#).

IMMUNIZATION REQUIREMENTS

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccine was received must be recorded on all school immunization records created or updated after September 1, 1991.

TB Skin Test

PK entry and all new students to the district.

Exemptions:

The law allows the following:

- (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and
- (b) parents / guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief.

The law does not allow parents / guardians to elect an exemption simply because of inconvenience

(a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

Immunization Requirements

2017 – 2018 Texas Minimum State Vaccine Requirements for Students Grades K – 12

See Appendix C

IN-SCHOOL SUSPENSION

A student that is placed in In-School Suspension shall not participate nor attend any school-sponsored or school-related extracurricular activities, including out-of-town school sponsored or school related extracurricular activities throughout the duration of his/her placement in ISS.

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 custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been 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.

LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonable 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 parents 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.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor; the student may produce a note on his or her own behalf. Documentation regarding the reason for the absences will be required.
- If a student becomes ill during the school day, the school nurse or other district personnel determines that 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 the 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.

LEAVING CAMPUS DURING LUNCH

District Closed Campus Lunch Policy

With safety as the primary consideration, the following district-wide closed campus lunch policy will be implemented:

- No student shall be permitted to leave campus during lunch unless the student is signed out by the parent. A parent or guardian must sign their child out for lunch, and the parent or guardian must sign the student back in. Sign in and sign out will take place at the campus front office counter with the designated secretary.
- Students who leave campus during lunch without being signed out by a parent or without approval from administration shall be subject to disciplinary action in accordance with the Student Code of Conduct.
- Any student who is tardy 3 times for the class period following lunch will have the privilege of leaving campus for lunch revoked for the remainder of the school year.

Students may bring lunch from home or have a lunch delivered at the designated lunch period.

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.

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 cannot be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

Makeup Work Because of an Absence

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student

attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regard to the state laws surrounding “attendance for credit” or final grade.

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

DAEP Makeup Work

A student removed to Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student’s high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District.

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, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district.

Out of School Suspension Makeup Work

A student removed from the regular classroom and placed in out-of-school suspension will not have the opportunity to complete any assignments and/or tests.

MEDICINE AT 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 process his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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, with the following exception:

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.
- Nonprescription medication provided by the parent, along with a written request.
- Herbal or dietary supplements provided by the parent required by the student’s individualized education plan (IEP) or Section 504 plan for a student with disabilities.

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.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

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.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse.

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

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, and as required by law, San Isidro 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 members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
Mario A. Alvarado 481-3111
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Anna M. Garcia 481-3105
- All other concerns regarding discrimination: See the Superintendent, Mr. Mario A. Alvarado.

PARENT AND 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 together 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 school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- 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, school counselor or principal, please call the school office at 481-3107 or 481-3110.
- Becoming a school volunteer and participating in campus parent organizations.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Athletics' Participation (Secondary Grade Levels Only)

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page

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.

PRAAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher; the score received on any criterion-references or state-mandated assessment, and any other necessary academic information as determined by the district. In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessment of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on, any day between January 1 and the date of the first administration of the STAAR.

To earn a credit in a course, a student must receive a grade of at least 70 on course-level or grade-level standards. A middle school student (Jr. High) student must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subject areas: language arts, mathematics, social studies, and science.

Kindergarten Promotion Standards

The state of Texas allows individual districts the discretion to establish a policy for retaining students in Kindergarten (19 TAC § 75.195 (j)). In San Isidro ISD, retention policy begins in first grade. If a campus feels that retention would benefit a student in kindergarten, parental approval must be acquired and documented. If a parent disagrees with retention, the campus is to place that student in first grade and put a grade placement plan in place to help ensure the student is receiving the intervention necessary to be successful.

Promotion Standards Grades 1 – 5

In order to be promoted to the next grade, students must demonstrate the proficiencies listed below.

1. Grade Requirements:
 - An overall average of “70” or above, computed by averaging yearly grades for English Language Arts, mathematics, science and social studies.
 - Student must have an overall average of “70” or above in three of the four subject areas: English Language Arts, mathematics, science and social studies.
2. Testing Requirements:
 - Grade 5: Successful completion of the STAAR state assessments in reading and mathematics.

Promotion Standards Grades 6 - 8

In order to be promoted to the next grade, students must demonstrate the proficiencies listed below.

1. Grade Requirements:
 - An overall average of “70” or above, computed by averaging yearly grades for English Language Arts, mathematics, science and social studies.
 - Student must have an overall average of “70” or above in three of the four subject areas: English Language Arts, mathematics, science and social studies.
2. Testing Requirements:
 - Grade 8: Successful completion of the STAAR state assessments in reading and mathematics.

Elementary and Middle/Junior High Grade Levels

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

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

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

If a student in grades 3 – 8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be

required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

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

Certain students – some with disabilities and some with limited English proficiency – may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, 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 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.

A Personal Graduation Plan (PGP) will be prepared for any student in middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or as determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course level or grade level standards.

A student in grades 9 – 12 will be advanced a grade level based on the number of course credits earned.

Students will also have multiple opportunities to retake EOC assessments.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards of student grades and absences will be mailed to parents at the end of every six weeks. At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of the grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the superintendent 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.

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

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

RETALIAION

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

SAFETY

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

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

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of an injury to their child.

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

Prepared Drills: Evacuation, Severe Weather, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school 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.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or other 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.

SCHOOL HEALTH SERVICES

Requirements for Enrollment

Health clearance from the Nurse's Office is required for enrollment into the San Isidro I.S.D. All new students entering the school district must be cleared by the Nurse's Office. New students are those who were not enrolled the previous year.

Student Enrollment and Emergency Form

A student enrollment and emergency form must be completed for every student upon enrollment into the school district.

Emergency Care and First-Aid

"First-Aid is the immediate, temporary care given to a person in case of an accident or sudden illness, before the services of a health professional." A Student Emergency Card must be filed for every student at each campus. It will be updated yearly and readily accessible in case of an emergency.

Major Illness or Injuries

Appropriate first-aid will be administered and the parents contacted immediately. The nurse will accompany the student to a medical facility and remain with the student until the parents arrive. Every effort will be made by the nurse to contact the student's parents. All major illnesses or accidents will be reported to the principal and to the nurse.

Minor Illness or Injuries

First-aid will be administered to students who suddenly become ill or have minor accidents in school. The parents will be notified of the student's illness or accident by phone. Parents are responsible for taking their children for medical attention.

Medication

A student may have an illness which requires medication for relief or cure that does not prevent his attending school. If possible, such medication should be given by the parents and taken at home. However, if the student needs to take his/her medication during school hours in order to assume full participation in the school program, dispensing the medication may become the responsibility of the school.

- The school nurse or assigned employee is responsible for storing and dispensing of medication.
- For legal purposes, a written permission from the parent will be obtained for dispensing medications to a student.
- Each student's medication will have affixed a prescription label from a U.S. pharmacy, including his/her name, the name of the drug and the directions concerning dosage. **Medication must be in the original container.** Instructions about the duration of the medication period must be included in the medication form signed by the parent or legal guardian.
- A written record of each dose administered indicating the amount of medication, date and the time administered will be kept for each student.
- The school nurse will explain to the teachers the possible side effects of the medication.
- At the end of the school year, all medication will be returned to the parent or will be destroyed.

If my child should need medication administered during school hours and I provide the medication as stated above, I give consent for the San Isidro ISD school nurse or assigned employee to administer medication.

Si mi hijo/hija llega a necesitar que se le administre medicamento durante las horas de escuela y yo proveo la medicina como es requerida como mencionado en esta forma, yo doy mi consentimiento para que la enfermera de la escuela de San Isidro o otra persona asignada le de el medicamento a mi hijo/hija.

Parent's Signature/Firma de Padres

Date/Fecha

Minor first-aid is given to students at school. Medication cannot be given to the students unless:

- **Written request to dispense medication is signed by the parents.**
- **Written request to dispense the medication is signed by the student's doctor.**
- **Prescription is from a U .S. pharmacy and is in the original labeled container with the student's name, date, dosage, and the name of the doctor.**

Primeros auxilios se les da a los estudiantes en la escuela. Medicinas no seran dadas en la escuela mientras que:

- **Los padres legales firmen la forma para dar medicamento en la escuela.**
- **El doctor mande una receta para dar el medicamento.**
- **La receta tiene que ser de estados unidos, y estar en su frasco original conteniendo el nombre del estudiante, del doctor, fecha y dosis.**

SCHOOL FACILITIES

Use by Students Before and After School

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

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

After dismissal of school in the afternoon, 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.

Conduct Before and After School

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

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The district participates in the 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.

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.

SEARCHES

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

Students' Desks and Lockers

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Jr. High and High school students will be assigned a locker for their tenure at the respective campus. Each student is responsible for keeping it clean and neat. Students may not write or place stickers on or in the lockers. Any student who vandalizes the lockers is subject to disciplinary action.

Telecommunications and other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with the 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.

Vehicles on Campus

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others.

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student

refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

All student drivers are expected to abide by the following rules pertaining to the parking areas on campus:

- Each student driver is responsible for safe and courteous driving around the campus.
- Students are responsible for parking appropriately in the Student Designated Parking Area.
- Once a student driver parks, the vehicle is not to be moved until the end of the school day (3:15 p.m.).

Trained Dogs

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

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Mrs. Anna Garcia.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges required either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and Act-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her diploma and transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Student Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3 – 8

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

- Mathematics, annually in grades 3 – 8
- Reading, annually in grades 3 – 8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student's individual education plan (IEP).

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

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

High School Courses - End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

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

A student's ARD committee for students receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

STERIODS

State law prohibits students from possessing, dispensing, delivering, or administering anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uil.utexas.edu/athletics/health/steroidinformation.html>.

STUDENTS IN 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) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

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 DSHS maintains information regarding children's mental health and substance abuse intervention services on its website: [Services for Children and Adolescents](#).

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 [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

TARDIES

San Isidro ISD regards punctuality as essential to student success and to the smooth operation of the school. Persistent tardiness to school or to the individual classes causes disruptions to the classroom which are detrimental to the individual student and to the class as a whole. Students are expected to report to class before the tardy bell rings. Each teacher will be responsible for documenting student tardies. Three tardies will equal one unexcused absence in that particular class.

For each grading period:

- 1st to 3rd unexcused tardy = lunch detention
- 4th unexcused tardy and every one thereafter = 1 day in ISS
 - Students who have been assigned to ISS during a semester because of tardies will lose their semester exam exemption for that semester.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district approved instructional materials are provided to students free of charge for each subject or class. Any 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 technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS

The principal is authorized to transfer a student from one classroom to another.

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

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.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Any person who intentionally disrupts, prevents, or interferes, with the lawful transportation of students to and from school or school-sponsored activities on a school vehicle owned and/or operated by the school district shall be subject to suspension from riding the bus. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner.
- Keep feet, books, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van
- Not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

The following procedure will be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the principal, the student, the driver, and the parent(s) may be required.
- The administrator may suspend the student's bus riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student temporarily off the bus at the next "bus" stop and contact his/her parents, and call the administrator in charge.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked. Any student who brings a weapon on a school bus or is involved in a fight on a school bus is subject to immediate suspension from the bus regardless of the previous number of write-ups. This suspension will last a minimum of six weeks and could last as long as a year.

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 in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS

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

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

Upon written request of a parent of a student who receives special education services, a staff member, (as this term is defined by law), a principal or assistant principal or the board, 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 superintendent for further information or to request the installation and operation of this equipment.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit the school. 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.

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. **STUDENTS MAY NOT BRING VISITORS TO SCHOOL.**

Parents, As Visitors

Classroom visits / observations are not appropriate times for parent conferences. If parents have concerns, an appointment should be scheduled with the teacher at a time other than class time.

A visit to the classroom other than your child's classroom to gather information regarding the classroom or special program, shall be permitted only with prior approval of the administrator, and such a visit shall not be permitted during instructional time.

The purpose of the classroom visit needs to be clearly stated and again approved by the principal. Classroom observations may be denied in order to protect confidential information for all students. This is in compliance with the Family Educational Rights and Privacy Act and laws governing confidentiality for all students and **34 C.F.R. § 300.622** governing confidentiality of personally identifiable information of students with disabilities.

The San Isidro ISD asks that parents remain in the high school lobby area if picking up your child early from school. Parents will not be allowed to go directly to the child's classroom or to the elementary office to pick up the child(ren). The child(ren) will be directed to the high school lobby area where he/she will be signed out.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer, or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG (LOCAL) or GF (LOCAL).

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups: The district may invite representatives from patriotic societies listed in Title 26 of the United States Code to present information to interested students about membership in the society.

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 Anna M. Garcia for more information and to complete an application.

VOTER REGISTRATION

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWING FROM SCHOOL

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

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

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