

Los Fresnos Consolidated Independent School District

**ELEMENTARY
STUDENT HANDBOOK**

2011-2012

Board Presented: August 8, 2011

LOS FRESNOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Mission Statement

The Mission of the Board of Trustees, staff and administration of the Los Fresnos Consolidated Independent School District is to develop socially responsible and productive lifelong learners who will contribute to society as a result of a quality educational experience. To the full extent of their individual abilities, students will be provided the opportunity to develop the ability to think logically, independently and creatively and to communicate effectively. In addition, a clearly focused and qualitative educational program supported by active parental involvement and enhanced by a dedicated and knowledgeable staff who respects cultural differences will continue to be the main emphasis of our educational mission. We are committed to providing the best possible educational environment for learning as the means through which our mission is fulfilled.

LOS FRESNOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

ELEMENTARY CAMPUSES

Dora Romero Elementary.....	254-5210
Las Yescas Elementary	233-6955
Laureles Elementary.....	254-5141
Lopez-Riggins Elementary.....	233-6916
Los Fresnos Elementary	233-6900
Olmito Elementary.....	233-3950
Palmer-Laakso Elementary	254-5121
Rancho Verde Elementary.....	254-5230
Villarreal Elementary	233-3975

OTHER TELEPHONE NUMBERS

Child Nutrition Services.....	254-5055
Transportation	254-5086/254-5087
Parental Involvement.....	254-5091
Special Services.....	254-5100

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PREFACE

To Students and Parents:

Welcome to school year **2011-2012!** Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a wonderfully successful year for our students. The Los Fresnos Consolidated 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 organized in alphabetical order and a Table of Contents is provided for parents' quick reference and utilization.

Both students and parents should become familiar with the Los Fresnos Consolidated Independent School District *Student Code of Conduct*, which is a document adopted by the Board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook or as a separate document sent home to parents, posted on the District website at www.lfcisd.net, or available in the principal's office.

The Student Handbook is designed to be in harmony with Board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications. The District hereby reserves and retains the right to amend, alter, change, delete or modify any of the provisions of this handbook at any time, without notice, in any manner that the Administration of the Board of Trustees of the District deems to be in the best interest of the District. In case of conflict between Board policy or the *Student Code of Conduct* and any provisions of student handbooks, the provisions of Board policy or the *Student Code of Conduct* that were most recently adopted by the Board are to be followed. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available online at www.lfcisd.net. We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. ***Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices.***

DISCLAIMER STATEMENT

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the District and any student, prospective student, agency of the local, state, or federal government, or any other person or legal entity of any and every nature whatsoever.

NONDISCRIMINATION

Los Fresnos Consolidated Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff member have been designated to coordinate compliance with these requirements: Title IX Coordinator, for concerns regarding discrimination on the basis of gender and for concerns regarding discrimination on the basis of disability: Dr. Birdie Rodriguez, Executive Director for Support Services, 254-5014.

SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS

Other designated staff you may need to contact include: Liaison for Homeless Children and Youths, who coordinates services for homeless students: Myliss Parker, Director of Guidance & Counseling, 254-5095. Manuel Almanza, Parental Involvement Coordinator, who works with parents of students participating in Title I programs, 254-5091.

SERVICES FOR STUDENTS WITH DISABILITIES

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. The "Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education" attachment is included in Appendices Section. For more information you may contact Dr. Birdie Rodriguez, Executive Director for Support Services at 254-5014.

ACCOMMODATIONS FOR CHILDREN OF MILITARY FAMILIES

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

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements.
- In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. Information can be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day’s, and to grow as an individual. The Los Fresnos CISD works hard to also provide attendance incentives, recognitions, and honors to those students and campuses that achieve outstanding attendance percentages for each marking period.

Parents should note that 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.

School hours are:	7:55 a.m. – 2:55 p.m.	Kinder – 5	Pre-Kinder A.M. 7:55 – 11.25
Early Release	7:55 a.m. – 12:00 p.m.		Pre-Kinder P.M. 11:25 – 2:55

For safety purposes: Children must **not** be dropped off at school **before 7:00 a.m.** *Staff members are not on duty until 7:00.* During dismissal parents or other authorized adults must be at home and **visible** to receive Pre-K, Kinder and Special Transportation Students.

Students attending District elementary schools shall not be allowed to leave campus without proper authorization. The principal shall consider special circumstances on a case-by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action.

School Attendance Zones: Students may only attend schools within their zone. Proof of residence such as utility bills is required upon registration.

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

Compulsory Attendance-Annual Notice

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day.

Students enrolled in pre-kindergarten or kindergarten are required to attend school. If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed 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.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee’s decision to the Board of Trustees by filing a written request with the superintendent in accordance with policy FNG.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted.

A student will be permitted to make up tests, turn in projects and make up assignments due in any class missed because of absence. The teacher may assign the student make-up work based on the instructional objective for the subject and the needs of the individual student in mastering the essential knowledge and skills for the time the student was absent.

Exemption to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities:

- Religious holy days.
- Required court appearances,
- Activities related to obtaining United States citizenship,
- Documented health-care appointments, 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 return to campus.

Release of Students from School

Because class time is important, doctor's appointments should be scheduled, if possible, when the student will not miss instructional time. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and in accordance to campus sign-out procedures. Unless the campus principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

- A parent wishing to withdraw a student from school **will be required to sign a request** to the principal stating the reason for the withdrawal and the effective date.
- **Parents and all other visitors are required to enter the campus through front door only, and they must sign in at the campus' main office to receive a visitor's pass.** *The district will use the computerized central database maintained by the Texas Department of Public Safety or any other database accessible to the district to determine whether campus visitors are registered sex offenders. No person who has pled guilty, has pled nolo contendere, has been found guilty of a reportable conviction or adjudication, or is required to register with the sex offender registry may enter or be present on any district campus or property.*
- Parents wanting to pick up their child anytime during the day or before dismissal time **will be required to go by the office to follow checkout procedures.**
- The Office will not release students without following procedures:
 - Students will only be released to the person(s) specified on the student's Enrollment Card. Proper picture identification will be required. It is the responsibility of the parent to update the information on the card.
 - Secretary/Office clerk will ask the parent/visitor to complete the "Request for Temporary Removal of a Student from Class" form. The completed form must be signed by an administrator's designee before permission is granted to parent/visitor.
 - Classroom teacher will release the student ONLY upon receipt of signed form and/or intercom call to office verifying approval to release child.
 - Principal will keep all forms on file for previous and current school year.
 - Authorized persons wishing to speak to a student must sign in "Log Book." **For those campuses with computerized security systems, visitors are required to receive a computer-generated visitor's pass.**

- Authorized persons who only wish to speak to a student may do so only in a specified location that can be properly (visually) supervised by office personnel.

Please Note: Tardies before 10:00 a.m. and early releases after 10:00 a.m. will not affect official attendance records. **However, tardies after 7:55 A.M. will affect perfect attendance rewards. Three tardies will place the student in lunch detention. A combination of three (3) tardies or three (3) early dismissals automatically disqualifies the child from the campus' six-week's Perfect Attendance rewards and celebrations, with a consideration for students with severe health issues.**

Dismissal Procedures

- Parents who come for their children at the end of the day must make sure that the student's instructional day is not disrupted. **No student will be dismissed between 2:30 P.M. and 2:55 P.M.**
- All students picked up by their parents will report to a designated area and must be picked up promptly no later than 3:15; **supervision is limited.**
- We will call all contact numbers to try to reach parents of **Pre-Kinder, Kinder and students with disabilities** returned to school by their bus driver or not picked up by 4:30. If we cannot reach you, your child will be taken to the appropriate authorities.
- Students will be supervised as they walk to the designated pick-up area or to the bus.
- **TRANSPORTATION CHANGES MUST BE MADE IN ADVANCE AND IN WRITING.**
- Once the students have boarded the bus, they will not be released without an administrator's approval.
- Students who are to walk home must have a signed and dated permission note from their parents on file at the school.
- Students who are to ride bicycles to school will need signed permission slips.

CHILD NUTRITION PROGRAM

The District participates in the Provision II Universal Feeding Program and offers to students a nutritionally balanced breakfast and lunch daily. The concept of the Provision II Feeding Program is to serve free meals to all enrolled students regardless of income eligibility. Information on this program can be obtained by calling Child Nutrition Services at 254-5055.

- No charging or negative balances are allowed.
- Students are encouraged to deposit money into their account (checks payable to: [School's Name] Food Service) if they would like to purchase second meals or buy a la carte items.
- All student lunch prices for **a second meal** are: Elementary Students: Breakfast - \$1.75 Lunch \$3.00

Meal Substitutions for Medical or Special Dietary Reason for Students

The District will provide meal substitutions only when a written statement signed by a licensed physician or physician assistant is presented. The statement must identify the child, why the child's diet must be restricted, and the food to be omitted or substituted. All medical statements are required on an annual basis. The original request goes to the Director of Child Nutrition, and a copy stays with the cafeteria manager. Parents must meet with the Director to review the diet order. Please call 254-5055.

COMMUNICATION BETWEEN HOME AND SCHOOL / PARENTAL INVOLVEMENT

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child 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. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child’s academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office where your child is enrolled for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, see policy GKG and contact the Parental Involvement Coordinator at 254-5091.]
- Participating in campus parent organizations, such as PTA.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact the Parental Involvement Coordinator at 254-5091.]
- Offering to serve on the School Health Advisory Council (SHAC) and assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA.]
- Attending board meetings to learn more about District operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

As a parent, you also 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. As parents have the right to inspect a survey created by a third party before it is administered to your child.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the District will seek parental consent before displaying student's artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Parents' Rights

- To request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- 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.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a cocurricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See policy EC (Legal).]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (Legal).]
- To request in writing, if you are a non-custodial parent that you be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policy FO (LEGAL) and the *Student Code of Conduct*.

- To request the transfer of your child to another classroom or campus if your child has been determined by the Superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. For more information, please contact the principal of your child’s school. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD (LOCAL).]
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD (Legal) and (Local).]
- To request that your children be placed in either the classroom or in separate classrooms if they are multiple birth siblings (e.g., twins, triplets, etc.) and assigned to the same grade and campus.

COMPLAINTS BY STUDENTS/PARENTS

Usually, student or parent complaints or concerns can be addressed simply-by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG. In general, a parent or student should submit a written complaint and a request for a conference with the 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. A copy of this policy may be obtained online at: www.lfcisd.net.

Limited Contact with a Student through Electronic Media

As per district policy, teachers and administrators are permitted to communicate with students through the use of electronic media using district telecommunication resources within the scope of their professional duties.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. **Corporal Punishment** —*spanking or paddling the student*—will **not** be used as a discipline management technique by any staff member.

Disruptions of School Operations

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

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

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

Social Events

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

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

Classroom Behavior Management Plan

The elementary behavior plan consists of the classroom behavior color chart that will be followed by grades Pre-Kindergarten through Fifth grade teachers. During the first two weeks of school, each elementary campus will have a scheduled meeting for teachers to explain the Behavior Management Plan to parents.

Classroom Behavior Chart

The District Code of Conduct will be displayed in each classroom.

A Classroom Behavior Chart is to be used in each classroom for monitoring student behavior. The chart will have either the student's name or number that has been assigned to the student.

Behavior guidelines:

Blue: Good Behavior – Student can have up to 2 verbal warnings.

Yellow: Change color to yellow at 3rd verbal warning.

Green: Change color to green at 4th verbal warning and child is in classroom Time-out for no longer than 10 minutes.

Red: Change color to red at 5th verbal warning or after Severe Behavior. At this level the teacher must verbally contact the parent and send the Parent Contact Form home.

The Parent Contact Form can also be used to inform the parents that their child has consistently broken rules from the Classroom Behavior Plan, even though they had not reached the Red Level on their Behavior Chart.

Every student starts the day with a blue coding on the behavior chart. Any infraction of the *Code of Conduct* will result in a color change. A Classroom Behavior Chart will be sent home daily with the student. The circle for that day on the student's chart will be filled in with the color from the classroom chart for that day. Parents are required to initial the form below the circle and return it with the student each day.

When attaching Behavior Notes/District Referral Forms to a student's Behavior Chart it is important to make note of the attachment in the comment section. A Parent-Teacher Conference must occur when a student receives 3+ green and/or red circles on their Behavior Chart within one week.

Discipline Referrals to Campus Administrator

Students will be referred to the administrator for disciplinary action in the following cases:

1. Upon receiving red on their chart for three days within a week, a student must be referred by the teacher.
2. Student is referred for behavior under the “Severe Clause”.

When the student is sent to the administrator, a District Referral Form must be completed by the student’s teacher and sent to the office immediately.

Severe Clause

If a student is involved with any of the following, he/she will be sent to the administrator’s office for immediate action.

1. Physically fighting with peers.
2. Verbally or physically assaulting an adult.
3. Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct.
4. Stealing, damaging or vandalizing property owned by another person.
5. Possession of drugs, weapons, tobacco, or alcohol.
6. Skipping class, truancy, or running away.
7. Directing profanity, vulgar language, or obscene gestures toward other students or a District employee.
8. Ethnic or racial slurs/name-calling, or derogatory statements that could disrupt or incite violence.
9. Other severe behaviors as outlined in LFCISD *Student Code of Conduct*.

Actions most frequently taken by the administrator in response to discipline referred to the office are:

- Conference with the student.
- Conference with parent.
- Lunch recess detention.
- In-school suspension.
- Out-of-school suspension.

The administrator will designate an appropriate staff member and location for lunch recess detention and in-school suspension. Only the administrator will assign detentions or suspensions. When students are seen by an administrator, notice of the office referral and action taken must be sent to the parent within 24 hours. The teacher removal process for students interfering with classroom learning is outlined in the LFCISD *Student Code of Conduct*.

Teachers are encouraged to strive for an understanding of student’s behavior. They must also correct inappropriate behavior. In the process of correcting the inappropriate behaviors, the teachers may solicit assistance from the school counselor.

LFCISD Police Department

The Los Fresnos CISD Police Officers will work to establish a sense of security and trust for both students and staff by enforcing state, local and school District policy (*Student Code of Conduct*) and by working with staff and students to develop safe and secure environment. Any questions regarding the actions of the officers or security officers may be directed to the Chief of Police, Joel Sanchez at 254-5320.

Purpose

The Los Fresnos CISD Police Department is a law enforcement agency dedicated to the safety needs of the students and staff. The Los Fresnos CISD Police Officers are commissioned as Texas Peace Officers by the Los Fresnos School District and are licensed by the Texas Commission on Law Enforcement Officer Standards and Education. The Los Fresnos CISD Police Officers work closely with area law enforcement agencies in order to achieve its law enforcement purpose. Additionally, the Los Fresnos CISD Police Officers are service-oriented. This means that they emphasize courtesy, conflict resolution, and assistance while carrying out the traditional duties of police work. School District Police Officers are vested with all rights, privileges, obligations, and duties of Peace Officers in the State of Texas. This means that the Los Fresnos CSID Police officers have the authority to:

- Arrest
- Issue Citations
- Conduct Legal Searches
- File Criminal Charges
- Enforce School District Polices including the *Student Code of Conduct* (Class “C” Misdemeanor)
- Enforce applicable sections of the Texas Education Code.

Bullying

Parents please read the information below carefully and discuss it with your child.

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student’s property, places a student in fear of physical harm or of damage to the student’s property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying”. Bullying is prohibited by the Los Fresnos Consolidated Independent School District.

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration investigation indicates that bullying has occurred.

Harassment

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person’s religion beliefs or practices, accent, skin color; or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Discrimination

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, which may be accessed at your school counselor's office. 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 conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

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

<http://sapn.nonprofitoffice.com/>

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

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

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

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

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 will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District. In the event the alleged harassment 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 Board policy.

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

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

COUNSELING

- The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse issues. The counselor may also make available information about community resources to address these concerns. Regularly scheduled counseling sessions will be held and parents will be notified.
- **Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

CREDIT BY EXAMINATION

Credit by examination will be allowed without prior instruction (refer to EEJB) beginning with the Kinder level. A student will be permitted to take an examination to advance to a higher grade for which the student has no prior instruction. The examination dates are scheduled during the fall and spring for each school year. A student planning to take an examination for acceleration (or the student's parent) must register with the assessment office no later than 30 days prior to the scheduled testing date. No fee shall be charged for an examination for acceleration provided by the District; however, a refundable deposit of \$18.00 per exam requested shall be required. The deposit shall be forfeited for any exam requested but not completed by the student. The passing score required to earn credit on an exam is 90 on approved tests.

Testing Session	Deadline for Application
<u>September 26/27, 2011 (Monday/Tuesday) at 4:30 p.m.</u>	<u>September 01, 2011 at 12:00 p.m.</u>
<u>October 24/25, 2011 (Monday/Tuesday) at 4:30 p.m.</u>	<u>September 29, 2011 at 12:00 p.m.</u>
<u>December 12/13, 2011 (Monday/Tuesday) at 4:30 p.m.</u>	<u>November 03, 2011 at 12:00 p.m.</u>
<u>February 6/7, 2012 (Monday/Tuesday) at 4:30 p.m.</u>	<u>January 12, 2012 at 12:00 p.m.</u>
<u>April 2/3, 2012 (Monday/Tuesday) at 4:30 p.m.</u>	<u>March 1, 2012 at 12:00 p.m.</u>
<u>May 21/22, 2012 (Monday/Tuesday) at 4:30 p.m.</u>	<u>April 12, 2012 at 12:00 p.m.</u>

DISTRIBUTION OF PUBLISHED MATERIALS OR 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. The District's newsletter is available to students. 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 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated a specific location for approved non-school materials to be placed for voluntary viewing by students. [See policy FNAA.] A student may appeal a principal's decision in accordance with policy FNG (LOCAL). Any student who posts 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.

Non-school Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. **The Dress Codes will be strictly enforced, and disciplinary action will be taken. At the Principal's discretion, any article of clothing that is deemed inappropriate will not be permitted.** Students' personal dress and grooming must comply with the following guidelines:

- District Standardized Dress Code
 - Tops: Tops without logos, t-shirt style, school spirit shirts (on designated days), button-down shirts or polo-type shirts in white, navy, or red are allowed. Baggy, sagging, oversized or tight fitting clothing are not permitted. In preparation for middle school, all fifth grade students must have shirts tucked in to allow belts to be visible at all time.
 - Bottoms: Pants, shorts, or overalls that are blue denim, navy blue, or khaki and that are free from design and detailing are required. All pants, shorts, skirts, and other bottoms must be worn at waist level. Clothing that is torn or has distracting holes is not permitted.
 - Cover Ups: All cover ups must have zipper or button front and be of waist length and worn unzipped/unbuttoned. Pullover hoodies or sweatshirts are not permitted.
 - Body piercing, (ex. belly button, nose, lips) is not allowed. Pierced ears are allowed for girls only.
 - Tattoos. All tattoos must be covered with clothing.
 - No colored hair spray, colored gel, hair extensions of any color or distracting dyed hair coloring is permitted.
 - Accessories: No excessive, distracting jewelry or accessories are permitted. It is highly recommended that all backpacks and book bags be clear or mesh. Caps or hats are not to be worn in the building.
 - Belts with metal studs will not be permitted due to safety hazard.
 - **At the Principal's discretion, any article of clothing that is deemed inappropriate will not be permitted.**

- Additional Requirements for Boys
 - Hair shall be clean, well groomed, and neatly trimmed. Hair shall not be permitted below the ear lobe. Hair on the forehead shall not be worn below the brow and must be above the shirt collar. Rattails, **Fohawks**, Mohawks, or shaved symbols are not permitted.
 - Shoes shall be worn at all times. Flip-flops/thongs are not permitted.
 - Shirts should be buttoned except that the top two buttons at the neck may be unbuttoned provided that bare chests are not exposed.
 - Earrings are not permitted.
- Additional Requirements for Girls
 - Hair shall be clean, well groomed, not cover eyes or interferes with eye sight. No rattails, Fohawks, Mohawks, or shaved symbols will be permitted.
 - Dresses, skirts, and shorts shall be no more than four inches above the top of the knee.
 - Tank tops, spaghetti straps, or shirts with straps that expose the torso shall not be worn as outer garments.
 - Short blouses that let the waist show are not permitted. The nude look, see through blouses, and revealing fashions are not permitted.
 - Make-up is not allowed.
 - Grooming shall be confined to the restrooms.
 - Shoes shall be worn at all times. Flip-flops/thongs, wedges, and high heels are prohibited.
 - Leggings will not be permitted.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students are not permitted to possess such items as pagers, radios, cell phones, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school. The following procedure will be followed:

- The first time a student's cell phone or other electronic device is confiscated, the student/parent would receive a warning. The parent will be required to retrieve the device.
- On the second occurrence, the parent would be charged a fee of \$10.00 upon the return of the device.
- On the third occurrence, the parent would be charged a fee of \$15.00 upon the return of the device.
- All confiscated a cell phones would be transferred to our Los Fresnos CISD Police Department. Payment of fees and retrieval of devices would be conducted by the Los Fresnos CISD Police Department. Any money collected from the fees would be applied to the District general fund.
- If a cell phone is not retrieved, the District would dispose of it after proper notice to parent. **[See policy FNCE.]**

No electronic devices are permissible in a secured assessment area which could invalidate any students' exams. A student found to have an electronic device during state assessment dates in a secure testing area will be subject to disciplinary penalties according to the *Student Code of Conduct*.

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The District will not be responsible for damaged, lost, or stolen telecommunications devices. **Incidents of lost or stolen electronic devices, including cell phones, will not be investigated.**

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 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 sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, 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, 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 and may, in certain circumstances, be reported to law enforcement.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. **Participation, however, is a privilege, not a right.** The activities are governed by the set rules of the University Interscholastic League—a statewide association of participating Districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules.

- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class or a student with disabilities, who fails to meet the standards in the Individual Education Plan (IEP), may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes and (2) completed the three weeks of ineligibility.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as a band, choir, chess, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is 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. [For information, see policies FM and FO.]

FEES

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

- Voluntarily purchased student accident insurance.
- Voluntarily purchased pictures, publications, or yearbooks.

- Fees for lost, damaged, or overdue library books.
- Musical instrument (recorder) for music class.
- Cost for materials for class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees for extra-curricular activities.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Any required fee or deposit may be waived if the student or parents are unable to pay. Application for such a waiver may be made to the principal.

FUND-RAISING

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. A proposal detailing the fund-raising activity must be submitted to the principal before the event. [For further information, see polices FJ and GE.]

HEALTH RELATED MATTERS

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. The school nurse or the principal’s office can provide information from the Department of State Health Services regarding these diseases.

To protect children 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. The school nurse or the principal’s office can provide information from the Department of Health Services regarding these diseases.

Parents of a student with a contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis A (acute)	Rubella (German Measles),
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	typhoid fever
Fifth disease	Measles (Rubeola)	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm of the scalp	Whooping Cough (Pertussis)

Students with fever with a temperature of 100.4 or higher will not be permitted to remain in school. Parent will be summoned to school to take their child home.

Bacterial Meningitis

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

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

Please Note:

THE DISTRICT IS NOT RESPONSIBLE FOR MEDICAL EXPENSES ASSOCIATED WITH A STUDENT'S INJURY. STATE LAW DOES NOT PERMIT THE DISTRICT TO PAY SUCH EXPENSES. THE DISTRICT DOES MAKE AVAILABLE, HOWEVER, AN OPTIONAL, LOW-COST STUDENT ACCIDENT INSURANCE PROGRAM TO ASSIST PARENTS IN MEETING MEDICAL EXPENSES. A PARENT WHO DESIRES COVERAGE FOR HIS OR HER CHILD WILL BE RESPONSIBLE FOR PAYING INSURANCE PREMIUMS AND FOR SUBMITTING CLAIMS THROUGH THE OFFICE OF THE CHIEF FINANCIAL OFFICE. INFORMATION WILL BE FORWARDED TO PARENTS VIA THE STUDENTS. THE DISTRICT ALSO ENCOURAGES PARENTS TO APPLY FOR THE TEXAS CHILDREN HEALTH INSURANCE PROGRAM (CHIP). PLEASE CALL 1-800-647-6558 FOR INFORMATION.

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, Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarizations. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (Legal) and the Department of State Health Services Web site: http://www.dshs.state.tx.us/immunize/school/school_info.shtm]

Illness and Injury

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken by ambulance to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

Medicine at School

It shall be standard procedure of the Los Fresnos CISD nursing department that medications brought from home may be administered by the school nurse or designated person during school hours under the rules and guidelines of the school District. The following rules will be observed by all campus school nurses.

- Medication must be from the U.S. No medication from Mexico or foreign countries will be administered by school nurses or school personnel.

- Medication must be in the recent original container with the student’s name, date, doctor’s name, name of medication, dosage to be administered. If it is over the counter medication such as Tylenol, it must come in the original box or container when brought to the nursing office. Please remember it needs to be age appropriate.
- A signed note must come from the parent or guardian with instructions as to when medication is to be administered. If it is to be administered for a prolonged period of time your school nurse has a form for your doctor to fill out.
- Medications are to be administered at school only if it cannot be administered at home.
- Medication is to be kept in a secure place in the health office during school hours. Medication should not be kept in the classroom or in the student’s possession during school hours for the purpose of self medication.
- Each case where a physician states a student can carry his own medications (Asthma Inhalers) while in school shall be reviewed for safety and decision making with doctor’s order, nurse, parent and administration.
- Medication must be brought and picked up by a responsible adult. It is against school rules for students to have medication in their possession.
- The District does not provide medication of any kind to students. The parent/guardian will be contacted if a student is in need of medication during school hours. The parent may leave the medicine with the school nurse.
- Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering any anabolic steroid. Anabolic steroids are physician prescribe only.
- 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 school related activities. See the school nurse or principal for information.

Physical Activity for Students in Elementary Grades

In accordance with EHAB and EHAC, the District will ensure that students in Kindergarten through grade 5 engage in moderate or vigorous physical activity at least 30 minutes per day or 135 minutes per week. For additional information on the District’s requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

Physical Fitness Assessment

Annually, the District will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the Physical Education Teacher or the Principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

Reye’s Syndrome

Reye’s syndrome is a very serious disease that you should know about. Some people develop Reye’s syndrome as they are getting over a viral like the flu or chicken pox. It usually affects people from infancy through young adulthood; no age group is immune. It can develop 3-5 days after the onset of chicken pox, an upper respiratory infection, or other fever-causing illness. It affects the liver and brain, is non-contagious and is often misdiagnosed as encephalitis, meningitis, diabetes, poisoning, drug overdose, and sudden infant death.

WHAT ARE THE SIGNS AND SYMPTOMS?

- | | |
|-------------------------------------|---|
| • Relentless or continuous vomiting | Disorientation or confusion |
| • Listlessness | Combativeness |
| • Drowsiness | Delirium, convulsions, or loss of consciousness |
| • Personality change | |

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND HAVE REYE'S SYNDROME?

Phone your doctor immediately if these symptoms develop and voice your concern about Reye's syndrome. Take the person to the emergency room. Liver function tests can be done to determine the possibility of Reye's syndrome. There is 90% chance of recovery when the syndrome is treated in its earliest stages by physicians and nurses experienced in the treatment of Reye's syndrome.

The National Reye's Syndrome Foundation, the U.S. Surgeon General, the Food and Drug Administration, and the Centers for Disease Control recommend that aspirin and combination products containing aspirin not be taken by anyone under 19 years of age during fever-causing illnesses. Currently there is no conclusive data as to whether other forms of salicylate are associated with the development of Reye's syndrome. Until further research has answered these questions, the NSRF recommends that products containing any of these substances should not be taken during episodes of viral infections.

School Health Advisory Council

During the preceding school year, the District's School Health Advisory Council held several meetings. Additional information regarding the District's School Health Advisory Council is available from the District's Health Service's Coordinator at 233-4407. [See also policies BDF and EHAA.]

Other Health-Related Matters

Tobacco Prohibited

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policy GKA.]

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Department of Maintenance office. If you have any questions, please contact the Director of Maintenance at 233-6324.

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 variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the 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 and want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance at 254-5065.

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.]

Steroids

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

Vending Machines

The District has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines contact the Child Nutrition Director at 233-1521. [See policies CO and FFA.]

Food Allergies

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

HOMEWORK

Los Fresnos C.I.S.D. recognizes the fact that study is desirable and necessary. Students will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. All homework assignments may not be written but could be in the form of study or review for a test or research for projects or book reports. All written homework will be reviewed and returned to the student in order to provide relevant feedback. Parents should be aware of the purpose of homework and encourage and support the school in completion of all assignments.

Homework may be given Monday-Thursday. No homework will be given for weekends or holidays. The following is a suggested time for students completing their homework:

Pre-Kinder - 10 minutes	Kinder - 10 minutes	First Grade - 10 minutes	Second Grade - 20 minutes
Third Grade - 30 minutes	Fourth Grade – 40 minutes	Fifth Grade - 50 minutes	

Special projects may require increased time to the suggested homework completion time allotments, and Daily Reading time should not be included as part of these minutes.

LAW ENFORCEMENT

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 and if the questioning or interview is part of a child abuse investigation. In other circumstance:

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

- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in 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 into the custody of 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 parents 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 in a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is required by state law to notify

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

PARTIES

- Pre-Kinder through the fifth grades will be allowed two (2) parties per year where food of minimal nutrition value may be served. Only commercial prepared food items are allowed. The parties will be the winter and End-of-Year parties. The dates are the last day before the winter vacation in December and the last day of school in June.
- No Birthday parties will be allowed. Parents may bring cakes or cupcakes with 24-hour prior notification. **The treats are to be left at the office. Campus personnel will deliver the treats to the classroom at 2:30 P.M.** Non-commercial (homemade) food items will not be served or sold to the students on any campus. For more information, contact the Child Nutrition Department at 254-5055.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

A minute of silence will follow recitation of the pledges. The students may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

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

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards.

The District shall not grant social promotion nor will attendance to summer school serve as criteria for promotion. Students shall be promoted only on the basis of academic achievement or on the recommendation of a Grade Placement Committee and in accordance with District attendance guidelines.

To be promoted from one grade level to the next, a student shall have a yearly average of 70 or above in reading, a 70 or above in language arts, and a 70 or above in math. An overall average of 70 or above is required when science and social studies are averaged together.

When a student is not making satisfactory progress toward promotion, the following letters of concern must be sent home:

- **First Notice of Concern** with the 3rd week of the third nine weeks' report card
- **Second Notice of Concern** with the 1st week of the fourth nine weeks' report card
- **Notice of Retention** by the 4th week of the final reporting period

A copy of the notices sent will be kept on file by the teacher. A parent conference will be conducted to finalize the retention and to fill out the Retention Conference Record. This record will be placed in the student's permanent record folder.

In exceptional cases, with approval of a committee, a second retention within the grade spans of one through four or five through eight may be allowed. The committee will consist of the student's teacher(s), an administrator, a counselor, and the student's parents.

Student Success Initiative (SSI)

The state passing standards for the new state-mandated assessments will be established the fall of 2012-2013 school year. Therefore, the state rule requiring students in grades 5 and 8 to meet the passing standards on state-mandated assessments to be promoted to the next grade will be suspended for the 2011-2012 school year only.

REPORT CARDS AND PROGRESS REPORTS

Computer generated reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine (9) weeks. A District approved computer-generated progress report will be sent home at the end of the first three weeks and six weeks of each grading period. Parents are to sign the progress report and return to school within three school days.

- At the end of the first three and six weeks of a grading period, parents are notified if the student's grade average is at or below 75, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the teacher will be schedule a conference with the parent. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

A District approved computer-generated report card containing the student's grades and absences in each subject area must be provided to parents and/or guardians following each nine weeks report period. The parent/guardian is to sign and return the report card to school within three school days.

Explanation of Grades

In grades Pre-kinder (PK), letter grades with numerical grade equivalents will be used to indicate student performance in all subjects. Letter grades will be recorded in the district approved official computerized grade book.

E	= 100 – 90	Excellent Progress
S	= 89 – 80	Good Progress
I	= 79 - 75	Improving Progress
NI	= 74 - 66	Needs Improvement
U	= 65 – Below	Unsatisfactory Progress

In grades Kinder (K) through fifth (5th) numerical grades will be used to indicate student performance in reading, language-composition, mathematics, science, social studies, spelling, handwriting, health, fine arts, and physical education. Grades earned will be recorded in the district approved official computerized grade book.

E	= 100 – 90	Excellent Progress
S	= 89 - 80	Good Progress
NI	= 79 - 70	Needs Improvement
U	= 69 – Below	Unsatisfactory Progress

Honor Roll: Student Eligibility

Honor roll student eligibility is based on the core area courses as listed below.

English Language Arts and Reading (ELAR)

Math

Science

Social Studies

A Honor Roll – A student must earn A's in all core area courses.

1. English Language Arts and Reading (ELAR) – A's

- Reading – A's
- Language Arts – A's

2. Mathematics – A's
3. Science – A's
4. Social Studies – A's

A and B Honor Roll – A student must earn a combination of A's and B's in core area courses.

1. English Language Arts and Reading (ELAR) – *Combination A's and B's*
 - Reading – *Combination A's and B's*
 - Language Arts – *Combination A's and B's*
2. Mathematics – *Combination A's and B's*
3. Science – *Combination A's and B's*
4. Social Studies – *Combination A's and B's*

End of Year

- (1) All A Honor Roll – A student must earn the A Honor Roll each nine (9) weeks.
- (2) All A/B Honor Roll – A student must earn a combination of the A and A/B Honor Roll each nine (9) weeks.

eSchool Home Access Center

GradeSpeed will no longer be used by the district. It has been replaced by eSchool which has a parent component like GradeSpeed. It is also a free, online electronic tool that gives parents the opportunity for a proactive involvement in their children's grades and attendance throughout the school year. Information on how to access this new tool will be sent to the parents. Training opportunities will be provided.

Teachers follow grading guidelines approved by the Superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. 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)

SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the *Student Code of Conduct* and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition, or while engaging in school-sponsored activities on a school campus; the District under state law, cannot pay

for medical expenses associated with a student's injury. A parent who desires coverage for his/her child will be responsible for paying insurance premiums and for submitting claims through the office of the District's Chief Financial Officer, who can be reached at 254-5038. Information will be gladly forwarded to the parents via the students. The District also encourages parents to apply for the Texas Children Health Insurance Program (CHIP). Please call 1-800-647-6558 for this information.

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. 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 to medications, etc.). Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information that the nurse or teacher need to know.

Emergency School-Closing Information

Rarely is it necessary for the Superintendent to close school because of inclement weather conditions. However, should weather conditions be such that parents suspect that school might be closed, they should listen to local radio and television stations for official announcements by the District. In case of local flooding due to torrential rains, lightning, or high winds, students will NOT be dismissed from school until the District determines it is safe for students to go home. Students may leave school if a parent/guardian personally arrives at the campus to pick them up and follow appropriate check-out procedures. *In case of any emergency, the superintendent, or designee, will use the School Messenger System to deliver important messages to all parents whose telephone numbers are available to the schools. Please ensure that your school has your current telephone number.* Additional information may be located online at: lfcisd.net.

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 the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use. Please contact your school librarian for the most current Hours of Service available for student usage.

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 make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the *Student Code of Conduct*.

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

- Students' desks 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.
- 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 District policy, whether or not a student is present.
- The parent will be notified if any prohibited items are found in the student's desk.
- Searches resulting in the discovery of prohibited or illegal items will result in disciplinary action as defined in the *Student Code of Conduct*.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around desks 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 or a vehicle to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

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

Nominations to the Gifted and Talented Discovery Program are as follows:

*Kindergarten

- Parent nomination forms will be sent home in **mid December** to all Kindergarten parents.
- Kindergarten assessment will be completed by the end of **February**.
- Identified Kindergarten students will begin Discovery Program no later than **March**.

*Grades 1st - 5th

- Nominations due by **April 1st**.
- Students will be identified by the end of the current school year.

PARENTS OF STUDENTS WITH DISABILITIES

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide 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 **prior** written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the District. The district is required to give the parents *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities and A Guide to the Admission, Review, and Dismissal Process*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Executive Director for Support Services, Dr. Birdie Rodriguez (254-5014).

MIGRANT PROGRAM & POLICY

Migrant students: The late entry and/or early withdrawal of migrant students is recognized by the Texas Administration Code and local District policy as an extenuating circumstance in terms of attendance. Therefore, migrant students may receive credit for a course with less than 80 days attendance. TEA encourages all counselors and registrars to ensure that all migrant students are afforded due process in the application of the attendance rules and has stated that, *“Under no circumstances should a migrant student, due to migration, be denied the opportunity to complete courses for semester credit” (Rule 19, Texas Administrative Code, 61.65).*

Migrant Student Credit Through the Migrant Tutorial Program

Secondary migrant students who enter late or withdrew early are strongly encouraged to enroll in a migrant tutorial program. The local education agencies have a commitment to ensure that an equal educational opportunity for migrant students. Therefore, the student's regular teachers are strongly requested to cooperate with the migrant teacher in helping migrant students meet academic requirements.

PARENTS OF 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.

STUDENT RECORDS

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

including a parent or the student, requesting the information. For purposes of student records, an eligible student is one who is 18 or older or who is attending an institution of postsecondary education.

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

- Parents, whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as the student 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs. Individuals granted access in response to a subpoena or court order.
- A school or institution or postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.

Release to any other person or agency, such as a prospective employer, or for a scholarship application, will occur only with parental or student permission as appropriate. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Please call your local campus for the school’s mailing address.

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. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

A parent or eligible student who provides a written request and pays copying cost of ten cents per page may obtain copies. If the student qualifies for free or reduce-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent. The 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 teacher’s personal note about a student that are shared only with a substitute teacher, do not have to be made available to the parent or student.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is

handled through the general complaint process found in policy FNG (LEGAL). 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.

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 will take state-mandated assessments, such as the 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. For the 2011–2012 school year only, this requirement will be waived.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. 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 paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSPORTATION

Buses or Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. 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. **Parents of Pre-kinder, Kinder and Special Education students must be visible when students are delivered at home.** The designated facility or residence must be on an approved stop on an approved route. Further information may be obtained by calling the Transportation Department at 254-5086/254-5087.

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. Parents and students must recognize that bus transportation is a District privilege. Any student who violates that code or the bus rules may be denied

transportation services and discipline as deemed appropriate by the school principal. Students must follow the bus rules which are posted on the bus. The rules are as set below.

- Students will be assigned seats and will be expected to ride in their assigned seats every day until the principal changes the seating arrangement.
- Cooperate and follow the driver's directions at all times. Behave as in the classroom.
- Do not use profane language.
- Do not eat or drink while on the bus.
- Do not possess or use any form of tobacco on school buses.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Do not deface the bus or its equipment.
- Do 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.
- Be seated while the vehicle is moving.
- Do not run towards or around the bus.
- Wait for the driver's signal upon leaving the bus or van, and before crossing in front of the vehicle.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.
- Misconduct will be disciplined in accordance with the Student Code of Conduct; bus riding privileges may be suspended.
- Follow the driver's directions at all times.

When a student violates the rules of conduct, the driver will write a bus conduct report. The campus principal may take one of the following actions: (1) confer with the student, (2) confer with the parent, or (3) suspend the student's bus riding privilege. Serious misconduct that endangers the safety of other students or the driver while on route will be reported to law enforcement agencies.

Monitoring Bus Behavior/Videotaping of Students

For the safety and discipline purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*. A parent who wants to view a videotape of the incident leading to the discipline of his/her child may request in accordance with policy FL in the District's policy manual and/or on www.lfcisd.net.

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 presents a written request that the student be permitted to ride with the parent or an adult designated by the parent. Parents may not ride school buses unless they are authorized LFCISD volunteers.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, **all visitors must first report to the principal's office and must comply with all applicable District policies and procedures.** *The district will use the computerized central database maintained by the Texas Department of Public Safety or any other database accessible to the district to determine whether campus visitors are registered sex offenders. No person who has pled guilty, has pled nolo contendere, has been found guilty of a reportable conviction or adjudication, or is required to register with the sex offender registry may enter or be present on any district campus or property. See Board Policy GKC (LOCAL) for details.* Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher so long as their duration or frequency does **not interfere with the delivery of instruction or disrupt the normal school environment.** *Videotaping by parents is permitted only during awards ceremonies, students' performances, field trips or field days with video release form.*

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

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

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or District-wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a disciplinary alternative education program (DAEP), ISS removes the student from the regular classroom.

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides for parent information and opportunities for "opting" their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests. Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills the state's current standardized achievement test given to students in certain grade **10 and 11** and is required for graduation for students at these grade levels.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

TEKS is short for the Texas Essential Knowledge and Skills and is the state's required and recommended curriculum standards for all academic courses.

UIL refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDICES

Receipt of Student Handbook

Student Directory Information

Photo/Video Release

Internet/Email Policies

Flow Chart for Monitoring Compulsory Attendance Compliance

Compulsory Education: The Law

Options & Requirements Form for Special Education Assistance

School-Parent-Student Compact Form

RECEIPT OF HANDBOOK

“ I, _____, have received a copy of the _____

Parent Name

School Name

Student Handbook and the District’s Student Code of Conduct for the 2010-2011. I understand that the handbook contains information that my child and I may need during the school year.”

RELEASE OF “DIRECTORY INFORMATION”

Regarding student records, federal law requires that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. I have marked the box below to inform the District as to my decision concerning this manner.

Directory information ordinarily includes the student’s name, address, telephone number, email address, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in schools, enrollment status, student identification numbers or identifiers that cannot be used alone to gain access to electronic education records, most recent previous school attended, and student identification number or identifiers that cannot be used alone to gain access to electronic education records.

No, I DO NOT want my child’s **PERSONAL** directory information released.

Yes, I agree to the release of my child’s **PERSONAL** directory information.

PHOTO/VIDEO RELEASE FORM

Photos taken of students are strictly for the purpose of either individual private use or use by the District in public announcements such as: District newsletter, campus bulletin boards, school-related websites, etc. Videotaping by parents is permitted only during awards ceremonies, students’ performances, field trips or field days with video release form

Yes, I grant permission to use photo(s) / video recording of my child.

No, I do not want my child’s picture on any school publication or video.

Yes, I will only allow my child’s picture taken for individual school pictures.

Print Name of Student: _____

Signature of Parent: _____ **Date:** _____



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Letter for Parents of System Users

Dear Parents/Guardians:

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. **Inappropriate system use will result in the loss of the privilege to use this educational tool.**

Please be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,
LFCISD Administration



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Los Fresnos CISD Student Agreement for Acceptable Use of the Electronic Communications System

Students, You are being given the opportunity for access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services around the world. With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and then ask questions if you need help in understanding them. **Inappropriate system use will result in the loss of the privilege to use this educational tool.** Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material that you (or your parents) might find objectionable. While the District will be use filtering technology to restrict access to such materials, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use as listed below.

RULES FOR APPROPRIATE USE

- You may be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified, educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access should you violate any of these rules.
- Remember that people who receive email from you with a school address link might think that your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as: addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a computer virus into the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another person's reputation or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system
- Revocation of the computer system account
- Other disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.



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Los Fresnos CISD Student Agreement for Acceptable Use of the Electronic Communications System

The student agreement must be renewed each academic year.

Student Name _____ Date: _____

School: _____

I understand that my computer use is not private and that the District will monitor my activity of the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by these provisions at all times. I understand that violation of these provisions may result in suspension or revocation of the systems access and/or any other disciplinary or legal actions in accordance with the Student Code of Conduct and applicable laws.

Student Signature: _____ Date: _____

Parent/Guardian

I have read the District's electronic communications system policy and administrative regulations. In consideration of the privilege of my child using the District's electronic communications system, and in consideration of having access the public networks; I hereby release the District, its operators, and any institutions with which they are affiliated with from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the type of damage identified in the District's policy and administrative regulations. (Please select one choice below).

- I do give permission for my child to participate the District's electronic communications system and certify that the information contained on this form is correct.
- I DO NOT give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of Parent/Guardian: _____ Date: _____

Home Address: _____

Home Telephone Number: _____

Flow Chart for Monitoring Compulsory Attendance Compliance

Assign appropriate campus personnel to monitor absences daily as per campus monitoring program.



Three days or parts of days absent within a 4 week period require a mandatory and immediate referral to the campus attendance administrator/designee.



The campus attendance administrator /designee will:

- 1) issue an Attendance Notice,
- 2) document the campus conference, &
- 3) issue a Court Warning Notice.



At the fifth (5) unexcused absence, the campus administrator/designee will:

- 1) place the student on an Attendance Contract,
- 2) document the conference, &
- 3) send notification to the parent/guardian.



After ten (10) days of absences within a six (6) month period, the Campus attendance administrator/designee will:

- 1) submit a “Thwarting Compulsory Attendance” compliant to the District Service Center Attendance Office.



The LFCISD District Service Center Attendance office will file the “Thwarting Compulsory Attendance” complaint in the appropriate Justice Court.

LFCISD Compulsory Education: The Law

Sec. 25.085(a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.

Sec.25.085(b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child’s 18th birthday shall attend school.

Sec.25.085(c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

Sec.25.087(a) Unless specifically exempted by Section 25.086, a student enrolled in a school District must attend an extended-year program for which the student is eligible that is provided by the District for students identified as likely not to be promoted to the next grade level or tutorial classes required by the District under Section 29.84.

Sec.25.087(a) A child required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled.

Sec. 25.093(a) If a parent of a child required to attend school fails to require the child to attend school as required by law, the school attendance officer shall warn the parent in writing that attendance is immediately required.

Sec. 25.093(b) If, after a warning under Subsection (a), the parent with criminal negligence fails to require the child to attend school as required by law and the child has unexcused absences for the amount of time specified under Section 51.03(b)(2), Family Code, the parent commits an offense.

Sec. 25.093(e) An offense under this section is a class C misdemeanor and is punishable by a fine. Each day the child remains out of school after the warning has been given or the child has been order to attend school by the juvenile court may constitute a separate offense.



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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 the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within sixty (60) calendar days of the date of the District receives the written consent. The District must provide a copy of the report to the parent.

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

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

Contact Person: Home Campus Administrator/Principal: _____

Phone Number: Home Campus Main Phone Line: _____

Please feel free to utilize this form at any point of the school year, **when you feel it is necessary** for your child.