

*Savoy Elementary
Student Handbook
2011-2012*



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Dear Parents,

The 2011-2012 school year will be an outstanding one for your child. Our goal at Savoy Elementary is to offer the best possible guidance to assist your child in reaching his/her highest potential. In order to accomplish this goal, full cooperation between home and school is essential. The following suggestions are intended to help you fully contribute to your child's success in school.

Regular & Punctual Attendance... is the greatest single factor in success; therefore, your first concern should be to see that your son or daughter attends school regularly. Parents who permit a child to be absent from school unnecessarily not only place a handicap upon the student's opportunity to succeed in his studies, but they also indirectly encourage the development of poor student attitudes toward work and obligations. Your cooperation with school officials in the promotion of regular attendance by your son or daughter will be well worth the cost to you in time and effort.

Home Study...While there are a few subjects in which little or no work outside of class is necessary, the nature of the majority of subjects in the curriculum is such that some work outside of class is necessary for satisfactory progress. Even when written work to be handed in is not assigned, there is usually a need for study in the subject. You can contribute greatly to your child's success in school by **PROVIDING FOR HOME STUDY**.

A Wholesome Attitude toward School...and confidence in teachers is essential for the student's maximum success in school. Students can learn little from a teacher they do not trust or believe in, regardless of how capable or trustworthy the teacher may actually be. The wise parent will bring his questions and problems to the principal and teacher personally and will refrain from criticizing the school to the student. The parent should also avoid encouraging habits of destructive criticism by lending a friendly ear to it.

Our faculty is dedicated to the attainment of success for your child. Together we will reach that goal.

The following handbook contains information that will be of assistance to you. After you have read the handbook, please sign the next page and return that page only to the school. This will serve as our record that you did receive the handbook. Should you have any questions after reading the information, please feel free to call the office.

Sincerely,

Bob Biggers, Principal

Dear Parent:

Please sign and return to the school as soon as possible. This will let us know that you understand that the Student Handbook and Code of Conduct are available on the Savoy ISD website: www.savoyisd.org
Go to Home and then to Elementary for these documents.

Sincerely,

Principal
Savoy Elementary School

Date: _____

Child's Names: _____

Teacher's Name: _____

Parent's Signature: _____

____ Please send home with my child a printed copy of the Student Handbook and Code of Conduct.

Directory Information: Regarding student records, I understand that certain information about my children is considered directory information. Directory information includes: Student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, and most recent previous school attended. **I understand that my child will not be listed on any honor roll or award in the newspapers. See statement below.**

Directory information may be released by the district to anyone who requests it unless I object to the release of any or all of this information within ten days of the time this handbook was issued. I have marked through those types of directory information listed above that I wish the district to withhold.

Child's Names: _____ Date: _____

Please check your wishes for the following.

____ Yes, I **give permission** for my child's name to be released for print in the newspaper for Honor Roll and UIL competition.

____ No, I do **not** want my child's name to be released for print in the newspaper for Honor Roll and UIL competition.

____ No, I do **not** want my child's name or photo on the Savoy ISD website.

Parent's Signature: _____

Please Return This Page Only!!!!!!

SAVOY I.S.D.

MISSION STATEMENT

The purpose of Savoy Independent School District is to prepare today's students for tomorrow's world. The Savoy Schools will instill pride in its students and will provide the educational opportunities to prepare the students to function as productive, responsible adults by providing an academic setting where the students will be mentally and physically challenged to excel. **Preparing Today's Students for Tomorrow's World**

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Education thrives on a strong partnership between home and school. When there is communication between home and school, there is greater success in education. We ask you to review the student handbook with your child prior to signing and returning to school the written notice on the first page. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school. Stay informed on school activities and issues. Newsletters and folders will be sent home weekly.

Monitor your child's progress, and contact teachers as needed.

NOTICE OF NONDISCRIMINATION

Savoy Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972 ; section 504 of the Rehabilitation Act of 1973; as amended; and Title II of the Americans with Disabilities Act. Brian Neal has been designated to coordinate compliance with these legal requirements.

Email Communication

Emails may be captured and stored according to law.

ADMINISTRATORS

Brian Neal,	Superintendent	965-5262
Bob Biggers,	Elementary Principal	965-7738
Michael Smith,	High School Principal	965-4024

Fax: 965-4389

Mailing Address: 302 W. Hayes
Savoy, Texas 75479

SAVOY ELEMENTARY FACULTY/STAFF

Faculty

Principal	Bob Biggers
Secretary	Donna Leach
Student Services Coordinator	Jennifer Green
PK	Jennifer Green/ Gail Bradley
Kindergarten	Jennifer Sweet
1 st Grade.....	Krista Alshawish/ Trish Keck
Reading Recovery.....	Molly Weger
2 nd Grade	Karen Richards
3 rd Grade.....	Julie Grant
4 th Grade	Jeannie Blain
5 th Grade.....	Jennifer Vance
5 th Grade.....	Kalyn McAlester
6 th Grade.....	Theresa Cooke
Resource.....	Sarah Burkhalter
Speech	Diana Manley
Physical Education.....	Page Foster

Support Staff

District Business Manager	Denise Pugh
Technology Coordinator	Rapee Sritairat
Computer Lab Aide.....	Ann Dugger
Music.....	Teri Elk
Special Educations Aide.....	Lois Grizman
Nurse/Librarian Assistant	Lesslie Sanders
Maintenance Director.....	Joe Baca

GENERAL INFORMATION

School Phone.....965-7738
Fax Number965-7282
School Address302 Hayes St.
Savoy, Texas 75479

Savoy Website: www.savoyisd.org

Student Hours: 8:00 a.m. to 3:00 p.m.
Please do not arrive before 7:30 a.m.

All doors will be locked until 7:30 for safety reasons. The door closest to the office will be the only door unlocked during the school day.

Supervision is not provided beyond these times.

Lunch: Students pay for lunch in the office before school in the morning between 7:30 a.m. and 8:00 a.m. Come early enough to pay and be in your classroom by 8:00 a.m.

DAILY SCHEDULE

7:30Breakfast
7:55Warning Bell
8:00Tardy Bell (in the classroom)
10:30 - 11:00.....PK, K, and 1st lunch
10:45 - 11:15.....2nd, 3rd, and 4th grade lunch
12:15 - 12:45.....5th and 6th grade lunch
3:10Dismissal

ADMISSION/ENROLLMENT

A student (or the student's parent) seeking enrollment in the district for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bonafide foreign exchange program should contact the principal. Students will need the following documents to enroll in school:

- Current Immunization Records
- Official Birth Certificate
- Social Security Card
- Withdrawal records, if the student has attended another school.

Students residing in another district and requesting a transfer into Savoy I.S.D. should contact the superintendent's office.

AFTER-SCHOOL DETENTION NOTICE

This is a notification to the parent that the student has been assigned to serve After-School Detention as a result of number of tardies. After-School detention will be held in afternoons at 3:00-3:30 p.m. Parents will receive at least two days notice of the after-school detention and will have a form to sign and send back to the school. The parents are responsible for the transportation of the student when he/she is assigned after-school detention.

ASBESTOS

In accordance with state regulations, the district inspects for asbestos twice yearly. Persons wanting to review the "Asbestos Management Plan" must contact Joe Baca at 965-7738.

ATTENDANCE

In Texas, a child between the ages of 6 and 18 (depending on when the child's birthday falls) is required to attend school unless otherwise exempted by law. A student enrolled in PK and Kindergarten fall under the same requirements. School employees will investigate and report violations of the state compulsory attendance law.

REQUIREMENT/COURSE CREDIT

A student must attend 90% of the required school days each semester in each class to receive credit. Students must not be absent more than 18 days. A student who attends fewer than 90% of the days cannot be passed to the next grade unless the attendance committee finds that the absences are the result of extenuating circumstances. Students must be present during the accounting period (9-10) to be counted present.

The district provides the following alternatives for a student to make up or regain credit lost because of absences:

1. Saturday school at a cost of \$50 per Saturday.
2. Summer school at a cost of \$50 per day, if available.

A student who must leave school during the day must bring a note from his or her parent that morning. Parents should try to keep appointments during the school day to a minimum. If medical appointments should arise, see Temporary Absence for Health Reasons in this handbook.

BICYCLES

Students may ride bicycles to school; however, the school will not accept responsibility for the safety of the bicycle. Upon arriving at school, students must park bikes in the bicycle rack where they will remain throughout the day. Motorized bikes, skateboards, and roller blades are not permitted.

Bullying

Bullying can be threatening, physically attacking, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. *Spreading rumors is considered a form of harassment.* Bullying is never O.K. The victim is never responsible for being a target of bullying. Our school's students have the right to attend a school that is free of fear and harassment.

Consequences:

- Incident slip for minor acts of bullying, in addition to pulling card. Bullying is recorded and kept on file by the teacher. Students who bully will be issued a "bully mark". If a student receives three bully marks in six weeks, he/she will spend one day in I.S.S.
- After school detention requiring a letter of apology to victim and awareness of our anti-bullying policy.
- Parent/teacher/student conference to inform parent, reaffirm policy, outline further possible sanctions, and ensure parent support.
- I.S.S. or suspension from school.

CAFETERIA SERVICES

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information on this program can be obtained from the principal's office. Applications and information will be issued on the first day of school to all students. It is important you return the application as soon as possible to avoid delay in determining eligibility.

Hot lunches will be provided daily. Prices will be established annually. Breakfast \$1.25 and Lunch \$2.00. Children on the reduced lunch program will pay \$.40 for lunch and \$.30 for breakfast. Children bringing lunch may purchase milk. Breakfast is served from 7:30-7:50 a.m. The student must pay for breakfast in the school office. If students forget their lunch money, they will be allowed to charge up to \$10.00. Once into the negative, only a reimbursable meal may be charged; no snacks or a la carte items will be sold even if the student is paying cash. When students reach the limit of \$10.00, they will be offered a sandwich and milk as an alternate lunch at no charge until the bill has been cleared.

It is important that children desiring to eat breakfast arrive at school in plenty of time to finish and get to class before 8:00 a.m. Each class is assigned a 30 minute lunch period. **Lunch money is collected in the school office in the mornings from 7:30-8:00.** Parents may pay daily, weekly, or monthly.

The Savoy Child Nutrition Department will be contacting the parents by e-mail and/or telephone calls on a weekly basis as they have been doing in the past.

If you have any questions, please contact Georgena Green, CN Director at 903-965-4024 or by e-mail at ggreen@savoyisd.org.

CHEATING

Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

CITIZENSHIP GRADE CARDS (K-4TH GRADE)

The citizenship card system is used to determine citizenship grades on your child's report card. Citizenship grades are based on the student's behavior in all phases of school. These areas include but are not limited to classroom, lunchroom, playground, gym, restroom, bus, music, hallways, etc. Citizenship grades are not based on academic performance, but poor self-discipline will affect a student's grades. Each child has citizenship cards on the class pocket chart. The system of citizenship will be explained to students in detail the first day of school. This explanation will also be sent home in a packet for parents at the beginning of the school year. Each day the children will take home a folder with the color-coded behavior report, so parents can be aware of their behavior on a daily basis. Numerical grades will be given in citizenship for grades 1-6. Each student starts the each six week with a 100.

Our classroom management plan is built around five different color codes. Each child has cards with these five colors.

- Green: Super! Everyone begins on green each day.
- Yellow: The student's card is changed to show they have a "warning" for breaking one rule. One point is deducted from their citizenship grade.
- Orange: Another card is changed to show they have broken another rule in the same day. Another point is deducted from their citizenship grade. They also lose the privilege of recess.
- Blue: When the student's card is changed to blue another point is deducted from the citizenship grade. The parent will be called or a note will be sent home and must be signed and returned by the parent/guardian.
- Red: Another point is deduced from the citizenship grade. At this point, the student will make a visit to the principal's office. A note will be sent home, and at this time a parent/teacher conference may be requested.

It is the parents responsibility to initial/sign the dot sheet on the a daily basis.

A citizenship award will be given at the end of each six weeks for 98 or above in conduct.

CLASSROOM BEHAVIORAL MANAGEMENT FOR 5TH -6TH GRADE

The fifth and sixth grades use infraction sheets requiring a parent signature instead of color coding.

CODE OF CONDUCT

For the Savoy Elementary Code of Conduct, please go to Savoy ISD website: www.savoyisd.org. You will find the Code of Conduct under Home and then Elementary.

COMMUNICABLE DISEASES

Parents/guardians of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. These diseases include fever of **100.4** or more, chickenpox, diphtheria, campylobacteriosis, viral gastroenteritis, giardiasis, head lice, viral hepatitis, influenza, rubeola measles, bacterial and viral meningitis, mumps, polio, rubella (German measles), salmonellosis, shigellosis, streptococcal sore throat or scarlet fever, pulmonary tuberculosis, conjunctivitis (pink eye), and whooping cough. The school nurse may require a physician's release for certain contagious diseases.

BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the

body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

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

Seek prompt medical attention.

For more information

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

CONFERENCES

Students and parents may expect teachers to request a conference if the student is not maintaining passing grades or achieving the expected level of performance, if the student presents any other problem to the teacher, or in any other case the teacher considers necessary.

The district encourages a parent who wants information or wants to raise a question or concern to confer with the appropriate teacher or person in charge. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. Please do not try to confer without an appointment because teachers often have meetings and other duties planned. You should never interrupt during class time or when students are in the room.

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be limited to spanking or paddling the student and governed by the following conditions:

1. The student will be told the reason for the corporal punishment.
2. Corporal punishment may be administered only by the principal or a teacher.

3. The instrument to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students. A record will be maintained of each instance of corporal punishment.
5. Persistent discipline problems will result in a call to parents/guardians to pick up their child if parent do not agree to corporal punishment or other forms of disciplinary action.

DAILY WORK

Each student's class work for the week will be sent home on a weekly basis every Friday. In grades one through six, we ask the parents to look through this work, sign the form which is provided and return the form. Your signature lets the teacher know that you have seen your child's work. If at any time you have questions concerning the work or grades, please contact the teacher.

DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution. The district may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

DISTRIBUTION OF MATERIAL

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

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

Approval Required- All material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval.

If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular school board meeting when the student will have a reasonable period of time to present his or her viewpoint.

DRESS AND GROOMING

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

ALL GRADES LEVELS (PK THROUGH 6TH GRADE)

Shading indicates code changes for the first time during this school year.

1. Headgear (hats, caps, bandanas, hoods, etc.) and sunglasses are not to be worn inside the building (except for special "hat" days).
2. Cut-offs or biker shorts are not allowed.
3. Clothing intended to be worn at the waist must be worn at the waist.

4. All students must wear shoes.
5. No Halter tops or backless shirts or dresses.
6. Boys' hair must not be longer than the bottom of the collar and must not cover the eyebrow. Haircuts should be neat and styled.
7. No extreme hair color or hairstyle is permitted. Hair colors or styles that are ruled potentially disruptive by the principal will not be allowed.
8. No shirts with sleeves or sides cut out.
9. Clothing will be prohibited with pictures, emblems, or writing on them that:
 - a. are offensive, suggestive, vulgar, or obscene
 - b. advertise or depict tobacco products, alcohol beverages, drugs, and or any other prohibitive substance.
 - c. no writing on the seat of shorts or pants
10. No visible body piercing except ears.
11. No dress of any type that causes undue attention will be permitted.
12. No chains attached or unattached to pocket items.
13. No shoes with rollers.
14. No bare midriffs. The midriff must be covered in normal sitting, standing, and moving positions.
15. No visible tattoos (washable or permanent), except for cardinals on spirit week.
16. Young students (PreK-2nd) should wear shorts under skirts or dresses.
17. No pajamas. (Except on special pajama day.)
18. Tennis shoes are recommended for P.E. for safety reasons, flip flops and open backed sandals are strongly discouraged.

ADDITIONAL DRESS CODES FOR GRADES 3-4.

1. Students are allowed to wear walking shorts with straight hems which are no less than 3 inches in the inseam in grades 3-12.
2. Spaghetti straps must have a shirt worn under or over them. Tank tops are allowed. Undergarments must not show.
3. Dress length should be no more than 6 inches from the knee .
4. Leggings may be worn to meet the length requirements of the dress code as long as the student's bottom is covered.

Additional Dress Code for Grades 5 and 6.

1. Length requirements stated above must be adhered to regardless of leggings.

Students and their parents are expected to use good judgment when choosing clothing appropriate for school.

From time to time, the Elementary Student Council will schedule "Special" dress days. Students are expected to adhere to the school dress code on the "Special" dress days.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem. If a student's dress violates the dress code, the student will be given an alternative oversized shirt to wear at school. For all other violations, the student's parent/guardian will be called. The parent will be expected to bring appropriate clothes to school. Violation of the dress code is a minor offence. However, repeat violations would constitute a stricter punishment. When a student has received five dress code violation notices, one day of ISS will be scheduled for that student. The principal or designee shall be the final authority in all matters pertaining to student dress and grooming.

DRILLS--FIRE, TORNADO, AND OTHER EMERGENCIES

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 march quickly, quietly, and in an orderly manner.

Emergency bells:

3 bells**Fire**leave the building.

1 bell.....**Halt**stand at attention.

2 bells**Return** to room.

Tornado bell1 long bell

Students go to designated hallway area and assume drill positions until office announcement to return.

Safety drills should be considered to be of a very serious nature. We are legally required to have regular drills. If we recognize that these drills are designed to prevent injury and loss of life, then we should be able to appreciate them.

The purpose of a fire drill is to train the students to depart the building in a minimum length of time with minimum danger to the students. Fire drills are of the utmost importance in training students to conduct themselves properly during an emergency which might affect the entire student body. The only way this training can be of value to the student is for him/her to complete his/her part of each drill as quickly as possible. When a severe weather drill is being conducted, students should follow instructions given to them by the teacher.

EMERGENCY MEDICAL TREATMENT

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. A note from parents/guardians must be on file and provided for students to be given a pain medicine (example Tylenol, Aspirin or Advil). Any medication that a student needs to take at school, whether prescription or over-the-counter, must be brought to the nurse in the original container and properly labeled with their name, name of drug and dosage, and when to be administered. Medication will not be sent home with students, even with parental permission.

EMERGENCY SCHOOL CLOSING

Students and parents should tune in to the local radio station for information about closing of school during bad weather. Information will be broadcast over radio- KFYZ 98.3 FM, KIKM 96.7, or on television- Local Cable, Channels 10 and 12.

FIELD TRIPS

Each grade level may take one out-of-town field trip during the school year. Students will be transported by bus. Parents attending the field trip will need to provide their own transportation. If a child is transported by his/her parent, an eye-to-eye verbal request is to be made to the teacher/sponsor of the field trip. If a student is to ride

with anyone other than the parent, the parent of the child must state in writing whom the child will be riding with to and/or from the field trip. Siblings may not attend each other's field trips if they are enrolled in any class K-12. *If a student has been placed in ISS three or more days, the student may be required to forfeit field trips and/or special days.*

FUND RAISING

All fund raising programs must be approved by the principal at least two weeks prior to the event.

HOMEBOUND POLICY

If a student is temporarily incapacitated or seriously ill for four weeks, they may request or be recommended by the principal to be placed on homebound. The homebound student will be readmitted when released by a physician or is able to return to school as agreed by the principal and parents. Students are not counted absent as long as they complete all assignments and return them to school each week.

HOME SCHOOLING

Students entering the district from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the principal, pending observation by the classroom teacher and the principal. Criteria for placement include:

1. Achievement test scores; and/or Regular or Released STAAR scores
2. Prior academic records
3. Chronological age; social/emotional development
4. Other criteria deemed appropriate by the principal

HOMEWORK/BEHAVIOR

Every student will be required to do 15 minutes of home reading time. The reading material will be supervised by the teacher to insure it is quality reading material for the child. In the appropriate grades, Saxon math homework will be required. Any other assigned homework will be reasonable. Late work will be accepted, but ten points will be deducted for each day it is late. No homework will be assigned over the weekends or holidays unless it is a special long-term project. Daily behavior and appropriate comments will be marked on the homework sheet sent home daily. Parents will only be required to sign the sheet daily and return it to school the next day if the student's behavior color has changed or an assignment is late.

Homework should have different purposes at different grade levels. For younger children, it should foster positive attitudes, habits, and character traits. The frequency and duration of assignments should be reasonable. Homework assignments are to be used to locate problems in student progress and to individualize instruction.

HONOR ROLLS

The Savoy I.S.D. has three honor rolls and one citizenship award for each six weeks.

Six-Weeks

- **Superintendent's Honor Roll** - Special recognition will be given to students that attain both 95 for academic work and 98 for behavior or above.
- **"A" Academic Award**- Students in grades 1-6 must have no grades lower than 90 in all subjects.

- **"A/B" Academic Award**- Students in grades 1-6 must have an **average** of at least 90 in Math, Language Arts, Science, Social Studies, and Reading. No grade may be lower than 80 in any of these subjects.
- **Citizenship Award**- A citizenship award will be given at the end of each six weeks for 98 or above in conduct.

End of the Year

An average of the two semesters will be used to calculate each honor listed above for the end of year awards.

IMMUNIZATION

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

Spinal screening will be administered by the school nurse and an additional same-sex witness. Parents may be present during the administration of the spinal screening of their child.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

ITEMS TO BE LEFT AT HOME

Students are not allowed to bring the following items to school:

- a. Beepers
- b. Video games
- c. Any type of music player
- d. Toys (unless specially given permission by the teacher)
- e. Trading cards
- f. Video tapes, CDs, cassettes (unless specifically given permission by the teacher)
- g. Any items of great monetary value
- h. Any prohibited item mentioned in the Student Code of Conduct
- i. Inappropriate reading material and/or pictures.

Any of the above items which are confiscated at school will be kept by the teacher until the parent picks it up.

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present. Students may not place locks on lockers. Students will be discouraged from bringing items of value to school.

MAKE UP WORK

Students may make up work missed for an absence by having the parent call the office before 10:00 a.m. Please allow until 3:00 p.m. on that day to pick up the materials. This will give the teacher an opportunity to receive the request and deliver the work to the office without interrupting the instruction of the other children.

If the student was in attendance when the assignment was made and when the assignment was due, any work not turned in at the designated time will be late. Students will be allowed one day for each day of absence to turn in make-up work. It is the responsibility of the student to obtain make-up work from the teacher.

MEDICAL INFORMATION/MEDICATIONS

The school nurse will be on campus daily. Parents/guardians must complete the emergency forms which list alternate persons to call in case of an emergency and give consent for school officials to obtain medical treatment for the student as provided by law. A parent will be called if there is an illness or injury that requires treatment or if the child needs to go home. **It is very important that parents notify the office of changes in telephone numbers (home and work) or names of emergency persons so that we may contact you immediately in the event of an emergency.** If your child has special medical needs, please call the office so a conference can be set up with his/her teachers. We need to be aware of the correct procedures to follow for your child if she/he experiences seizures, severe allergies, etc.

A student who must take prescription or nonprescription medicine during the school day must bring a written request from his or her parent and must be brought to the nurse in the original container and properly labeled with their name, name of drug and dosage, and when to be administered. The nurse will give the medicine at the proper times or give the student permission to take the medication as directed. Employees are prohibited from giving any kind of aspirin or aspirin-type tablets and over-the-counter medicines without request from the parent. Medication will not be sent home with students, even with parental permission.

MOVIES

PG movies may be shown if the teacher previews the movie prior to viewing to ensure there is no profanity or sexual content.

PARENT MEETINGS

All classroom teachers will have a parent meeting at the beginning of the school year to outline classroom expectations, objectives, discipline, and other classroom/ district policies and procedures necessary to facilitate maximum cooperation and communication between the teacher and parent. These will be scheduled by the principal within the first three weeks of school.

PARENT RIGHTS AND INVOLVEMENT

1. Attend board meetings to learn more about district operations, including the procedure for addressing the board when appropriate.

2. Exercise your right to review teaching materials, textbooks, and other aids.
3. Review your student's work weekly, and communicate concerns directly to the teacher.
4. Be a school volunteer. Parents are often needed to listen to children read give younger students oral math assessments, or to assist in other ways. If interested, please contact the elementary principal.
5. If you have a problem or concern you should always contact the teacher first and have a scheduled conference. This should be done by calling the school office and setting a conference time with the teacher during his/her conference period.

PARTIES

Each class will be allowed four parties during the school year. There will be no parties scheduled during semester test days. There will be no individual parties. Party invitations may be passed out at school only if every student in the class is invited. *Girls inviting all the girls in the class and boys inviting all the boys in the class will also be permitted.* The student should discuss an appropriate time to pass out the invitations with the teacher. Siblings may not attend each other's parties if they are enrolled in any class for K-12.

PETS

Pets are not allowed in the building without prior approval.

PEST CONTROL INFORMATION

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Joe Baca at 965-7738.

POSTERS

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

PROGRESS REPORTS

Parents will be informed of a student's progress throughout the six weeks grading period if the child is at risk or upon parent request. The teacher will contact the parent through written notification. Teachers will contact the parent if the report is not returned signed.

PROMOTION

In grades 1- 6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies. Students in Pre-Kindergarten and Kindergarten will not be retained without parental consent.

Fifth grade students are to pass the reading and fifth grade students in mathematics STAAR test to be promoted. All students will take the test. Students failing the test will be given two more opportunities to pass the test

after remediation. If the student does not pass the test on any attempt, the student will be retained pending committee decision for retention.

PROTECTION OF STUDENT RIGHTS

Parents have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation of information in any of the areas listed below. In order to ensure that parent and student rights are protected, the school will ask for written parental consent before allowing a student to participate when an educational program requires such information.

The areas are:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or family
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incriminating, and demeaning behavior
5. Critical appraisals of other individuals with whom the student or the student's family has a close family relationship
6. Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
7. Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures. Picking your child up early from school without good cause is discouraged. To avoid unnecessary interruptions, please stop by the office and pick up a visitor's pass from the office before going to the classroom.

REPORT CARDS

In order to keep parents informed of student progress, the following reporting procedures will be used:

1. The school year will be divided into six six-week reporting periods.
2. At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, below the passing average as established by the student's IEP, or below the expected level of performance. If a student receives a grade of less than 70 or less than the student's passing average as established by the student's IEP in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject.
3. Report cards must be signed by the parent and returned to the school within 5 days
- 4.

RETESTING

Students have the option to take a retest when a failing grade has been made on a major test. The retest must be scheduled no later than one week after the test. The teacher can schedule a certain day for the retest. This option applies only to tests, not daily work.

SAFETY/ACCIDENT INSURANCE

Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented safety procedures. However, the district can address only part of the challenge. The essential remaining part is the cooperation of students, including:

1. Avoiding conduct that is likely to put the student or other students at risk
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers
3. Remaining alert to and promptly reporting safety hazards, such as intruders on campus
4. Knowing emergency evacuation routes and signals
5. Following immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students

The district is not responsible for medical costs associated with a student's injury. The state 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 insurance claim's office.

SCHOOL BUSES OR OTHER VEHICLES

Written documentation or a personal phone call to the school must be made concerning a change in transportation by 2:50 PM. *Students taken to the high school will wait for their parents in the front foyer until parents drive up to the front doors.*

Parents are required to give a hand-written note or phone call if regular means of transportation home is changed. A student's word will not be sufficient as elementary students are sometimes confused about after school arrangements.

Students are subject to the following standards when they are on school transportation. Any student who violates these standards of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. The following rules will apply to student conduct on school transportation:

1. Follow the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.
3. Keep books, feet, and other objects out of the aisle.
4. Remain seated while on the bus.
5. Do not deface the bus and/or its equipment.
6. Do not extend head, hands, arms, or legs out of the window nor throw objects within or out of the bus.
7. Do not smoke or use any form of tobacco.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
10. Only authorized personnel and eligible bus students
11. Do not bring harmful objects on the bus (weapons, drugs, alcohol, fireworks, etc).
12. Do not eat or drink on the bus.

When a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined as established in the Student Code of Conduct. Upon the student's first offense, the parents will be notified. On the second offense, the student will be suspended from the bus for one week. The third offense will result in a six weeks suspension from the bus. For the fourth offense, the student will be suspended for the remainder of the semester, at least to include six weeks. A student may be suspended on the first offense if the misconduct is considered to be extremely serious.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

If your child is walking home, riding a bicycle, or being picked up by you, you need to discuss a safety plan with them. The teachers will teach bus and bicycle safety in the classrooms. We can provide a safe environment if we all work together to follow the rules.

Students should use the provided crosswalk when crossing the highway. **Teachers should be kept informed by parents of daily changes in transportation of a student.**

SEARCH

The school reserves the right to search student's locker, desk, backpack, purses, bags, coats and computers.

SEXUAL HARASSMENT

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the Student Code of Conduct for information regarding disciplinary sanctions.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The district encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee, or the superintendent, who serves as the district Title IX coordinator for students.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. This conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent has ten days to request a conference with the Superintendent or designee by following the procedure set out in Board policy. If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the board as provided by policy.

SMOKING

Students may not possess, smoke or use tobacco products on school property or at a school related or school-sanctioned activity, on or off school property. See the Student Code of Conduct for information regarding disciplinary sanctions.

SNACKS

Chewing gum is not allowed. All snacks should be kept in areas where accidents will not destroy school property. Special attention should be made to not littering the school grounds.

SPECIAL EDUCATION

Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. Additional information regarding the IDEA is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

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

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

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

Contact Person: Bob Biggers
Phone Number: 903-+965-7738

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the district will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented, bilingual, dyslexic, and disabled students. A student or parent with questions about these programs should contact the principal.

The Pre-Kindergarten Program is for children who are 4 years old on or before September 1. Students who do not reside in the Savoy I.S.D. may attend at a fee designated by the board. Contact the principal for more information concerning Pre-K.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or trustees of the district, of cooperatives of which the district is a member, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. working with the student
2. considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
3. compiling statistical data; or
4. investigating or evaluating programs.

The parents' or 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 teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various government agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to 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, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$1.00 per page, payable in advance. Parents may be denied copies of a student's records:

1. After the student reaches 18.
2. When the student is attending an institution of post-secondary education.
3. If the parent fails to follow proper procedures and pay the copy charge.
4. When the district is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

STUDENT'S RIGHT TO PRAY

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the 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 activities.

STUDENT SERVICES COORDINATOR

The school services coordinator is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The coordinator is not to be a substitute for a personal or private counselor. After three visits with the coordinator a referral for private counseling may be made. The coordinator may also make available information about community resources to address personal concerns. Students who wish to meet with the coordinator should ask their teacher to set up an appointment for them, or a parent may call and request that the coordinator talk with their child.

TARDIES

The morning tardy bell rings at 8:00 a.m. Your child needs to be in his/her classroom ready for instruction at this time. A student who is tardy to class on three occasions during a six-week period will be assigned to after-school detention. For every tardy after the third tardy in a six-week period, the student will be assigned to an after-school detention. If a child accumulates 10 tardies at any time during the school year, a truancy report will be filed with the Justice of the Peace on the student and parent. *Your child is dependent on you to arrive at school on time. Please help.*

TELEPHONE AND MESSAGES

The elementary office telephone number is 965-7738. The secretary will be happy to take messages and deliver them (along with forgotten lunches and other necessities) to the child at the end of the instructional period. Due to legislation restriction of classroom interruptions, emergencies will be the only exception to this rule. Children are allowed to use the phone for emergency purposes (not to arrange after school plans). A student must have a note from a teacher to use the phone.

TELECOMMUNICATION DEVICES

Using a cellular telephone or other telecommunications device at school during school hours is prohibited. Students **may** use the devices after school hours.

Student's who violate this policy shall be subject to disciplinary measures. District employees shall confiscate any telecommunication device found on school property or at school-related activities.

Parents will be notified within two days and the telecommunication company whose name and address appears on the device will also be notified. The telecommunication device will be held by the district for a period of 30 days. Parents or paging companies may obtain the release of the telecommunication device for a fee of \$25. After the 30 day period has expired, the district shall dispose of the telecommunication device if it has not been claimed by the parents.

TEMPORARY ABSENCE FOR HEALTH REASONS

The district shall count a student present who has been temporarily absent resulting from an appointment with a health care professional if that student commences classes or returns to school on the same day as the appointment and returns a notice from the health care professional's office. The notice must be returned the same day or the next day depending upon the time of the appointment. Students shall be allowed time to makeup the work missed according to the policy.

TESTING

Texas Assessment of Academic Readiness (STAAR):

State law requires STAAR to be administered to all eligible 3-8 grade students. The test is designed to measure mastery of essential elements in reading, math, writing, social studies, and science. Test results will be reported to students and parents. Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director. Prior to receiving a high school diploma, students must successfully pass exit-level tests in reading, math, and writing or end-of-course examinations in Algebra I, English II, and in either Biology I or United States History.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on STAAR examinations will be required for promotion. This requirement will be effective for the following students:

- Fifth graders in the 2004-2005 school year, and
- Eighth graders in the 2007-2008 school year

Students who do not perform satisfactory will have opportunities to participate in special instructional programs designed to help them improve their performance.

TEXTBOOKS

State-approved textbooks are provided free of charge for each student or class. Books must be covered by the student, as directed by the teacher, and treated with care. The student is responsible for keeping the textbook in good condition. Writing or marking on textbooks is not allowed unless it is teacher directed. Any misuse of the textbooks due to carelessness or neglect will be considered cause to charge the student a fine for that book. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent of guardian. However, a student will be provided textbooks for use at school during the school day.

VISITORS

Parents are encouraged to visit school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teacher during such visits, and instead, schedule a conference at a mutually acceptable time. **FOR THE PROTECTION OF THE STUDENTS, ALL PERSONS INCLUDING PARENTS, ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING. YOU WILL BE GIVEN A VISITOR PASS. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM.**

Please do not go directly to the classroom or gather in the hallways during instruction time at the end of the day. When picking up students, please wait outside the building.

WEEKLY FOLDERS

A standardized weekly folder shall be sent home with every student containing their weekly work and reports. These folders must be signed by the parent.

WITHDRAWALS

When it is necessary for a student to withdraw from school, the school office should be notified at least two days ahead of time, if possible. This will allow the school personnel sufficient time to bring the student's grades up-to-date, obtain copies of the health records, and check in textbooks. All bills must be paid and books accounted for. The principal will sign the final withdrawal slip and grades will be forwarded when all necessary items have been cleared.