

# Calallen Independent School District

## Pre-Kindergarten—Fifth Grade

### 2020-2021

## Parent-Student Handbook



**“Children Can Change the World.”**

*Jane Goodall*

East Elementary

Mrs. Kim Rodriguez, Principal

Wood River Elementary

Dr. Debbie Litton, Principal

West Intermediate

Mrs. Melissa Cardona, Principal

Dr. Arturo Almendarez, Superintendent



# *Calallen Elementary Schools*

**2020-2021**

Dear Elementary Students and Parents:

Welcome to our elementary schools and thank you for choosing Calallen! We plan to do whatever it takes to ensure we touch the heart of each child and challenge their minds to high academic levels of achievement. The teachers at our elementary schools take the time to get to know each child individually in order to meet their academic needs and guide them to become respectful and productive citizens. We encourage constant communication between teachers and parents ensuring the children have all of the support they need to be successful. We welcome and encourage parental involvement, which helps reinforce the importance of learning to your child(ren).

Each new school year brings about transitions, changes, and questions about procedures. We have combined the three elementary handbooks into one handbook for parental convenience. We hope it will meet the needs of all students and parents and be helpful as your child goes through the year. We encourage both you and your child(ren) to become familiar with its contents in order for everyone to feel comfortable with the daily procedures of the campus they attend. Please read the handbook with your family and explain the contents to your child.

Calallen ISD has the best staff, students, and parents! We collaborate as teams to ensure the success of each child. We encourage you to become a part of your child's education by joining PTA and/or the volunteer program. Even with full-time jobs, it is possible to become involved and support the learning and social needs of your child in school. Research shows that a child needs to read or be read to at least 30 minutes daily in order to avoid reading regression and make continuous growth in reading and other academic areas. This is the first step to becoming an involved parent! Please review the contents of your child's Friday folder for important notices and information, keep your Skyward information up-to-date, and check it regularly. Together, we can truly make a positive difference in the life of your child! Please call any of the campus principals at any time if you have questions or concerns. We are looking forward to a great year!

Sincerely,

*Mrs. Kim Rodríguez*

*Dr. Debbie Litton*

*Mrs. Melissa Cardona*

Mrs. Kim Rodriguez, East Principal Dr. Debbie Litton, Wood River Principal Mrs. Melissa Cardona, West Principal

## East Elementary

### Mission

East Elementary builds an educational foundation that nurtures the potential of all. Together we inspire passionate, respectful, life-long learners.

### Vision/Goals

- Calallen East Elementary students will improve academic performance skills in reading, math, and writing.
- Students will demonstrate behaviors that support academic success.
- School faculty will utilize staff development to increase academic success and enhance professional skills.
- School staff will integrate technology into instruction and administrative programs.

### Motto

*"Building Great Minds and Caring Kids!"*

## Wood River Elementary

### Mission

The mission of Wood River Elementary School is to create leaders by Pulling together to achieve high levels of Learning in a safe and supportive environment and Celebrating success!

### Vision

Wood River Elementary will work collaboratively with all stake holders to accomplish their mission by:

- Developing and following curriculum focused on TEKS mastery which is implemented with research based programs and systems.
- Designing instructional lessons which will be differentiated with depth and complexity and implementing those lessons with high expectation for all.
- Monitoring progress frequently with aligned assessments and using data to drive instruction.
- Building relationships, improving social skills, being proactive, communicating with parents, and practicing routines and procedures in order to create a safe learning environment.
- Creating a supportive environment by encouraging growth of the 40 developmental assets and setting in place systems and programs for remediation and support which will allow all students to reach their maximum potential.
- Celebrating all accomplishments!

### Motto

*"Nurturing Hearts and Challenging Minds"*

## West Intermediate

### Mission

The mission of West Intermediate School is to REACH, TEACH, and INSPIRE creativity, passion, and a thirst for knowledge to ignite life-long learners.

### Belief Statements

- Curriculum: West Intermediate School teachers' center curriculum around TEKS based instruction supported by character building and enrichment.
- Instruction: West Intermediate School students are engaged in research based instruction that is differentiated through collaborative planning.
- Assessment: West Intermediate School staff utilizes data from diagnostic and summative assessments to target instruction and measure student performance.
- Environment: The learning environment at West Intermediate School is a Welcoming, Safe, and Respectful place through collaboration of staff, students, parents, and community.

### Motto

*"Nurturing Leaders, One Student At A Time!"*

## DIRECTORY OF TELEPHONE NUMBERS

Web Page - [www.calallen.org](http://www.calallen.org)

### East Elementary School

School Office	242-5938
Fax Number	242-5944
Nurse's Office	242-5945
Cafeteria	242-5946
Latchkey	242-5647

### Wood River Elementary School

School Office	242-7560
Fax Number	242-7561
Nurse's Office	242-7565
Cafeteria	242-7566
Latchkey	242-7569

### West Intermediate School

School Office	242-5900
Fax Number	242-5913
Nurse's Office	242-5908
Cafeteria	242-5905

### Calallen Middle School

School Office	242-5672
Fax Number	242-5680
Counseling Office	242-5694

### Calallen High School

School Office	242-5626
Attendance Office	242-5633
Fax Number	242-5632
Counseling Office	242-5636

### Calallen ISD Administration Office

Office	242-5600
Fax Number	242-5608

<b>Transportation</b>	<b>242-5983</b>
<b>Central Cafeteria</b>	<b>242-5905</b>
<b>Field House</b>	<b>242-5968</b>

**Legend**

- Student Holiday / Prof. Dev.
- ⊛ Student Holiday / PD Flex Day
- △ New Teacher Orient.
- School Holiday
- ▴ Early Release Day
- { } 9 Weeks Begins/Ends
- ☾ Sec. Early Release
- \* COVID-19 Makeup Days

Total Staff Days  
187

12 Staff Dev. Days

**Important Student Dates**

1st Student Day - Aug. 5  
Labor Day - Sept. 7  
Staff dev. - Sept. 8  
End of 1st 9 Wks - Oct. 2  
Staff Development - Oct. 26  
Thanksgiving - Nov. 25-27  
Early Release Dec. 18  
End of 2nd 9 Wks - Dec. 18  
Christmas - Dec 21 - Jan. 1

Due to the possibility of additional COVID-19 outbreaks, TEA recommended that school districts proactively add days to the school calendar. CISD has added additional days as denoted on the calendar with an asterisk. For every designated day not used, a day will be deleted from the additional June dates. More information will be forthcoming.

**Calallen ISD**  
4205 Wildcat Drive  
Corpus Christi, TX 78410

Phone: 361-242-5600  
Fax: 361-242-5608

Visit our Website at:  
[www.calallen.org](http://www.calallen.org)

<div> <div>Calallen ISD</div> <div> </div> <div> 2020-2021 COVID Calendar </div> </div>													
July 2020							August 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					
September 2020							October 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31
November 2020							December 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16*	17*	18*	19*	20*	21	13	14	15	16	17	18	19
22	23*	24*	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		
January 2021							February 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2			1	2	3	4	5
3	4*	5*	6*	7*	8*	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
March 2021							April 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1*	2*	3*	4*	5*	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15*	16*	17*	18*	19*	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	
May 2021							June 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

**BELL SCHEDULES:** East and Wood River 8:00 - 3:10 --- Magee (& West) Elementary 7:40 - 2:50 --- CMS and CHS 8:30 - 4:00

Approved by Board of Trustees Dec. 9, 2019; amended May 27, 2020.

Senior's last day with no health days

Senior's Last Day with health days used

May 22 - Graduation with 0-4 health days used

June 12 - Graduation with 5 - 22 health days used



PROMOTING EXCELLENCE • CREATING THE FUTURE

## Strategic Plan

### Strategic Plan 2020 - 2025

*Community Summit  
Online Surveys  
Strategic Design Team*

#### Participation from:

Parents  
Students  
Community  
Business  
Teachers  
Administration

#### Mission:

Calallen ISD, grounded in a tradition of unyielding commitment to excellence, academics, integrity, citizenship, and service, empowers each and every student to achieve their unique potential in an ever-changing, dynamic world.

#### Beliefs:

*In CISD, we believe that....*

- *all students are at the heart of our decisions.*
- *education is a shared responsibility among students, educators, parents, and the community.*
- *character and integrity matter.*
- *all students must feel safe, respected, and connected to learn effectively.*
- *students need to be critical thinkers and problem solvers.*
- *strong, meaningful relationships that value and respect the differences in all people are essential to success.*
- *our success is not determined by a single, standardized assessment.*

#### Vision:

Intentionally empowering today, to excel tomorrow.

# Strategic Plan (continued)

## Board of Trustees

*Jason Floyd*  
President

*Dr. Lana Carr*  
Vice President

*Cort Jo Walker*  
Secretary

*Bill Kelly*  
Treasurer

*Royce Cameron*  
Member

*Allen Cibbe*  
Member

*Heather Cuckebach*  
Member

## Administrative Staff

**Dr. Arturo Almendarez**  
Superintendent of Schools

**Dr. Anita Danaher**  
Deputy Superintendent

**Emily Lorenz**  
Assistant Superintendent

**Dr. Sonya Durrwachter**  
Director of Special Programs

**Dr. Marcos Flores**  
Director of Human Resources

**Kelsey Ramos**  
Director of Finance

**Blair McDavid**  
Director of Operations

## Learner Outcomes:

1. All students demonstrate the skills in the learner profile.
2. All students demonstrate lifelong learning.
3. All students demonstrate personal and academic growth.
4. All students will engage in service to the community.
5. All students will explore, select and achieve desired career pathways.

## Learner Profile:

The learner:

- thinks critically
- communicates effectively
- collaborates
- demonstrates responsibility
- exhibits good social and life skills
- problem solves
- adapts effectively
- innovates
- is resourceful
- sets goals
- is financially responsible
- is technologically proficient

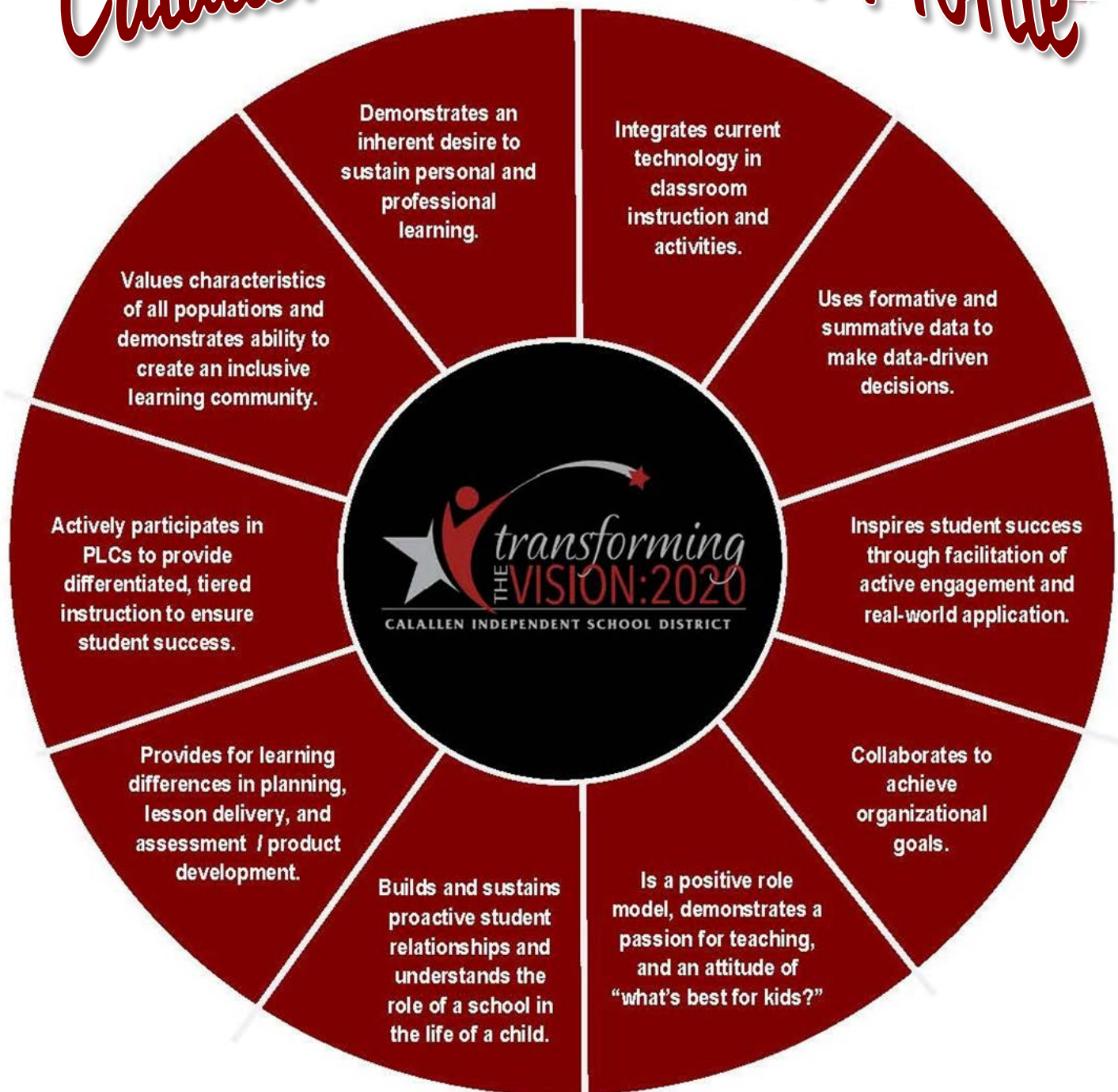


## Goals:

1. All learning environments will foster engagement by integrating personalized learning experiences.
2. CISD will provide an efficient, safe, and supportive environment in which students, staff, parents, and community members are meaningfully and actively engaged.
3. CISD will create and sustain an infrastructure that will securely accommodate the current and next generation of digital content and tools for stakeholders.
4. Calallen ISD will attract and support high quality staff members to optimize their impact on student learning and create a culture of staff retention.
5. Institutionalized Initiatives.



# Calallen ISD Teacher Profile



The mission of Calallen ISD is to challenge and encourage each student to achieve academic excellence, interpersonal and technical skills, and responsible citizenship. This is accomplished through the work of high-performing, collaborative teachers who set goals and embrace innovative design. CISD teachers create relationships, are student-centered, and provide a nurturing, engaging, interactive learning environment using varied methodologies which encourages mutual respect and positive relationships as teachers prepare students for a global future.

**Calallen Independent School District Elementary  
Student Handbook  
2020-2021 School Year**

If you have difficulty accessing the information in this document because of disability, please contact the district office at (361) 242-5600.

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## **CONTRACTUAL DISCLAIMER**

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 Calallen Independent School 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.

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, from time to time, without notice, in any manner that the Administration or the Board of Trustees of the District deem to be in the best interest of the District.

**Students and parents are required to acknowledge that they have received and read the Student Handbook by electronically signing through Skyward. (Student Code of Conduct Acknowledgment Form, Directory Information, Notice to Students and Parents Regarding Drug Free Schools)**

## PREFACE

Parents and Students:

Welcome to school year 2020-2021!

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

The Calallen ISD Elementary Student Handbook is a general reference guide that is divided into two sections:

**Section I: Parental Rights** will help you respond to school-related issues regarding curriculum and the school environment.

**Section II: Other Important Information for Parents and Students** is organized alphabetically by topic. Where applicable, it is divided by age and/or grade level.

**Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with board policy and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is **not** meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Calallen ISD Student Code of Conduct. To review the Code of Conduct, visit the district’s website at [www.calallen.org](http://www.calallen.org). State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the campus where your child attends school.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

If you or your child has questions about any of the material in this handbook, please contact a teacher, the school counselor, or the principal.

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon the student's enrollment):

1. Acknowledgment Form OR Acknowledgment of Electronic Distribution of Student Handbook;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information form;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education form, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information** and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** for more information.]

**Note:** References to policy codes are included so that parents can refer to board policy. The district's official policy manual is available for review in the superintendent's office, and an unofficial electronic copy is available at [www.calallen.org](http://www.calallen.org).

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact Calallen ISD at (361) 242-5600.

## **SECTION I: Parental Rights**

This section of the Calallen ISD Elementary Student Handbook includes information related to certain rights of parents as specified in state or federal law.

### **Consent, Opt-Out, and Refusal Rights**

#### ***Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service***

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at-risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established a procedure for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison, the district's Licensed Professional Counselor, can be reached at (361) 242-5600, and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment, or support on- and off- campus and accessing available student accommodations provided on campus.

[For more information, see Mental Health Support.]

**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency (TEA) for child abuse investigations and reports.

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

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

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

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

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

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

A student under age 14 must have parental permission to participate in the district's parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

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

State law permits the school to make a video or voice recording without parental permission when it:

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

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

### ***Consent to the Use of Corporal Punishment***

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

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

If you want corporal punishment to be administered to your child as a method of student discipline, please return the form found on-line at [www.calallen.org](http://www.calallen.org) OR submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you want corporal punishment to be administered to your child.

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

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

### ***Limiting Electronic Communications with Students by District Employees***

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for instructing or an extracurricular activity must communicate with a student.

The employee is required to include the student's parent as a recipient on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

### ***Objecting to the Release of Directory Information***

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);

- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition);
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period).

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. Any objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information included in the forms packet.]

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory information: yearbook, parent newsletter, and school website. If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: child's name, photograph, and grade level. If a parent does not object to the use of the student's information for these purposes, the school must release this information when requested by an outside entity or individual.

### **Participation in Third-Party Surveys**

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

A student 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;
- Sex 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 parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in or receive financial assistance under a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [For more information, see policy EF(LEGAL).]

### ***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified when a survey is not funded by the U.S. Department of Education.

A parent has a right to deny permission for his or her child's participation in:

- Any survey concerning private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution services; and
- Instructional material used as part of the educational curriculum.

### **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

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

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

State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction.

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

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

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

As a part of the district's curriculum, students receive instruction related to human sexuality. The West Intermediate students are shown a video dealing with early adolescent development. The video is presented during their Physical Education class. Male and female students are separated and shown the pertinent video with appropriate supervision:

Females – It's Always Changing (20 minutes)

Males – It's a Change Thing (7 minutes)

After viewing the video, students have an opportunity to ask the teacher / nurse questions.

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

### ***Reciting a Portion of the Declaration of Independence in Grades 3–12***

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,
- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL).]

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

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See Pledges of Allegiance and a Minute of Silence and policy EC(LEGAL).]

### ***Religious or Moral Beliefs***

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

### ***Tutoring or Test Preparation***

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, see policies EC and EHBC, and contact the student's teacher.]

## **Right of Access to Student Records, Curriculum Materials, and District Records / Policies**

### ***Instructional Materials***

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

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

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

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

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

### ***Student Records***

#### **Accessing Student Records**

A parent may review his or her child's records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,

- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at Objecting to the Release of Directory Information, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance—including grades, test results, and disciplinary records—is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student's parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,

- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

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

- When district officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include:
  - Board members and employees, such as the superintendent, administrators, and principals;
  - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
  - A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
  - A person appointed to serve on a school committee to support the district's safe and supportive school program;
  - A parent or student serving on a school committee; or
  - A parent or student assisting a school official in the performance of his or her duties.

"Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.

- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [To prohibit this disclosure, see Objecting to the Release of Directory Information on page 6.]

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

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

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

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 4205 Wildcat Dr., Corpus Christi, Texas.

The address(es) of the principals' offices are:

East Elementary: 3709 Lott Ave., Corpus Christi, Texas

West Intermediate: 4201 Calallen Dr., Corpus Christi, Texas

Wood River Elementary: 15118 Dry Creek, Corpus Christi, Texas

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a 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 guidelines.

[See Finality of Grades at FNG(LEGAL), Report Cards/Progress Reports and Conferences, and Complaints and Concerns.]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office [www.calallen.org](http://www.calallen.org).

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

### ***Teacher and Staff Professional Qualifications***

As a parent of a student at Calallen ISD you have the right to know the professional qualifications of the classroom teachers and teacher assistants who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teaching staff:

- Whether the State of Texas has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether State of Texas has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact the campus principal.

Como padre de un estudiante de la escuela Calallen ISD usted tiene derecho de saber acerca de las credenciales profesionales de los maestros y asistentes de maestros que instruyen a su hijo(a). La ley federal le permite solicitar cierta información acerca de los maestros de su hijo(a), y requiere que nosotros le proporcionemos dicha información en un tiempo razonable, si usted la solicita.

- Específicamente, usted tiene derecho de solicitar la siguiente información acerca del personal docente en el salón de clases de su hijo(a):
- Si el estado de Texas ha otorgado una licencia o calificado a un maestro(a) para los grados y materias que imparte
- Si el estado de Texas ha decidido que el maestro(a) puede enseñar en un salón de clases sin haber obtenido una licencia o haber sido calificado según las regulaciones estatales debido a circunstancias especiales



- La especialidad universitaria del maestro(a); si el maestro(a) tiene estudios superiores, de ser así, la materia de los títulos
- Si asistentes de maestro(a) o paraprofesionales similares proporcionan servicios a su hijo(a), y de ser así, conocer sus credenciales profesionales

Si desea recibir alguna de esta información, por favor llame al director(a) principal.

## **A Student with Exceptionalities or Special Circumstances**

### ***Children of Military Families***

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.
- The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:
  - Called to active duty,
  - On leave, or
  - Returning from a deployment of at least four months.

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

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

### ***Parental Role in Certain Classroom and School Assignments***

#### **Multiple Birth Siblings**

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL).]

## **Safety Transfers/Assignments**

A parent may:

- Request the transfer of his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.
- Consult with district administrators if the district has determined that his or her child has engaged in bullying and the board has decided to transfer the child to another classroom or campus.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See Bullying, and policies FDB and FFI.]

- Request the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE.]

- Request the transfer of his or her child to another district campus if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the district will transfer the assailant.

## ***Student Use of a Service / Assistance Animal***

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

## ***Students in the Conservatorship of the State (Foster Care)***

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course.

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

[See Credit by Examination for Advancement/Acceleration, Course Credit, and A Student in Foster Care for more information.]

### ***A Student Who Is Homeless***

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

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

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

[See Credit by Examination for Advancement/Acceleration, Course Credit, and Students who are Homeless for more information.]

### ***A Student Who Had Learning Difficulties or Who Needs Special Education or Section 504 Services***

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

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

## Special Education Referrals

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

**Note:** A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

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

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

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

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

## Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Dr. Sonya Durrwachter at (361) 242-5600.

## Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice,

- An opportunity for a parent or guardian to examine relevant records,
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

### **Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is the campus counselor (East Elementary – 242-5938, West Intermediate – 242-5900, or Wood River Elementary – 242-7560). [See also Students with Physical or Mental Impairments Protected under Section 504.]

[See **A Student with Physical or Mental Impairments Protected under Section 504.**]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

### ***Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education***

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

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

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL).]

### ***Students Who Speak a Primary Language Other than English***

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

***Students with Physical or Mental Impairments Protected under Section 504***

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See policy FB.]

[See A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services for more information.]

## **Section II: Other Important Information for Parents and Students**

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact your school's office (East Elementary – 242-5938, West Intermediate – 242-5900, or Wood River Elementary – 242-7560).

### **Absences/Attendance**

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

#### ***Compulsory Attendance***

#### **Prekindergarten and Kindergarten**

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

#### **Between Ages 6 and 19**

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

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

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

## ***Exemptions to Compulsory Attendance***

### **All Grade Levels**

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

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

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

## ***Failure to Comply with Compulsory Attendance***

### **All Grade Levels**

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

### **Students with Disabilities**

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

### **Between Ages of 6 and 19**

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent



that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Rosario Voorhees. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

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

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL).]

### ***Attendance for Credit or Final Grade (Kindergarten Through Grade 12)***

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

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

All absences, whether excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

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

### ***Official Attendance-Taking Time (All Grade Levels)***

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 a.m.

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

### ***Documentation after an Absence (All Grade Levels)***

When a student is absent from school, the student must bring a note signed by the parent that describes the reason for the absence within five days of return to school. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note. **The district will not excuse more than five absences per semester based on parent notes.**

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

**Note:** Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

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

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

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

[See policy FEC(LOCAL).]

### **Attendance Awards**

An attendance award will be presented to students with perfect attendance. Perfect attendance means that students are here each day of the 9 week period from bell to bell without 2 or more tardies or early outs that are not excused by a doctor. There may be additional attendance awards based on "true" perfect attendance. (True perfect attendance is being present every day from bell to bell with no tardies or early outs unless excused by a physician.)

### **Accountability Under State and Federal Law**

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by the No Child Left Behind Act.

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

TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

## Awards and Honors

### ***Academic Awards***

Students should be encouraged to be successful in their academic program and rewards are good incentives to do well. Rewards may be of several types: verbal, posting good work, stickers, and other spontaneous methods.

Each nine weeks, students in grades 1-5 who make 90 or higher in all core subjects graded numerically will be recognized as being on the "A" Honor Roll. Students who make 80 or above in all core subjects and 90 or above in at least one core subject graded numerically will be recognized as being on the "A-B" Honor Roll. Conduct and handwriting grades do not keep a student off the honor rolls.

*At the end of the year, the following awards will be presented:*

1. An "All A Honor Roll" certificate will be presented to students who higher in core subjects graded numerically. Conduct and handwriting grades do not keep a student off the honor roll. The certificate is the "All A Honor Roll" certificate and will be presented at the awards assembly.
2. An "A-B Honor Roll" certificate will be presented to students who have maintained a combination of A Honor Roll and A-B Honor roll for each nine weeks. Students must have at least one A for a student to be considered for the A-B Honor Roll. Conduct and handwriting grades do not keep a student off the honor roll.

## Bullying

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

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

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

The district is required to adopt policies and procedures regarding:

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

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying on the district website at [www.calallen.org](http://www.calallen.org).

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

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

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

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

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

[See Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **Celebrations**

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

[See **Food Allergies**.]

## **Child Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at [www.calallen.org](http://www.calallen.org). Trafficking includes both sex and labor trafficking

### ***Warning Signs of Sexual Abuse***

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Possible physical, behavioral, and emotional warning signs of sexual abuse include:

- Difficulty sitting or walking;
- Pain in the genital areas;
- Claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children;
- Fear of being alone with adults of a particular gender;
- Sexually suggestive behavior;
- Withdrawal;
- Depression;
- Sleeping and eating disorders; and
- Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels).]

### ***Warning Signs of Trafficking***

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed, but not having a school-authorized work permit;
- Being employed and not having a work permit, but clearly working outside the permitted hours for students;
- Owning a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing and employers and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

### ***Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children***

Anyone who suspects that a child has been or may be abused, sex trafficked, 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).

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

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).]

Reports of abuse, trafficking, or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

### ***Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children***

The following websites might help you become more aware of child abuse and neglect, sexual abuse, sex trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Assault, Resources](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)

### **Check Acceptance and Return Policy**

In the event that a check written to any Calallen ISD campus, club, or organization is returned unpaid by your bank, Calallen ISD or its agent (PAYTEK Solutions) will redeposit your check electronically. Additionally, you understand and agree that payments by check may be deposited electronically or re-deposited electronically if your check is returned. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. You may reach PAYTEK Solutions at 800-641-9998.



## **Class Interruptions**

There will be no interruptions of scheduled class time except for emergencies and other times that are necessary. Contact the office for assistance in order to prevent class time interruptions. CALLEN SAFETY GUIDELINES MANDATE THAT PARENTS MUST COME TO THE OFFICE BEFORE GOING TO ANY CLASSROOM DURING SCHOOL HOURS.

## **Class Parties**

Each grade level will be allowed 3 parties per year as designated by the campus.

## **Communications - Automated**

### ***Emergency***

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See **Safety** for information regarding contact with parents during an emergency situation.]

### ***Non-Emergency***

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

[See **Safety** for information regarding contact with parents during an emergency situation.]

## **Complaints and Concerns**

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

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the

concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **Conduct**

### ***Applicability of School Rules***

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

### ***Campus Behavior Coordinator***

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator for each district campus is the campus principal.

### ***Disruptions of School Operations***

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or preventing a student from attending a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

- Interference with the transportation of students in vehicles owned or operated by the district.

### ***Social Events***

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

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

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

### **Counseling**

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development of students; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

### **Academic Counseling**

#### ***Elementary and Middle/Junior High School Grade Levels***

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

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

### ***Personal Counseling***

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

If your child has experienced trauma, contact the school counselor for more information.

[See Substance Abuse Prevention and Intervention and Suicide Awareness and Mental Health Support, and Child Sexual Abuse and Other Maltreatment of Children and Dating Violence.]

### **Credit by Examination for Advancement / Acceleration**

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

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district's board of trustees. The dates on which examinations are scheduled during the 2020-2021 school year will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student who is homeless or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

Credit by Exam Dates	Deadline to Register
June 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> 2020	April 30 <sup>th</sup> , 2020
August 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> , 2020	July 17 <sup>th</sup> , 2020
November 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> , 2020	October 9 <sup>th</sup> , 2020
February 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 2021	January 8 <sup>th</sup> 2021
June 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 2021	April 30 <sup>th</sup> 2021

#### ***Students in Grades 1–5***

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics,

science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

### **Dating Violence, Discrimination, Harassment, and Retaliation**

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

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

#### ***Dating Violence***

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

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

#### ***Discrimination***

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

#### ***Harassment***

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an

intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

In addition to dating violence as described above, two other types of prohibited harassment are described below.

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

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

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

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

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

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

### ***Retaliation***

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### ***Reporting Procedures***

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

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

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

### ***Investigation of Report***

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

## **Deliveries**

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

## **Discipline**

### ***Bus Conduct***

See Transportation for information

### ***School Conduct***

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Discipline should be a combination of effort between the parent and the school. Discipline violations may result in utilizing specific interventions such as classroom removal, loss of privileges, detention, and others noted in the **Student Code of Conduct**. (Specific details regarding discipline are in the Student Code of Conduct.)

#### **Conduct Rules are as follows:**

- **HALL RULES**

1. Students shall walk on the right hand side of the hallways.
2. Students shall not run in the hallways.
3. Students shall move through the hallways quietly. Talking, shouting, whistling, etc., will not be allowed.
4. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.

- **RESTROOM RULES**

1. Keep our restrooms clean! Flush when needed and place paper towels in trash cans.
2. Speak quietly and take turns.
3. Return to class immediately.
4. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.
5. When not going to the restroom as a class, students must sign out in their classroom.

- **PLAYGROUND RULES**

1. Be friendly and courteous.
2. Respond to whistle when blown.
3. Refrain from throwing dirt or rocks.
4. Use equipment only as it is intended to be used:
  - a. Slide – slide feet first, one person at a time.
  - b. Swings – Swing alone, sitting down and going straight.
  - c. Bars – Hang from the bars, standing or sitting on top is not allowed.



- **CAFETERIA RULES**

1. Walk in the cafeteria.
2. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.
3. Comply with request of school personnel.
4. Take the first available seat at your assigned table.
5. Keep your food and utensils on your own tray.
6. Leave your seat only with permission.
7. Clean your area before you leave.
8. You may talk quietly to your neighbor.

## **Discrimination**

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

## **Distance Learning**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, videoconferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are Texas Virtual School Network.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN) to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

## **Distribution of Literature, Published Materials, or Other Documents**

### ***School Materials***

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

The school yearbook 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 selling, posting, circulating, or distributing more than ten copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the

oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the main office as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

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

[See FNG(LOCAL) for student complaint procedures.]

### ***From Others***

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

The principal has designated the main office as the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

### **Dress and Grooming**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the dress code outlined below.

Standardized Dress Attire is required for all Calallen Elementary School students. Students will have a choice of four solid colored (no logo) style polo shirts or a spirit shirt in short or long sleeve. The four color choices are White, Navy Blue, Gray, and Maroon. There will be four choices of slacks: Navy Blue, Khaki, Gray and Blue Jeans. Our goal at all of the elementary campuses is not to inconvenience parents/guardians at home or at work during the school day, therefore parents/guardians may assist the school by making sure that their child is wearing the required clothing before he/she leaves home every day. When the child arrives at school and the dress code violation requires a change of clothing to be corrected, the following procedures will be followed:

1. Students who are not in dress code will have an opportunity to correct the violation before going to class.
2. If the dress code violation cannot be corrected or if the student refuses, the student may be placed in ISS.
3. Persistent dress code violations may lead to severe disciplinary consequences.

The following list includes several local area stores where you can purchase standardized dress attire.

- |              |                |                       |                   |
|--------------|----------------|-----------------------|-------------------|
| 1. Wal-Mart  | 2. J.C. Penney | 3. Target             | 4. Dollar General |
| 5. Dillard's | 6. Sears       | 7. Land's End Catalog | 8. Academy        |

***Pants:***

Standardized Dress, navy blue slacks, khaki slacks, gray slacks or 5-pocket style jeans must be worn. Pants with extra-large pockets on the legs are not allowed. Slacks and jeans need to be size appropriate and fit at the waist and the crotch. Overly tight or overly loose pants or shorts are not allowed. Slacks and jeans must be hemmed (not frayed, slit at the seams, have holes or tears). Girls may wear Capri pants as long as they fit the standardized dress policy. Rhinestones, embroidery, or any other form of embellishment must be limited to the pockets.

***Shorts:***

Standardized Dress, blue shorts, khaki shorts, gray shorts, and 5-pocket style jean shorts that are no shorter than a dollar bill width from the top of the kneecap may be worn. Shorts with extra-large pockets on the legs are not allowed. Shorts which are too tight or which allow underclothing to show are not permitted. Rhinestones, embroidery, or any other form of embellishment must be limited to the pockets.

***Not Permitted:***

Slits/tears on legs of pants	lace up/button flies	frayed pant legs
Bell bottoms	tight fitting	stretch, corduroy,
Bagging, sagging, oversized	hip huggers	pants/shorts
Oversized pockets		

***Belts:***

Belts are optional. If students choose to wear a belt, the belt must be black or brown and free from logos or decorations on the belt and the buckle.

***Shirts:***

Short or long sleeve knit, button down, “polo” style shirts w/ a collar, logo free and must be solid white, navy blue, gray, or maroon. **Shirrtails must be no longer than hip-length.**

***Turtlenecks and Long Sleeves under Shirts:***

May be worn under the required uniform shirt only if it is:

1. Solid white, navy blue, gray, or maroon.
2. Logo free.

***Spirit Shirts:***

Must be Calallen or campus spirit shirts that promote Calallen pride. Spirit shirts may be worn any day of the week. Shirrtails must be no longer than hip-length and of the appropriate size, not oversized or baggy.

***Skirts / Jumpers:***

Must be navy blue, khaki, gray, or denim and free of logos or embellishment. Skirts must be no shorter than the width of a dollar bill from the top of the kneecap. STRETCH material or tight fitting skirts that allow undergarments to show are NOT allowed. Shorts must be worn under all skirts or jumpers to cover undergarments. Tights/leggings may be worn under skirts or jumpers, but the length of the skirt must comply with dress code and the tights must be navy blue, maroon, white, or gray.

***Sweaters / Coats / Windbreakers / Sweatshirts:***

Elementary students will be given the option to wear sweaters or coats of their choice as long as the sweaters or coats are within the Student Code of Conduct guidelines. Sweaters, windbreakers, or sweatshirts must be solid color to be worn in the school building. Logos are permitted, but must be school appropriate.

- Outerwear must be of appropriate size, not oversized or baggy.
- Outerwear may not be worn around the waist or hanging off the shoulders.
- Sweatshirts with zippers and buttons are allowed. Calallen pullovers or hoodies are allowed.
- Coats worn outside may be any color.

***Shoes:***

**Tennis Shoes** must be worn **at all times** because students participate in P.E. or recess every day, including free dress days. (May not have lights or wheels.)

***Hair for Girls:***

- Hair must be neat, clean, and well-groomed at all times.
- **Streaked hair, dyed hair, painted/ unnatural hair color** that is distracting to others, is not allowed.
- Hair may not cover the eyes or hang in front of the face.
- Feathers, or distracting hair accessories are not permitted.

***Hair for Boys:***

- Hair must be neat, clean, and well-groomed at all times.
- Military style hair styles are permitted.
- Sides may not be longer than mid-ear.
- Haircuts using clippers smaller than a 1 are discouraged.
- Hair cannot touch the top of the collar on a polo-style, collared shirt.
- Hair restraints, man buns, and pony tails are not allowed.
- No facial hair is allowed.
- Extremely dyed/partially/painted/unnatural hair color, designs, or insignias are not permitted.
- Hair may not touch the top of the eyebrows. Hair must be trimmed to the eyebrows so not to cover the eyes.
- Distracting braids, colored inserts, mohawks, or fauxhawks are not permitted.
- Dreadlocks and braids must meet appropriate dress-code hair length (hair cannot touch the top of the collar on a polo-style, collared shirt)

***Earrings / Make-Up/ Body Art:***

- A maximum of 1 pair of earrings may be worn only by female students and only on the ear lobe itself. **For safety concerns, earrings may not hang lower than 1 inch below the lobe.**
- No make-up is permitted.
- Body/face glitter is not permitted.
- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not allowed.
- Writing on the skin is not permitted.
- Coloring in fingernails using markers or any other writing utensil is not permitted.
- Body or face piercings are not permitted.
- Notching of the eyebrows is not permitted.
- Artificial fingernails are not permitted.

***Undergarments:***

- Appropriate undergarments will be worn. Colored or patterned bras may not be worn underneath white uniform shirts.
- Only white, gray, navy blue, or maroon t-shirts may be worn underneath the uniform shirt.

***Accessories:***

- Accessories may not display drugs, drug paraphernalia and/or alcohol, sexual or foul language.
- Hats/hoods/caps/bandannas/sunglasses may not be worn in the building.
- Chains on wallets are not allowed.
- Bracelets are limited to 2 per wrist area.
- No studded or spiked wrist bracelets, necklaces, or accessories.
- Accessories that distract from the learning environment will be taken away by the teacher and given to an administrator.

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

## **Electronic Devices and Technology Resources**

### ***Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones***

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

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

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

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

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

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The device may be picked up from the office for a fee of \$15.00. All devices not retrieved will be disposed of at the end of each school year.

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

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

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

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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

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

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

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

### ***Electronic Devices with Tracking or Listening Capabilities***

A parent shall obtain prior approval from the student's campus principal prior to operating a personal student-tracking safety device with recording or listening capability at school or at a school sponsored or school related activity. Because of student privacy concerns, the district requires listen-in technology to be disabled while the device is on the campus or at school.

sponsored or school related activities. The district prohibits unauthorized audio or visual recordings or transmission of audio or images of other students, and requires that parents seeking approval for the use of such devices provide written acknowledgement of these prohibitions. The district may restrict or deny further use of a personal student-tracking safety device by a parent and/or a student based upon violation of this agreement or any unauthorized use prior to approval.

## **English Learners**

A student who is an English learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **Extracurricular Activities, Clubs, and Organizations**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [See Transportation.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music



activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.state.tx.us](mailto:curriculum@tea.state.tx.us).

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

### ***Standards of Behavior***

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

### **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: student council at West Intermediate.

### **Fees**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.

- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

## **Field Trips**

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

## **Floral or Other Outside Deliveries**

Flowers, balloons, and other deliveries are a distraction in the classroom and are difficult to transport on the bus after school. Flowers, balloons or other deliveries sent to students at school will be kept in the office and must be picked up after school.

## **Food and Nutrition Services**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

[For more information, see policy CO(LEGAL).]

The Food Service Department is committed to improving the education and health of our children by nourishing their bodies and minds through healthy, nutritious meals that meet and or exceed the Federal and State requirements established by USDA and the Texas Department of Agriculture. The nutritional standards require schools to make the healthy choice by offering students more food and beverage components that contain whole grains, fruits, vegetables, leaner proteins, lower-fat dairy products and foods that contain less fat, sugar and sodium.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed.

See the [CISD Food Service](#) webpage to apply for free or reduced-price meal services.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board (up to \$15.00), and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal. The district will make every effort to avoid bringing attention to such a student.

### **Meal Service**

Breakfast and lunch will be served each school day. Meal times will vary from campus to campus. Lunches from home will be eaten in the cafeteria during meal time. Food from an outside source may be brought in for **your child ONLY**.

All students have a meal account based on their student ID number (card) that is used to track all transactions. A student account must have funds to purchase a meal and/or any other items. Numerous online capabilities are provided for managing student meal accounts. Some of these services include: Free and Reduced Meal Applications, Lunch Money Now payments, free email balance notifications, and meal account activities. Please visit [www.calallen.org](http://www.calallen.org) and go to the Food Service link for lunch menus and additional information.

### **Meal Prices**

Campus	Elementary PK – 5 <sup>th</sup>	Middle/High School 6 <sup>th</sup> -12 <sup>th</sup>
Student Breakfast	\$ 2.00	\$ 2.00
Student Lunch	\$ 2.65	\$ 2.90

### **Free and Reduced Meal Applications**

The meal application is provided to all students or can be submitted online at [www.calallen.org](http://www.calallen.org) at any time during the school year. A new application per household **must** be completed every year. Online applications are encouraged for prompt processing. A notification letter will be mailed out to inform household of meal status.

If you have any questions or concerns, you may contact the Food Service Director at (361) 242-5906.

## **Fundraising**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

## **Gang-Free Zones**

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

## **Gender-based Harassment**

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

## **Grading Guidelines**

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

For detailed information see the ***CISD Instructional Grading and Reporting Guidelines Handbook*** online at [calallen.org](http://calallen.org).

[Also see **Report Cards/Progress Reports and Conferences** for additional information on grading guidelines.]

## **Harassment**

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

## **Hazing**

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or

maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

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

[See Bullying and policies FFI and FNCC.]

## **Health-Related Matters**

### ***Student Illness***

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

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

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

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

### ***Required Annual Health Information***

Members of the health care team will attempt to provide the best care possible, barring no unusual events or circumstances, for your child based on the information that you have provided us. CISD cannot be held responsible if parents have not provided current information. Your child may have an unforeseen result if CISD does not have access to this information.

The following forms must be completed annually and updated as needed.

1. Emergency card
2. Health history
3. Special health care needs (if applicable)
4. Medication order forms, parents or physician (if applicable)

These forms must be completed, signed, and returned to the campus health room no later than 5 days from the beginning of the student starting school.

### ***Reporting***

The school nurse will notify the parent, in a timely manner, when a student is seen in the health room. This will be done by entering a nurse office visit in Family Access, and if necessary also by phone. Parents may access a record of student nurse office visits in Family Access. This reporting system will help increase communication between the school nurse and parents.

### ***Communicable Illness***

To help prevent children from acquiring contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student returns to school before this time, parents will be notified to pick up their child. A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

### ***Bacterial Meningitis***

Please see the district's website at [www.calallen.org](http://www.calallen.org) for information regarding meningitis.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** for more information.]

### ***Diabetes***

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

### ***Food Allergies***

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

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

The complete text of the "[Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis](#)" can be found on the DSHS website at [Allergies and Anaphylaxis](#).

[See policy FFAF and **Celebrations**.]

### ***Head Lice***

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in the affected classroom without identifying the student with lice.

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

[See policy FFAA.]

#### *Screening Procedures:*

- A. Head checks will be done on an as needed basis.
- B. Symptomatic individuals should be referred **discreetly** to the health room.
- C. Once health services have confirmed an active case of head lice, the student will be kept from close contact with others and a parent/guardian will be notified.

An active case of head lice is confirmed by the presence of eggs less than 1/4 inches from the scalp or live lice visualized.

- D. Upon notification of a student having head lice, a parent/guardian is advised to pick up child(ren) to start treatment immediately, so that the student may return to school promptly.

*Readmission Criteria:*

A student **MUST** be cleared by the campus nurse prior to returning to class. He/she must return head lice letter along with proof of treatment, (such as receipt or label) before being allowed back into class.

***Notification***

In order to help ensure the best school health care for a student, CISD's Health Care Team reserves the right to contact a student's doctor whenever a medication/treatment is to be given at school or regarding the student's health care.

***Injuries***

In cases other than minor cuts and scratches, parents will be notified of known accidents which occur at school.

***Emergency Medical Treatment and Information***

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

***Transportation of Ill or Injured Students***

The health care team assumes no custodial or parental responsibility for transporting any ill/injured student. If children are not picked up within a reasonable time the parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

***Neglect of Health Care Needs***

Parents who consistently fail to provide health care for their child may be reported to CPS (Child Protective Services).

***Medicine at school***

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



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

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

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Ideally, all medication should be given at home. If this is not possible, school policy is strictly followed in order to safely administer medication. (Copies of this policy are located at each campus health room and available to you.) The following is important information regarding the administration of medication at school:

- In accordance with Texas Education Code 21.905, medication is defined as: Substances used to prevent, diagnose, cure, or relieve signs and symptoms of disease.
- **All** medication must be brought to the school nurse by a parent or guardian and is responsible for maintaining an adequate supply of medication at the school to meet the student's needs.
- **Students are not allowed to be in possession of any medication at any time unless they have written permission from a physician.** The written permission must state that the student has a condition that requires immediate treatment. (Example: Asthma inhalers)
- **Students will be subject to disciplinary action if they are in possession of any kind of medication unless written physician authorization is present.**
- All CISD staff that may administer medication must be familiar with the following information before a medication will be given:
  1. the actions of the medication
  2. the indications and dosage of the medication
  3. possible adverse reactions of the medication
  4. interactions of the medication
  5. contraindications of the medication
  6. nursing considerations of the medication
- Written authorization is required from parent/guardian for over the counter medication to be given at school for 10 calendar days or less. (This form is available in the campus health room.) **No phone requests will be accepted.**

- Medication that is to be given for more than 10 calendar days must have written orders from a Texas licensed physician. (This form is available in the campus health room.)
- Written authorization from either parent or physician must include: name of medication, medical reason for the medication, dosage, time to be given, name of the child, and any known allergies.
- In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.
- The most current physician's order and/or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match, your child will not receive the medication at school.
- Only the amount of medication that is required to be taken at school should be kept at school. (Example: student is to take 1 Amoxil at 12:00 for 3 days, only 3 Amoxil should be left at school.)
- Parents/guardians only may pick up any unused portion of medication. Medication will not be returned to students.
- Medication will be stored in a locked drawer/cabinet.
- A non-licensed health team member designated by the principal may administer medication. These staff members have received orientation, instruction, and passed a written test for the administration of medication.
- **It is the responsibility of the student to report to the designated area to take his/her medication.**

Teachers will be notified of those students in their class requiring medication and the time that the student is to take the medication.

- **A physician's order must accompany any prescribed medication before it can be dispensed at school.** The health room is not allowed to even accept any prescribed medication without a physician's order.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

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

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

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

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

See the school nurse or principal for information. [See policy FFAF(LEGAL).]

### ***Immunization Requirements***

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

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

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

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#).]

### **Provisional Enrollment**

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

### **Health Screenings**

Texas State mandated screenings will be conducted periodically during the school year. Students will be screened for vision and hearing impairments in appropriate grades. Spinal screenings will be conducted for 6<sup>th</sup> and 9<sup>th</sup> grade students. Students can be screened for vision/hearing/spinal problems at the discretion of the school nurse. Acanthosis Nigracans screening will be performed on all 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade students as per HB 2989. Parents will be notified of abnormal results.

### **Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

**Important: *If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the Campus Nurse.***

When signing the Student Code of Conduct Acknowledgement form, you are also agreeing to the policies and procedures of the District Health Services.

### **Accident Insurance**

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

The school provides an accident insurance plan for each year. One plan is for “At School Coverage” and another for 24-hour coverage. An envelope will be sent home that will give

information to help you select the one best fitted for your needs if you wish to participate in such a program.

### ***Physical Activity Requirements***

#### **Elementary School**

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

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

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

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

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available from the district website at [www.calallen.org](http://www.calallen.org).

[See policies at BDF and EHAA. See Human Sexuality Instruction for additional information.]

#### ***Seizures***

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year or upon enrollment of the student, or as soon as practicable following a diagnosis of a seizure disorder for the student. For more information, contact the school nurse.

For more information, see "A Student with Physical or Mental Impairments Protected under Section 504".

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

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

### **Health-Related Resources, Policies, and Procedures**

#### ***Physical and Mental Health Resources***

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- District or campus nurse;

- Campus counselor;
- District Licensed Professional Counselor;
- The local public health authority; or
- The local mental health authority.

### ***Physical and Mental Health Resources***

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at [www.calallen.org](http://www.calallen.org).

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FF
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact your campus principal for further information regarding these procedures and access to the District Improvement Plan.

## **Other Health-Related Matters**

### ***Physical Fitness Assessment (Grades 3–12)***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 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 campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### ***Vending Machines***

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the principal [See policies at CO and FFA.]

### ***Tobacco and E-Cigarette Prohibited (All Grade Levels and All Others on School Property)***

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes (e-cigarettes) or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity. Any confiscated tobacco or e-cigarette products will be disposed of by the campus administration.

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

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Director of Maintenance and Operations, the district's designated asbestos coordinator, at (361) 242-5600.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free 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 or who want to be notified prior to pesticide application inside their child's school assignment area may contact Director of Maintenance and Operations, the district's IPM coordinator, at 242-5600.

## **Homeless Students**

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

For more information on services for homeless students, contact the district's homeless education liaison, Director of Special Education at (361) 242-5600.

[See Students Who Are Homeless.]

## **Homework**

See the CISD Instructional Grading and Reporting Guidelines available online at [www.calallen.org](http://www.calallen.org).

## **Illness**

[See Student Illness under Health-Related Matters.]

## **Law Enforcement Agencies**

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

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

### ***Students Taken Into Custody***

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.



- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court to take a student into custody.

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

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

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

The district is required by state law to notify:

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

[For further information, see policy FL(LEGAL).]

### **Leaving Campus**

No child is permitted to leave school under any circumstances unless accompanied by a teacher, principal, or the legal guardian. Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably

possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

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

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

If a person wishes to pick up someone else's child, the parent or legal guardian of that child must contact the principal's office and/or the person's name must appear on the child's registration card.

In case of divorce within the family, the child is only permitted to leave school by permission of the legal guardian, who must have current custody documents in the child's record folder.

### ***During Lunch***

Due to the limited time for lunch, students are not allowed to leave campus in order to avoid any disruption in their instructional day.

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

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

## ***After School***

**In order to ensure the safety of our students, we ask parents to be consistent with after school procedures.**

## **Lost and Found**

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

## **Makeup Work**

### ***Makeup Work Because of an Absence***

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

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

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page 36.]

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

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

### ***In-School Suspension (ISS) and Out-of-School-Suspension (OSS) Makeup Work***

#### **Alternative Means to Receive Coursework**

While a student is in ISS or OSS, the district will provide the student with all course work for the student’s foundation curriculum classes that the student misses as a result of the suspension.

#### **Opportunity to Complete Courses**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school

year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

## **Mental Health Support**

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making; • Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

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 psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

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. [See policy FFAC FFEB for more information.]

For related information, see:

- Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- Counseling for the district's comprehensive school counseling program;
- Physical and Mental Health Resources for campus and community mental and physical health resources; and

- Policies and Procedures that Promote Student Physical and Mental Health for board-adopted policies and administrative procedures that promote student health.

## **Nondiscrimination Statement**

In its efforts to promote nondiscrimination and as required by law, Calallen ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Assistant Superintendent. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, Align information about the district's Title IX Coordinator and ADA/504 Coordinator (below) with FB(EXHIBIT) and FFH(EXHIBIT). New guidelines regarding Title IX implementation, issued May 6, 2020, and effective August 14, 2020, require districts to provide the Title IX contact's email address. TASB Policy Service will prompt district administrators to update contact information for the Title IX and ADA/504 Coordinators in DIA(EXHIBIT), FB(EXHIBIT), and FFH(EXHIBIT). 2020-2021 TASB Model Student Handbook © 2020 by Texas Association of School Boards, Inc. All rights reserved. 119 Text Editorial Notes and References the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Assistant Superintendent, 4205 Wildcat Drive, Corpus Christi, Texas 78410, 361-242-5600.
- All other concerns regarding discrimination: See the Superintendent 4205 Wildcat Drive, Corpus Christi, Texas 78410, 361-242-5600.

[See policies FB(LOCAL) and FFH(LOCAL).]

## Parent and Family Engagement

### ***Working Together***

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See Academic Counseling.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at your child's campus [East-(361) 242-5938; West Intermediate-(361) 242-5900; Wood River-(361) 242-7560] 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. [See Report Cards/Progress Reports and Conferences.]
- Becoming a school volunteer. [For further information, see policy GKG and Volunteers.]
- Participating in campus parent organizations. Parent organizations include: PTA.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact the principal.]
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.

- Attending board meetings to learn more about district operations. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at the Calallen ISD Central Office, and online at [www.calallen.org](http://www.calallen.org). [See policies at BE and BED for more information.]

[See policies at BE and BED and Volunteers for more information.]

### ***Parent Involvement Coordinator***

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the assistant principal and may be contacted at the campus office [East-(361) 242-5938; West Intermediate-(361) 242-5900; Wood River-(361) 242-7560].

### **Pledges of Allegiance and a Minute of Silence**

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

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

[See policy EC for more information.]

### **Prayer**

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

### **Promotion and Retention**

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

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

In grades PreK-5, promotion is based on mastery of the curriculum and shall be determined by the following standards for mastery.

- Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

**Grade Specific Promotion Requirements:**

**Grade 1:** In grade 1, promotion to the next grade level shall be based on a grade of 70 or above on a scale of 100 in reading/language arts and mathematics.

**Grades 2-8:** In grades 2–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas essential knowledge and skills) for all subject areas and a grade of 70 or above in reading/language arts and mathematics

[See policy EIE for more information regarding specific grade level requirements for promotion]

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

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

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

[See Standardized Testing.]

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

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



Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

### **Proof of Residency / Change of Address**

If a parent moves or changes telephone numbers, the new address and phone number should be given to the office so files and the emergency card can be updated. If a parent moves from the district, the student must withdraw and enroll at the school within the district to which he or she has moved.

### **False Information**

Presenting false information or false records for identification is a criminal offense under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other costs provided below. *Education Code 25.002 (d)*

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater. *Education Code 25.001 (h)*

### **Release of Students from School**

[See Leaving Campus.]

### **Report Cards / Progress Reports and Conferences**

Report cards with each student's grades or performance and absences in each class or subject are available to parents at least once every 9 weeks.

At the end of the third and sixth week of a nine-week grading period, parents will receive a progress report if their child's performance in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See Working Together for how to schedule a conference.]

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

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

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

The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

## **Retaliation**

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

## **Safety**

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

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

## ***Accident Insurance***

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

## ***Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies***

Occasionally, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## ***Preparedness Training: CPR and Stop the Bleed***

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security’s Stop the Bleed and Stop the Bleed Texas.

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

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

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will alert the community in the following ways:

K-99	99.1 FM	289-0111
KOUL	103.7 FM	883-1600
KIII-TV	Channel 3 (cable 5)	986-8300
KRIS-TV	Channel 6 (cable 7)	886-6100
KZTV	Channel 10 (cable 12)	883-7070

Please tune in to any of these stations for information. If there is no announcement, Calallen schools will be in session.

[See Communications-Automated, Emergency for more information.]

### ***Severe Weather***

A plan of action will be put into effect in the event of a tornado, hurricane warning or when severe weather warnings are received. Instructions for sending children home will come from the superintendent’s office to the building principal. Parents coming to the school for their children are asked to remain in the office, in order not to excite the students remaining in the class.

### **School Board Policy Notice**

School Board policies are available online at [www.calallen.org](http://www.calallen.org).

### **School Day**

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

**East & Wood River Elementary:** The school day for students in K-3 will begin at 8:00 a.m. Students who do not ride the school buses must not arrive on campus before 7:25 a.m. There is no adult supervision before this designated time. Students are dismissed at 3:10 p.m.

***Pre-Kindergarten and PPCD*** will follow appropriate half day schedule. Parent/guardian of PK students must be physically present at the bus stop location for their child to be dropped off. If an adult is not present, the PK child will be brought back to school. If the child is returned to school on more than 4 occasions, bus privileges may be revoked.

**West Intermediate:** The school day for West Intermediate students will begin at 7:40 a.m. Students who do not ride school buses should not arrive on campus before 7:15 a.m. There is no adult supervision before this designated time. Students are dismissed at 2:50 p.m.

Every effort should be made to have your child at school on time, and pick them up at release times. Parents are required to escort tardy students into school to be signed in and sign out late pick up students. If students have been repeatedly left unattended before designated arrival times, or if children are not picked up within a reasonable time parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

[See Tardy]

## **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.

The following areas are open to students before school at the designated time for each campus:

- Kindergarten & First Grade – Activity Room
- Second Grade – Fine Arts
- Third Grade – Library
- Fourth & Fifth Grade – Students must pick up a pass on a first come first serve basis from the cafeteria monitors to go areas available (computer labs, classroom tutorials, SPRINT, labs, MakerSpace).
- Cafeteria for those eating breakfast. Report to assigned area if finished before 7:45 a.m.

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

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

### ***Conduct Before and After School***

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

### ***Use of Hallways During Class Time***

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

### ***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 before school for independent student use with a teacher permit.

### ***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.

### ***District Property***

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

### ***Searches in General***

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

### ***Telecommunications and Other Electronic Devices***

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

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

[See policy FNF(LEGAL) and Electronic Devices and Technology Resources for more information.]

### ***Trained Dogs***

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

### ***Sexual Harassment***

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

### ***Special Programs***

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the school counselor.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission's [Talking Book Program](#), which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.

## **Standardized Testing**

### ***STAAR (State of Texas Assessments of Academic Readiness)***

#### **Grades 3–8**

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

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

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

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

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

#### **Students in Foster Care**

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

Please contact the Director of Special Education, who has been designated as the district's foster care liaison, at (361) 242-5600 with any questions.

[See Students in the Conservatorship of the State for more information.]

#### **Students Who are Homeless**

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

Please contact the Director of Special Education, who has been designated as the district's homeless liaison, at (361) 242-5600 with any questions.

[See Homeless.]

### **Student** (All Grade Levels)

### **Speakers**

The district provides students the opportunity to introduce the following school events: opening announcements and greetings for the school day and other activities deemed appropriate by the campus principal. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA(LOCAL) regarding other speaking opportunities.]

### **Substance Abuse Prevention and Intervention**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: [Mental Health and Substance Abuse](#).

### **Suicide Awareness**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

### **Tardies**

Students arriving to class after 7:40 a.m. for West Intermediate and 8:00 a.m. for East & Wood River Elementary are considered tardy and must report to the office for a tardy slip, which is given to the teacher. Students who receive six tardy slips during one nine weeks period will lose his/her recess privilege for that day and each subsequent day the student is tardy within that nine week period. Parents will be notified if their child receives 6 or more tardies or is picked up early 6 or more times for a nine-week period

Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. If a child has 2 or more tardies or is picked up early 2 or more times for any nine-week period, he/she will not be able to participate in perfect attendance activities for that nine weeks. **Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards.** Students who have accumulated more than 8 tardies for the year will not be eligible for the end-of-the year perfect attendance awards.



Parents of students who receive 9 or more unexcused tardies or early dismissals in a semester may also receive a compulsory school attendance letter and may be subject to truancy charges. In order for a tardy or early dismissal to be excused, a doctor's excuse (or similar excuse) must be provided by the next school day.

Parents are required to escort tardy students into school and sign them in at the office.

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives.

If the district does not issue graphing calculators for a course requiring their use, a student may use a calculator application with the same functionality as a graphing calculator on a phone, laptop, tablet, or other computing device in place of a graphing calculator.

A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **Transfers**

Students living out of district must apply for transfer annually. Application may be downloaded and completed for review by the Assistant Superintendent. Applications may also be picked up at CISD Central Administration Office. Students must meet certain criteria in the area of grades, state assessment, attendance, and discipline. In addition to the above criteria, the number of transfer students accepted will be determined by space availability and compliance with Federal Court Order Civil Action 5281. Out of district transfer students are eligible to attend district school tuition-free in accordance with DEB (LOCAL).

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

[See Safety Transfers/Assignments, Bullying, and Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services, for other transfer options.]

## **Transportation**

### ***School-Sponsored Trips***

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

[See School-sponsored Field Trip for more information.]

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

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the school and on the district's web site at [www.calallen.org](http://www.calallen.org).

### **Bus Stops**

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

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

The district will not pick up or deliver a student to multiple addresses. The only pick-up and drop-off address that will be serviced for your child is the address listed on the back of the registration card that is completed at registration. Any change in the addresses must be permanent and submitted in writing to the Campus Administrator or their designee. A minimum of twenty-four (24) hours' notice will be required to implement this permanent change.

**It will be the parent's responsibility to make arrangements to transport the child, if a nonpermanent pick up or drop off location is needed.**

**In extreme circumstances, the Campus Administrator or their designee may allow a change in this policy, but only if the request is made before 2:00 p.m. and is submitted one of the following manners: fax, email, or a signed, written request.**

Students who are not bus eligible may not use the bus as transportation except for school trips.

The district has identified the following areas where hazardous traffic conditions exist for students who live within two miles of the campus: areas in which students must travel on or cross highways 77, 9, 37, 624, 24 (Violet Road), or 1694 (Callicoate between Leopard and Hearn).

Because students in these areas might encounter hazardous traffic conditions when walking to and from school, the district will provide transportation to these students. Please contact the Director of Transportation at (361)242-5983 for additional information.

Students shall be picked up and/or delivered only within the boundaries of their attendance zone.

The superintendent is authorized to make exceptions only as allowed in state law such as:

1. Parents who are bus drivers may bring their child/children to the transportation facility to ride the bus provided the child abides by the rules, does not create a problem, and room is available.

2. Children may be served from an address other than the home address or picked up and delivered to different addresses within the approved zone if:
  - a. The service is on a consistent daily basis (multiple exceptions may result in cancellation of this approval).
  - b. The service is requested through the campus principal or designee and approved by the transportation department.
  - c. The vehicles involved are able to provide the service without revising routes or creating additional expense.
3. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route.

For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Director of Transportation at (361)242-5983

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

### ***Bus Pass***

The child must acquire a pass when taking the bus for the first time.

### ***Rules for Bus Conduct***

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Students being transported in school-owned vehicles are required to comply with all school rules and regulations on school buses as spelled out in the Student Code of Conduct. Parent support is essential. Minor offenses are handled by bus drivers. Serious misconduct and violations of the Student Code of Conduct are referred to campus principals where discipline is administered according to the level of the offense. Parents are notified by principals as to the nature of the offense and the discipline administered the student. **Serious misconduct or persistent misbehavior on school buses results in student's loss of transportation privileges.**

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times.
2. Enter and leave the vehicle in an orderly manner at the designated stop. **Students may only exit the vehicle at his/her designated stop unless a green slip from the office is provided.**
3. Keep books, band instrument cases (bus drivers may have a designated band instrument seat), feet, and other objects out of the aisle.

4. Not deface any district vehicle and/or its equipment (this will result in immediate removal from the bus and restitution of damages).
5. Not put head, hands, arms, or legs out of the windows, hold any object out of the window or throw objects within or out of any district vehicle.
6. Not possess or use any form of tobacco or e-cigarettes.
7. Observe all usual classroom rules.
8. Be seated while the vehicle is moving.
9. Fasten their seatbelts, if available.
10. Wait for the driver's signal upon leaving and before crossing in front of the vehicle.
11. Food and drink will not be consumed on regular bus routes. On field trips, sponsors will use their discretion in allowing or not allowing food or drink to be consumed.
12. Follow any other rules established by the operator of the vehicle.

Bus drivers are authorized to assign seats.

Students that are ill may not be transported on CISD transportation vehicles.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

### **Bus Loading and Unloading**

Bus loading and unloading will be ...

- **East** – by the kindergarten hallway. Bus traffic will use the driveway that leads to Yellow Oak.
- **Wood River** – by the Pavilion. Bus traffic will use the bus loop to the pavilion and then on to East Riverview.
- **West Intermediate** – by the Pavilion. Bus traffic will enter and exit from Teague Lane into and out of the bus loop.

Parents may not remove a student from the bus or bus line for any reason. If a change needs to be made to a student's dismissal, a parent must call or send a note prior to 2:00 p.m. that day.

### **Parent Drop-off/Pick Up**

- **East** – Parent drop-off/pick-up will follow the route around the kindergarten hall and will continue through the section of driveway in front of the school to Yellow Oak for Kindergarten and First Grade. Second and Third graders will be dropped off in the front of the school coming down Lott Street.
- **Wood River** – Parent drop-off/pick-up will follow the route around the new addition and will continue through the section of driveway in front of the school to East Riverview.
- **West Intermediate** – Parent drop-off/pick-up will follow the route in front of the main entrance of the school building. Any parents who will walk to areas where students are being held, must use the crosswalk. Parents using the pick-up lane are not permitted to

exit their vehicle. If a parent must exit the vehicle, or are not simply dropping off a student, they must park in a specified parking spot.

Please follow the directions of the staff members assisting in unloading/loading the students.

Please do NOT stop on the crosswalk. Please pull all the way forward so that we may load and unload as many cars at a time. **Please do not exit your car to load or unload your child. We have staff that will load and unload your child.** Please do not stop and park your car in the drop-off/pick-up lane. This will only block incoming traffic. If you are going to come inside the building or need to get out your vehicle to get your child out, please park in the designated parking lot and walk your child in.

## **Vandalism**

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

## **Video Cameras**

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

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

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice to before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or Dr. Sonya Durrwachter, Special Education Director, who the district has designated to coordinate the implementation of and compliance with this law.

[See EHBAF(LOCAL).]

## **Visitors to the School**

### ***General Visitors***

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

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

Please make arrangements with your child's teacher if you wish to schedule a conference.

**Lunch visits will be limited to Wednesdays and Fridays.** Lunch visitors are to eat in the designated area with their child only and may only provide food to their own child. We want to support your child not only academically but also socially. Allowing them to go through school days without daily parent visits is a healthy start for them.

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

### ***Unauthorized Persons***

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

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

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

[See also Student Code of Conduct.]

### ***Visitors Participating in School Programs for Students***

#### **Business, Civic, and Youth Groups**

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

#### **Career Day**

On Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

#### **Volunteers / Parental Involvement**

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

All persons interested in volunteering must attend a Volunteer Training Session at least once every three years. For the safety of all students, volunteers must be approved prior to attending

activities that allow for interaction with students. Examples include, but are not limited to: classroom parties, picnics, field trips, classroom/campus activities. For convenience, parents may attend volunteer training offered at any campus.

### **Withdrawing from School**

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

## 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC (end-of-course) assessments** are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act passed in December 2015.

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

**IEP** stands for individualized education program and is the written record 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 to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be



measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**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 DAEP, ISS removes the student from the regular classroom.

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

**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 instruction, along with providing assistance with other student and employee wellness issues.

**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.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** 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 Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary, for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code.

**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.

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

## **APPENDIX I: Conduct at Athletic Events**

Dear Calallen Parents:

Calallen is not only known for excellence in academics, it is also known for its successful tradition in athletics. This success is due in a very large part to the support and encouragement you give your son, daughter, neighbor, or friend, and his/her teammates. As I have said many times, support is a vital part of any successful program. An emotionally charged atmosphere usually surrounds good athletic competition. Everyone wants their team to win; every athlete wants to be a winner. But when the contest ends, some participants will feel happiness, relief, etc.; and some will inevitably feel disappointment and frustration. Not only are these emotions shared by the participants; they are also shared by the fans, and especially, the player's parents.

Support can take many forms. For parents, it includes seeing to it that your athlete is present and on time for practices. It involves possibly your involvement in booster club activities. It also includes your presence at athletic events. You are a very influential role model to your son or daughter. You may never realize what an impact your influence has on their lives. Being a parent as well as a fan carries with it certain responsibilities. You represent Calallen just as your athlete represents his or her team. We, as parents and coaches, must remember first to be a good role model; second, to remain in control of our actions; and third, to be a good sport.

We have all seen officials make poor judgment calls. Although it is an unfortunate fact of life, some bad calls are to be expected. Even though we may disagree vehemently with a call, we must remember that the officials are protected by UIL rules and regulations. According to the rules and regulations, it is the responsibility of the school and its personnel to see to it that the officials are treated courteously and respectfully. Unfortunately, certain events have occurred that have placed Calallen in a vulnerable position. This is not the positive image we would like to project. We have confidence in the athletes; they have proven themselves to be winners. We also have confidence in their parent; you have taught your children what it takes to be a winner. Let us not forget that the behavior you expect from your son or daughter also extends to your behavior as a spectator. Sportsmanship is not confined to the playing field. Thank you for your cooperation in this vital matter.

Sincerely,

Phil Danaher  
**Athletic Director**

Sarah Pipkin-Love & Debbie Radford  
**Girl's Coordinators**

## **APPENDIX II: Freedom from Bullying Policy**

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [Calallen ISD School Board Policy Online](#). Below is the text of Calallen ISD's policy FFI(LOCAL) as of the date that this handbook was finalized for this school year.

### **Bullying Prohibited**

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

#### *Examples*

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

### **Retaliation**

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

#### *Examples*

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

### **Timely Reporting**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

### **Reporting Procedures**

#### *Student Report*

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

### *Employee Report*

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

### *Report Format*

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

### **Notice of Report**

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

### **Prohibited Conduct**

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

### **Investigation of Report**

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

### **Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

### **Notice to Parents**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

### **District Anti-Bullying Coordinator**

The District designates the following person to coordinate Districtwide anti-bullying efforts:

Name: Emily Lorenz  
Position: Director of Personnel and Administrative Services  
Address: 4205 Wildcat Drive, Corpus Christi, TX 78410

Telephone: (361) 242-5600

### **District Action**

#### *Bullying*

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

#### *Discipline*

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

#### *Corrective Action*

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

#### *Transfers*

The principal or designee shall refer to FDB for transfer provisions.

#### *Counseling*

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

#### *Improper Conduct*

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

### **Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

### **Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

### **Records Retention**

Retention of records shall be in accordance with CPC(LOCAL).

**Access to Policy and Procedures**

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

## **Appendix III: Internet Connectivity and Technology Tools**

### ***Calallen I.S.D. Acceptable Use Policy***

Last Edited April 5, 2011

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Calallen I.S.D. (CISD) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance our learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. CISD electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for today's learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what acceptable behavior with the use of technology is. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the CISD community (students and staff) will be held accountable.

#### ***USAGE GUIDELINE***

CISD provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. CISD uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. CISD realizes this fact and takes every effort to monitor online activity.

#### ***Student Safety***

It is recommended that all correspondence that references students include only their student id. Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/school/classroom websites without identifying captions unless the site is password protected.

#### ***Extended Safety K- 5***

Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.



### ***Password Protection***

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. Doing so is a direct violation of this AUP. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

### ***Privacy***

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored based upon legal requirements and local board policy.

### ***Online Etiquette***

Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

### ***Messaging***

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

### ***Blogging/Podcasting***

Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

### ***Plagiarism/Copyright/Licensing***

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the

United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

### ***Proxies***

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

### ***Illegal Activities***

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

### ***Personal Devices***

As technology continues to expand into everyday use for instruction and anywhere/anytime learning, it becomes evident that access from personal devices ranging from smart phones and hand held devices to home computers becomes advantageous. To that end CISD will allow connections in the following manner:

1. CISD reserves the right to inspect, at any time, any personally owned device including a cell phone while connected to the CISD wireless network or while being used in class on a separate network.
2. Student use of personally-owned devices in the classroom setting will be managed by the classroom teacher and will follow the individual school guidelines.
3. Connections from home to the secured VDI site will allow students to experience the same or similar desktop environment that they experience in class. Access to this type of environment will only be granted to this browser based desktop. These home based connections are provided as-is with no expectation of support of connections or equipment.
4. Connections to the student based wireless which will route to the browser based desktop. Personal devices must be capable of providing the browser and settings required to view and/or manipulate the desktop and programs. Information will be given on how to connect, but troubleshooting of personal devices is not supported. CISD is not liable for student access to any other network within the classroom (including internet service provided by your phone company).
5. When students are not using their device, they should be turned off and put away in a safe place, such as their locker. Students are encouraged to take their personally-owned devices home every day after school.
6. Students using personally-owned devices that connect to the CISD wireless network should save important items on the district network drive every-day, keeping a backup that they can access from anywhere on the network. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion on their personal device.

7. CISD will not be held liable for any damage that may occur as a result of connecting to the CISD wireless network or any electrical power source.
8. CISD will not be held responsible for any physical damage, loss, or theft of the personally owned device.
9. CISD will not be obligated to supply electrical power access where such access does not already exist.
10. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse CISD for any damage that their student may cause arising out of and relating to the use of the CISD wireless network with his/her personally owned device.
11. CISD will not be held liable for either texting or internet usage charges that occur from the use of a student's personal device. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts available, or whether or not a student's service plan includes Internet.
12. CISD will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.
13. Students may not, at any time during the day, text other students, film teachers or students, take pictures, or play games on their personal electronic devices.

Personal electronic devices may only be used for academic purposes during the school day with permission from the teacher; however, personally-owned device use is limited to and conditional upon your full and complete compliance with this Acceptable Use Policy.

## **CALALLEN I.S.D. ACCEPTABLE USE POLICY**

### **TERMS OF AGREEMENT**

Calallen I.S.D. reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. CISD will advise appropriate law enforcement agencies of illegal activities conducted through the schools internet connection. CISD also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access. CISD will not be held liable or monitor a student's actions when using an internet connection outside of the CISD wireless network. CISD will not be held liable for student texting or Internet usage fees from your cell phone provider.

### **INTERNET RELEASE FORM**

In order for a student to access the Internet, a parent/guardian and the student must sign and return this consent form by the date given by your local campus.

- \_\_\_\_ I **GIVE** my permission to CISD (or specific school) to allow my child computer access to the Internet or online services and my child agrees to the usage policy listed herein.
- \_\_\_\_ I **DO NOT GIVE** permission to CISD to allow my child computer access to the Internet or online services. Since the school cannot always prevent student access to such services, I have directed my child not to access the Internet or online services.

### **ELECTRONIC RELEASE FORM**

- \_\_\_\_ I give permission to display my child's image.
- \_\_\_\_ I give permission to display my child's voice.
- \_\_\_\_ I give permission to display my child's work.
- \_\_\_\_ I do not want my child's image to be displayed.
- \_\_\_\_ I do not want my child's work to be displayed.
- \_\_\_\_ I do not want my child's voice to be displayed.

**Parent Signature** \_\_\_\_\_

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

Last Edited April 5, 2011

## **APPENDIX IV: Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**

State law requires the district to provide the following information:

*Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Calallen ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of your child's first day of instruction for this school year.*

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

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

For school-sponsored purposes, Calallen ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

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

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## **APPENDIX V: Acknowledgment of Electronic Distribution of Student Handbook**

My child and I have been offered the option to receive a paper copy of or to electronically access at [www.calallen.org](http://www.calallen.org) the CISD Elementary Student Handbook and the CISD Student Code of Conduct for 2020-2021.

I have chosen to:

- ☐ Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- ☐ Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code of Conduct, I should direct those questions to the principal.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_