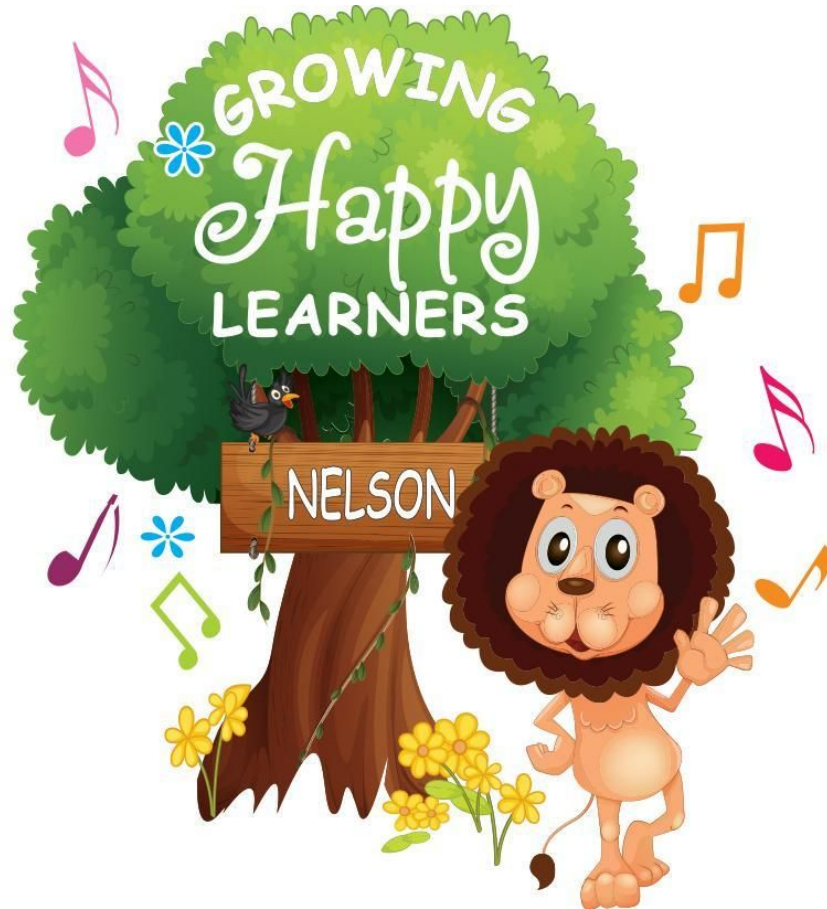


# Nelson Elementary

## Parent/Student Handbook

### 2016-2017



**Principal – Erika Timmons**  
**Assistant Principal –Teresa Hudson**  
**3909 Teasley Lane**  
**Denton, TX 76210**  
**(940) 369-1400**



## **PREFACE**

To Students and Parents:

Welcome to the 2016-2017 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Nelson Elementary Parent/Student Handbook is designed to be a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

**Section II**—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the DISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the District’s website.

The Parent/Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Parent/Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Parent/Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Parent/Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

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

If you or your child has questions about any of the material in this handbook, please contact Erika Timmons, Principal of Nelson Elementary.

Also, please complete the Student and Parent Acknowledgement Form and return to your child's campus.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at [www.Dentonisd.org](http://www.Dentonisd.org).

## ***SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES***

This section of the Nelson Elementary Parent/Student Handbook includes information on topics of particular interest to you as a parent.

### **PARENTAL INVOLVEMENT**

#### **Communication**

Each student in Kindergarten-Fifth grade has a parent communication folder. Teachers will send home additional documents in your child's Tuesday Folder. Check the communication folder daily to find any important information pertaining to your child and school activities.

#### **Working Together**

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

- 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 principal any questions you have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or principal, please call the school office at 940-369-1400 for an appointment.
- Becoming a school volunteer - All volunteers are required to complete a background check before participating in school activities.
- Serving on campus level planning committees, assisting in the development of educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact Erika Timmons, Principal.
- Attend School Board Meetings to learn more about district operations.

### **PARENTAL RIGHTS**

#### **Obtaining Information and Protecting Student Rights**

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

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

You will be able to inspect the survey, analysis, evaluation, as well instructional materials used in connection with these items. Notices of surveys/activities will be made to parents in advance through the Nelson website and grade level newsletters. Parental consent to participate is assumed unless a written note to the contrary is provided by the parent to Erika Timmons, Principal.

Additionally, students are not required to participate in:

- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teacher, including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child. Professional certifications may be accessed at <https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp>.

### **Reviewing Instructional Materials**

As a parent, you have the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum. You also have the right to and to examine tests that have been administered to your child.

### **Displaying a Student's Artwork, Projects, Photos and Other Original Work**

As a parent, you have the right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child, and other original works on the campus website, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

Parents and legal guardians may review student records after submitting a request in writing to Erika Timmons, Principal. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavior patterns, and
- State assessment instructions administered to your child and
- Teaching materials and tests used in your child's classroom.

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

You may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the Texas Flag. The request must be in writing. State law does not allow your child to be excused from participating in the required moment of silence or silent activity that follows. [See policy EC(LEGAL).]

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in Social Studies classes in grades 3-12 to recite a portion of the text during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. Congress has declared September 17 of each year or a day during the prior week, to be Constitution Day in which the school will implement an educational activity or program. [See policy EHBK(LEGAL).]

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communication from a district employee, please submit a written request to Erika Timmons, Principal, stating this preference.

### **Requesting Notices of Certain Student Misconduct**

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.]

### **School Safety Transfers**

As a parent, you may:

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

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

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

### **Parents of Students with Disabilities with Other School-Aged Children in the Home**

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

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

### **Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

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

The following Web sites provide information to those who are seeking information and resources specific to student with disabilities and their families:

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

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

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

### **Accommodations for Children of Military Families**

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 6 excused absences per year for this purpose.

Additional information may be found at <http://tea.texas.gov/mil/>

## **Student Records**

### ***Policies FNG(LOCAL) and FL(LOCAL)***

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of post-secondary education.

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

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



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

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

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 who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances effectively prevent inspection during school hours and the student qualifies for free or reduced-price meals, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The address of the superintendent's office and principal can be found on the district website at [www.dentonisd.org](http://www.dentonisd.org).

A parent or eligible student may inspect the student's records and request a correction 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 custodian of records. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

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

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**Directory Information**

The law specifies that certain general information about Denton ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it.

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

### **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for District publications and announcements.

For these specific school-sponsored purposes, the district would like to use your child'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, and most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above

## ***SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS***

Topics in this section of the 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. Should you be unable to find the information on a particular topic, please contact Erika Timmons, Principal, Nelson Elementary.

### **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 compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

#### **Compulsory Attendance**

##### ***Policy FEA(LEGAL)***

State law requires that a student between the ages of six and 18 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.

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's

presence on school property thereafter would be unauthorized and may be considered trespassing.

Students enrolled in prekindergarten or kindergarten are required to attend school.

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 in grades 3-8 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 passing standards on the state assessment for his or her grade level and applicable subject area.

### **Exemptions to Compulsory Attendance**

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

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

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

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

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

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. If a student is between the ages of 12 and 17 violates the compulsory attendance law, both the parent and the student could be charged with a criminal offense.

### **Attendance for Credit**

#### ***Policies FED, FEB, FNG(LOCAL)***

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan,

approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

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

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL). The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **Absences**

When a student is absent, parents are asked to call the office by 10:00 a.m. on the first day of the absence. **Regardless of telephone contact**, the parent/guardian needs to ensure a note explaining the reason for the absence is received in the school's office within 72 hours (3 days) of the student's return to school. **Please do not turn in notes to the classroom teacher.** Failure to provide a note will result in the absence being recorded as unverified. **If a student is at school at 10:00 a.m., the child is considered present for ADA purposes only.**

A student will be counted tardy if he/she is not in the classroom when the class starts. Excessive tardiness at all levels may result in a referral to the district attendance officers. Excessive tardiness is considered a *Loss of Significant Instructional Time* and is prosecutable in court in the same manner as unexcused absences. If a student has a medical appointment and attends any part of the school day either before or after the

appointment and submits a doctor's note upon his/her return, the absence will not count against him/her.

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

Upon return 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 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 absences will be excused or unexcused. Please note that, unless an absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence. [See policy FEC(LOCAL).]

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner. Students will have one day per day absent to complete the makeup work. A student will be permitted to make up tests and to turn in projects due in any class missed because of absences.

## **AFTER SCHOOL PROGRAMS**

The Denton Independent School District is working to provide the best possible after-school program for all of our elementary students. The Extended School Day (ESD) program allows students to remain at school (between 3-6 p.m., Monday-Friday) in a structured program that provides academic, enrichment and recreational activities. This is an ideal situation for working or busy parents. For information about ESD, please contact the Community Education Department at 940-369-0080 or 940-369-0091.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **School Hours**

7:50 – 2:50 School Hours  
7:20 Building Opens (Front Doors)  
7:20 – 3:45 Office Hours

### **Arrival and Dismissal Procedures**

It is extremely important for students to arrive at school on time. Promptness is a value that is important and useful throughout life. The doors will be opened at 7:20 a.m. and closed at 7:50 a.m. Breakfast will only be served from 7:20 – 7:50.

**A student is tardy if he/she is not in his/her classroom at 7:50 a.m.** We ask that you work with us to help your child understand the importance of being to school on time. You will receive a notice for every tardy.

To prevent congestion from vehicles when dropping off students in the morning and picking them up in the afternoon, please use the following procedures:

- Under no circumstance is a student to be dropped off in the passing lane or parking lot and allowed to walk across the driveway alone.
- **Under no circumstances are vehicles allowed to park in the passing lane or in any area of the parking lot that is not a designated parking space.**
- In the morning parents may park in the parking lot and walk their child (ren) into the school.
- At **7:50 AM** all outside doors will be locked except the front doors. Visitors must notify the office staff as soon as they enter the building. ***Do not ask staff or students to open outside doors.***

### **Dismissal**

Any person picking up a child should be prepared to show identification.

All students that are “car tag” will be escorted by a teacher to the designated locations at 2:45. Parents will be issued a car tag to hang from their rearview mirror. ***Anyone who comes through the carline to pick up a child MUST have the school car tag.*** If they do not have the tag, they will have to park and to come into the front office of the school, show ID and sign the child out. ***Please do not get out of your vehicle in the pick up lane. If you need to buckle your child in a car seat, please pull up past the last cone; this will allow us to keep the line moving at a steady pace.***

- Day care vans will be loaded to the side of school.
- DISD Buses will be loaded on the side of school.
- Under no circumstances are vehicles allowed to park in the passing lane or in any area of the parking lot other than in a designated parking space.
- If you live in the neighborhood and your child is walking home, they will be released from the building at approximately 2:50.

***For dismissal – your child will either be a “walker”, “bus rider”, “day care”, “front car tag” or “back car tag”! Please use these terms when calling the office or notifying teacher of transportation changes.***

### **Transportation Changes**

Parents must notify teacher/office of any changes in transportation no later than 2:00 p.m. on the day of the change. Notes can be written to the teacher or you may call the school office. This change includes a change from parent pick up to bus and vice versa. ***Please refrain from doing this continually. When frequent changes are made, it creates confusion for the student.***

***\*Without written or phone verification of a transportation change, a student will be sent home the way they normally go home.***

### **CAFETERIA SERVICES**

A nutritious breakfast and lunch are served each day. The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student’s financial need. Applications for this program are provided to each student during enrollment. Additional applications are available in the school office. Information about a student’s participation is confidential.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Our computerized cafeteria system is designed so that parents can pay for meals by the week, month, or other extended periods of time. Amounts left over at the end of the week or month will be automatically carried forward. The district has now made available an online payment service for breakfast and lunch accounts. Please go to [www.Dentonisd.org](http://www.Dentonisd.org) for information on use of Nutrikids.

**The District has a no charge policy.** Waivers of the policy, for emergency circumstances only, will be considered on a case by case basis. A written request stating the emergency, and signed by the parent, should be given to the cashier or placed in the payment box.

Lunch and breakfast costs are:

	*Daily
Regular lunch	\$2.75
Reduced lunch	\$0.40
Regular breakfast	\$1.10
Reduced breakfast	\$0.30
Adult lunch	\$3.50
Adult breakfast	\$2.00

**ENTREE**  
Main Meat

**SIDES**  
Juice, Fruits, Vegetables  
(Ice Cream if menued)

**MILK**  
White/Chocolate

**\*Prices are subject to change.**

If you would like to eat lunch with your child in the cafeteria, please check in with the office, get a visitor's badge, and sit at the designated visitor tables outside the cafeteria. ***Please remain in this area so as not to disturb children in their classrooms.***

You may only sit at the visitor table with your own child. Visitor tables are designated by the campus administrators and reinforced by the cafeteria monitors. In accordance with Texas Department of Agriculture guidelines, you may only bring in outside food for your child.

The breakfast serving line is open from 7:20 a.m. to 7:50 a.m. **You must be in line no later than 7:45 a.m. to be served breakfast.** Students riding the bus will be allowed to eat if the bus is late arriving at the school.

**Food or drink purchased in the cafeteria may not be taken from the café.**

#### **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse which may be accessed at FFG Legal. 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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

<http://taasa.org/>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

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

## **CLASSROOM PARTIES**

Classroom parties may be planned during the school year. These are sponsored by the room mothers and refreshments will be served. Please notify your child's teacher if your child has allergies or a special diet.

## **Birthday Celebrations**

Teachers will determine when birthday celebrations will occur. They will send information home as a grade level detailing the allowable classroom treats (i.e. cupcakes, books, etc.) and time frame for the celebrations. We ask that you be mindful of any food allergies in your child's classroom. Invitations to birthday parties may be given at school as long as all students receive an invitation.

## **CLASSWORK GUIDELINES**



In an effort to better prepare your child for a more successful learning experience, we will implement procedures to help identify strengths and weaknesses. By using these procedures, the teacher will have a more accurate picture of your child's knowledge of the skills being taught.

The following procedures will help us achieve this goal:

- Classwork will be completed at school in the time allocated by the teacher.
- Students may be given additional time to complete classwork during the day it was assigned and/or due.
- Students may be graded on the work completed.
- Papers should be corrected at home to reinforce skills taught in the classroom.

You can support these efforts by reviewing your child's work daily, asking about skills learned that day, and overseeing the correction of completed papers. Our combined efforts will enhance your child's school experience.

Our ultimate goal is for your child to be successful, responsible, and in control of his or her learning.

## **COMPLAINTS AND CONCERNS**

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

In general, the student or parent should submit a written complaint and request a conference with 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—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.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### **Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or of damage to the student’s property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying.

Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. Also see **School Safety**

### **Transfers**

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s Web site 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).

### **Discipline**

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of

classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

Students who violate the district's Student Code of Conduct shall be subject to disciplinary action. The district's disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. Further information about the district's Discipline Management Plan may be requested from the principal's or superintendent's office or may be found online at [www.dentonisd.org](http://www.dentonisd.org).

### **Disruptions of School Operations**

In order to protect students' safety and sustain an educational program free from disruptions, state law permits the District to take action against any person, student or non-student who:

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

### **Social Events**

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

A student attending a social event may 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.

### **CONTROLLED SUBSTANCES**

Students are not permitted to use, transmit, or attempt to possess, use, or transmit, or be under the influence of controlled substances, such as alcoholic beverages, abusable glue, aerosol paint, or any other behavior-altering drugs.

### **COUNSELING**

#### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

### **Discrimination**

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

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature.

Students who believe they have been harassed by fellow students or District employees are encouraged to promptly report such incidents to the campus principal. If the campus principal is the subject of a complaint, the student shall report the complaint directly to the superintendent or designated administrator.

### **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. 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 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 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.

### **Reporting Procedures**

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

### **Investigation of Reports**

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 discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event 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.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was unlawful.

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

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

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

### **Non-school Materials...from Students**

Students must obtain prior approval before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any 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 superintendent has designated the cafeteria as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who posts 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.

### **Non-school Materials...from Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district will not be sold, circulated, distributed, or posted on any district premises by any district employee or persons in accordance with GKDA(LOCAL). 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 compliant policy. [See policies at DGBA, FNG, or GF.]

The superintendent has designated the cafeteria 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 Denton group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

Any staff member or student can bring a device on campus and connect to the DISD network. DISD is not responsible for damage to the student/staff owned equipment and under no circumstances be held liable for the device(s). DISD will try hard to have 100% uptime but in no way guarantees connectivity to any BYOD user. Any user connecting to the DISD network agrees that they will not harm others devices or participate in malicious activities on the DISD network. All users must agree to the AUP to participate in BYOD and agree to abide by the CIPA rules and regulations.

## **EMERGENCY SCHOOL CLOSURE**

When conditions of inclement weather, icy roads, or lack of adequate heat or other emergencies exist, the superintendent or designees will make the official decision as to the closing of a campus, either for a full day or part of a day.

The following procedures will be adhered to when campuses are closed:

- In instances where extremely inclement weather conditions prevail, the superintendent of schools or designees shall announce by means of radio and television if schools will be closed for an entire day or observe a late opening time and/or early dismissal.
- Announcements regarding the late opening or early closing of schools because of inclement weather conditions will be made as close to 6:00 a.m. as possible.
- When it becomes necessary to close campuses, the official announcements will be made on the local radio and television stations.
  - Radio - KGVL 1400 AM, WBAP 820 AM, KIKT 93.5 FM
  - Television - Channels 4, 5, 8

Even though the closure is broadcast over radio and television, in some cases, parents/guardians do not realize that they need to listen for a broadcast of a closure. Also, some working parents/guardians do not have access to radio or television at work.

Here are some ideas that you might use to help with situations, such as an emergency closure or even if you have unusual circumstances occur:

- Communicate activities and events with your family members on a daily basis.
- Develop your own network with friends and neighbors to facilitate communication.
- Make arrangements for your child to be picked up by or go to a friend or neighbor's house in emergency situations, if you are not at home or nearby.
- Have immediate access to a battery operated radio.
- Remember: Emergency closure can be situations other than ice/snow and gas curtailment.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

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

Eligibility for 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. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### **Standards of Behavior**

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

### **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 school supplies 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.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue textbooks and library books.

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 at FP.]

### **FIELD TRIPS**

Each grade level will take one field trip per school year. Field trips are an extension of classroom academics. Student Code of Conduct is to be followed and appropriate conduct shall be required at all times. Only those parents on the district approved



chaperone list **and selected by the school as a chaperone for each field trip may attend the trip with the school.** A chaperone's duties include supervision of students, enforcing school rules and teacher directives. **Siblings and other children are not permitted to attend the field trip with approved chaperones.** If siblings are brought, parent chaperones may be asked to leave.

Due to limited bus space, adult chaperones will not be able to ride the bus with the students.

Any fees from the students or chaperones for each field trip will be due prior to the day of departure. Field trip fees are non-refundable. This includes situations in which a student becomes sick and is unable to attend the field trip.

Parents will not be permitted to sign out their child at the destination. Students are required to ride on the field trip bus on the way to the site, and back to the campus.

## **FOOD**

Effective August 1, 2004, all Texas public schools participating in the federal child nutrition program (National School Lunch Program, School Breakfast Program and After School Snack Program) must comply with the nutrition policies. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served and or sold on school premises during the school day. [See policy CO(LEGAL)]. For more information regarding the Texas Public School Nutrition Policy contact:

Texas Department of Agriculture

Food and Nutrition Division

P.O. Box 12847

Austin, TX 78711

(888) TEX KIDS

[www.squaremeals.org](http://www.squaremeals.org)

## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least 30 days before the event. [For further information, see policies at 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.

## **GRADING GUIDELINES AND REPORTING TO PARENTS**

The elementary report card is one of many tools to be used in the continuous effort to communicate the status of pupil performance and progress to the home. Since evaluation itself must be multifaceted, reporting represents many areas of pupil performance, not

just paper and pencil evaluation. Report cards with each student's grades or performance and absences in each class or subject are issued to parents once every six weeks.

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 or semester. 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)].

To report student performance:

All Grades use a standards based report card, except for 5th grade.

### **Perfect Attendance**

Student must be present every day and on time. Student must not have left early any day (**before 2:45 p.m.**). The following are exceptions to leaving early policy – field trip days, field day and class party days.

### **GRIEVANCES**

Usually student or parent grievances or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard grievance policy. In general, a parent or student should first raise the grievance with the teacher. If unresolved, raise the grievance with the campus principal or assistant principal. If unresolved, a written complaint and 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, members of the Denton elected to set policy and priorities for the District. FNG (LOCAL)

### **Certain Complaints**

Complaints regarding certain topics are addressed by specific policies that modify this complaint process or require an alternative process:

- Discrimination on the basis of gender: FB
- Sexual abuse or sexual harassment of a student: FNCJ(LOCAL)
- Loss of credit on the basis of attendance: FDD
- Teacher removal of a student for disciplinary reasons: FOAA
- Removal of a student to a disciplinary alternative education program: FOAB
- Expulsion of a student: FOD
- Identification, evaluation, or educational placement of a student with a disability within the scope of section 504: FB
- Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA: EHBA and the parent's rights handbook provided to parents of all students referred to special education.
- Instructional materials: EFA
- On-campus distribution of non-school materials to students: FMA
- Complaints against District peace officers: CKE

### **HAZING**

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

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

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at:

<https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

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

### **School Health Policy**

A student should not return to school after an illness until he/she is free of fever for twenty-four hours.

Students who show symptoms of communicable disease (i.e., elevated temperature of 100 degrees or more, vomiting, diarrhea, severe redness of eyes) should remain at home until symptoms subside.

When a student has a statement from a physician restricting physical activities (due to surgery or injury), he/she must have a release from the doctor allowing him/her to resume normal activity.

Students experiencing hospitalization or surgery should return with a release from the attending physician stating limitations, precautions, medications required and date when student is able to return to normal activity.

### **Medicine at school**

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

Authorized employees, in accordance with policy FFAC, may administer:

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

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

Expiration date of any medicine should be checked before sending it to school. Expired medicines will not be administered.

All medicine must have written instructions from parents as to amount, time and exact days to be administered.

All medicine must be kept in the clinic.

### **Psychotropic Drugs**

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

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

### **School Health Advisory Council**

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

### **Bacterial Meningitis**

State law requires the District to provide the following information:

#### *1. What is Meningitis?*

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

#### *2. What are the symptoms?*

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

Children (over 2 years old) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. In both children and

adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

*3. How serious is bacterial meningitis?*

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

*4. How is bacterial meningitis spread?*

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

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

*5. How can bacterial meningitis be prevented?*

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's not a good idea to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccines are safe and effective (85-90%). They can cause mild side effects such as redness and pain at the injection site, lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts up to five years.

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

You should seek prompt medical attention.

*7. Where can you get more information?*

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

\* Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that, entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses

at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### **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. See policy FFAF (Local)

### **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. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. 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. More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

### **PHYSICAL ACTIVITY**

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.

Students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding elementary, middle, and junior high 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 held meetings. Additional information regarding the district's School Health Advisory Council is available from the DISD District Nurse. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school

environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

### **Tobacco Prohibited**

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

**The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes, by students and 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, designed to be in compliance with state and federal regulations, 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 Bill Knight, the district's designated asbestos coordinator, at 940-369-0216.

### **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. The district applies only pest control products that comply with state and federal guidelines. 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 Bill Knight, the district's IPM coordinator, at 940-369-0216.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the District's Liaison for Homeless Children and Youths, at **Barb Haflich**, coordinator of social services, (940) 369-0599 or **Nancy Dobson**, social services secretary, (940) 369-0598.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.



- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

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

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

### **Leaving Campus**

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

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

For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show

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

For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.

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

### **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, 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 a LEP student.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned in Standardized Testing, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

### **Lost and Found**

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

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, DISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Jamie Wilson, Superintendent- 940-369-0000.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Debbie Roybal, Special Programs Director (940-369-0535).
- All other concerns regarding discrimination: See the superintendent, Dr. Jamie Wilson (940) 369-0000

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

### **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.

One minute of silence will 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. [See policy EC(LEGAL) for more information.]

### **PRAYER**

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

### **PROMOTION AND RETENTION**

## **Promotion**

Promotion, grade-level advancement, shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level and shall be coordinated with compensatory/accelerated services. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, nine-week, and final exams, or may be administered separately.

Certain students – some with disabilities and some with limited English proficiency – may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal or special education director.

## **Retention**

A student may be retained more than once in grades 1- 5.

## **SAFETY**

**Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to 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**

From time to time, 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.

## **Emergency Medical Treatment 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 written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date. Please contact the school nurse to update any information that the nurse or teacher needs to know.

## **Emergency School Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency, or if the campus must restrict access due to a security threat. If the campus must close or restrict access to the building because of an emergency, the district will alert the Denton in the following ways: Radio and TV, District and Campus Websites, Facebook and Twitter!

## **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, beginning at 7:20 a.m.

- Cafeteria and Gymnasium– Open for all students that eat breakfast. Once a student has finished their breakfast, they will be transferred to gym or cafeteria depending on their grade level. Students will be released to their classroom at 7:40 a.m.

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 during, before and after-school activities on the district premises and at school-sponsored events off district premises. 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.

### **Cafeteria Services**

The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential.

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

## **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 as permitted by law.

## **Students' Desks and Cubbies**

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

Students are fully responsible for the security and contents of their assigned desks and cubbies. Items may not be placed in a student's desk or cubby without their permission and/or knowledge.

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

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

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

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

### **Dyslexia**

The dyslexia program is for students who have difficulties with reading comprehension, word decoding, oral reading, phonics, spelling and word sounds and letter and sound associations. To enter this program, the student must go through a pre-referral process and a dyslexia screening. Students who meet the criteria will then be served daily by the dyslexia teacher..

### **ESL program**

English as a Second Language, ESL, is an educational program designed to help students of limited English-speaking ability.

The ESL program in the Denton Independent School District is primarily for children who do not speak English natively. The children continue their cognitive and linguistic growth while acquiring English as a second language. The campus ESL Coordinator is Amy VanHorn.

## **Dual Language Education**

Denton ISD's Dual Language Program is an educational approach in which students learn two languages in an instructional setting that integrates subject content presented in English and Spanish.

The goal of Denton ISD's Dual Language Program is to enable limited English proficient (LEP) students to become academically proficient in listening, speaking, reading, and writing in the English and Spanish language through the development of fluency and literacy skills in English and another language.

The program shall use instructional approaches designed to meet the needs of limited English proficient students by promoting bilingualism, biliteracy, cross-cultural awareness, and high academic achievement. The curriculum content of the program shall be based on the essential knowledge and skills required by the state.

## **Special Education**

When a student with an identified handicapping condition moves into the Denton Independent School District, confirmation from the previous district will be made by phone and the student may be enrolled. A temporary Admission/Review/Dismissal (ARD) meeting will be held and a consent form signed so the student may be placed until records arrive. Within thirty (30) school days, a second ARD meeting will be held to develop an Individualized Educational Plan (IEP) and confirm placement.

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

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

Before a student is referred for a special program, their records are reviewed by a student support team. The student support team at Nelson Elementary is called RTI (Response to Intervention). This committee is made up of student's parent, classroom teachers, counselor and a campus administrator. When there is a concern for a student academically and/or behaviorally, this committee meets to review records and data to recommend the most effective method of intervention for that student. Please contact Erika Timmons, RTI Chairperson, for further information.

Handicapping conditions designated for services are: orthopedic handicap, other health impaired, auditory handicap, visual handicap, speech and language handicap, learning disability, emotional disturbance, autism, multiple handicaps, mental retardation, and deaf/blind handicap.

Special education services may be provided through placement in self-contained classes, resource classes, speech/language therapy, and itinerant services. Homebound/hospital

services may be provided for students who, for medical reasons, cannot attend school for a minimum of four weeks.

For more information, contact Debbie Roybal, Denton ISD Special Education Director, at 940-369-0535.

### **Gifted and Talented**

The gifted and talented program is designed to provide the most appropriate educational setting for those students who meet the state and local qualification criteria. Students may be nominated for the program by teachers, counselors or parents. Assessment of students for the program will include measures collected from multiple sources, including qualitative measures (creativity scales, observations, student work), as well as quantitative measures. The program includes classroom enrichment and a pull out program.

### **Section 504**

Section 504 refers to Section 504 of the Rehabilitation Act of 1973. It is a publicly-mandated policy prohibiting discrimination on the basis of handicap in admission or access to, or treatment or employment in, the programs and activities of the District.

In order to be eligible as handicapped under 504, the handicap must affect one of the following nine major life activities:

- |                            |              |
|----------------------------|--------------|
| 1) care of self            | 6) speaking  |
| 2) performing manual tasks | 7) breathing |
| 3) walking                 | 8) learning  |
| 4) seeing                  | 9) working   |
| 5) hearing                 |              |

The 504 committee, which determines eligibility, will consist of at least two (2) or more knowledgeable people, which may include the parent, but shall not be required to include the parent, to review appropriate data and make recommendations.

The purpose of Section 504 is to provide an opportunity for children with disabilities to succeed in the classroom--an equal opportunity in spite of the disability. The services required under Section 504 are stated as those designed so that the individual educational needs of disabled students are met as adequately in the classroom as the needs of non-disabled students. There is no guarantee of achievement or of performance, only a guarantee of equal opportunity to succeed despite the presence of a disability that affects learning. Campus 504 Coordinator is Teresa Hudson.

### **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Dr. Jamie Wilson, Superintendent of Schools, who has been designated as the district's liaison for children in the conservatorship of the state, at 940-369-0000 with any questions.



## **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 the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texassuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student, as directed by the teacher. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. Students who are issued a damaged item should immediately report the damage to the teacher. Fines will be assessed on damaged books. Any student failing to return a book issued by the school shall lose the right to have free textbooks and technological equipment until the book is returned or paid for by the parent or guardian. The Campus Textbook Coordinator is Teresa Hudson.

## **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.

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

School bus transportation is available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. 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 front office of your child's school.

For further information regarding transportation, you may contact Denton Transportation Director, Aaron Robins, at 940-369-0000.

## **VANDALISM**

The taxpayers of the Denton ISD 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 equipment may be 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 recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

### **VISITORS TO THE SCHOOL**

Parents are always welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, all visitors are asked to check in at the main office upon arrival and comply with all applicable district policies and procedures. For specific appointments with teachers, counselors, administrators or other staff members, please call the office in advance 940-369-1400. 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 the 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.

School personnel may require identification of any person on school property. The principal or his/her designee may refuse to allow persons with no legitimate business to enter school grounds and/or may eject any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request. Parents and guests are expected to conduct themselves in an appropriate and professional manner at all times.

### **WITHDRAWING FROM SCHOOL**

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

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

## **APPENDIX I: 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 [www.Dentonisd.org](http://www.Dentonisd.org) Below is the text of DISD's policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

### **BULLYING PROHIBITED**

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

### **DEFINITION**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. 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; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

3. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
4. Interferes with a student's education or substantially disrupts the operation of a school.

### **EXAMPLES**

Bullying of a student 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, counselor, principal, or other District employee.

##### 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.

##### 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, 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 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.

#### 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, follow-up inquiries to determine if 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 Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

## ***ACKNOWLEDGMENT***

*Student Code of Conduct and Student Handbook  
Electronic Distribution Acknowledgment*

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student. We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we

encourage you to ask for an explanation from the student's teacher or campus administrator.

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

Thank you.

Dr. Jamie Wilson, Superintendent

We acknowledge that we have been offered the option to receive a paper copy of the Denton ISD Student Code of Conduct and Student Handbook for the 2016–2017 school year or to electronically access them on the district's Website at [www.Dentonisd.org](http://www.Dentonisd.org). We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

Receive a paper copy of the Student Code of Conduct and the Student Handbook.

Accept responsibility for accessing the Student Code of Conduct and the Student Handbook on the district's Web site.

Print name of student:

Signature of student:

Print name of parent:

Signature of parent:

Date:

School:

Grade level:

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

## **RECONOCIMIENTO**

*Código de Conducta Estudiantil y Manual del Estudiante  
Reconocimiento de Distribución Electrónica*

Estimado Estudiante y Padres:

Como es requerido por ley estatal, el consejo de administración ha adoptado oficialmente el Código de Conducta del Estudiante con el fin de promover un ambiente de aprendizaje seguro y ordenado para todos los estudiantes.

Le instamos a que lea esta publicación cuidadosamente y discutirlo con su familia. Si usted tiene alguna pregunta sobre la conducta requerida y las consecuencias por mala conducta, le animamos a que pida una explicación de la maestra del estudiante o el administrador de la escuela.

El estudiante y sus padres deben firmar esta página en el espacio de abajo, y luego devolverla a la escuela del estudiante.

Gracias.

El Dr. Jamie Wilson, el Superintendente

Reconocemos que se nos ha ofrecido la opción de recibir una copia en papel del citado Código de Conducta del Estudiante Distrito Escolar Independiente y el Manual del Estudiante para el año escolar 2016-2017 o para el acceso por vía electrónica en el sitio Web del distrito en [www.Dentonisd.org](http://www.Dentonisd.org). Entendemos que los estudiantes tendrán que rendir cuentas por su comportamiento y estarán sujetos a las consecuencias disciplinarias descritas en el Código.

Hemos elegido:

Recibir una copia en papel del Código de Conducta del Estudiante y el Manual del Estudiante.

Aceptar la responsabilidad de acceder al Código de Conducta del Estudiante y el Manual del Estudiante en el sitio Web del distrito.

Nombre del Estudiante:

Firma del Estudiante:

Escriba el nombre del Padre:

Firma del Padre

Fecha:

Escuela:

Nivel de Grado:

**Por favor firme esta página y volver a la escuela del estudiante. Gracias.**



## THE RELEASE OF DIRECTORY INFORMATION

Directory information is released by Denton ISD to those requesting it unless the parent files an objection with the principal within ten days of the time the student handbook was distributed to a student. **It is important to remember that the District is required to release this information to anyone that requests directory information.**

### DIRECTORY INFORMATION

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes

I, \_\_\_\_\_, parent  
of \_\_\_\_\_, permit the release of

directory information as listed below:

School sponsored purposes only.

For the following school-sponsored purposes: publication of picture & name in area/school newspapers or other media, including video announcements, district web page, and internet; yearbooks and for recognition of awards or participation in activities, sport, etc.

Directory information shall include student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

For all other purposes.

For all other purposes, directory information shall include student name, address, and grade level.

OR

Object to the release of directory information for any purpose.

Parent's Signature

Date

**If this objection is not returned to the campus office, directory information will be released.**

Student name: Grade: