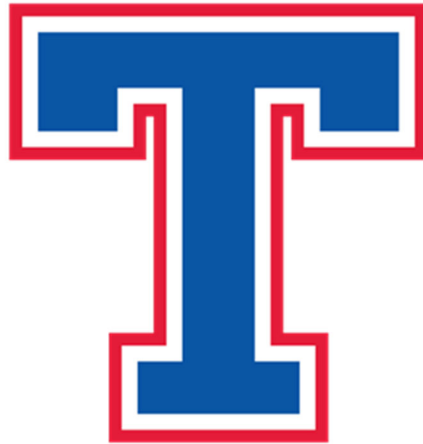


Temple ISD
Elementary School
Parent and Student Handbook

202~~5~~4–202~~6~~5 School Year



www.tisd.org

Our Vision

To instill the value of learning in each student, and prepare them
to be future leaders of society

Our Mission

To inspire, motivate and empower students to reach their
maximum potential

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Preface

To Students and Parents:

Welcome to the new school year! Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

The Temple ISD Elementary School Parent and Student Handbook is a general reference guide that is divided into two sections:

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

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

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

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

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

Therefore, parents and students should become familiar with the Student Code of Conduct. To review the Code of Conduct, visit the District’s website at www.tisd.org. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the principal’s office at each campus.

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

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

Temple ISD Elementary School Parent and Student Handbook

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

The District's official policy manual is available for review in the district administration office and an unofficial electronic copy is available at www.tisd.org.

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Angela Solis, Director of Special Education, at (254) 215-6844.

Section I: Parental Rights

This section describes certain rights of parents as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological or Psychiatric Evaluation

Unless required under state or federal law, a district employee contractor of the district will not conduct a psychological or psychiatric examination, test, or treatment without obtaining prior written parental consent. An evaluation may be legally required under special education rules or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Human Sexuality Instruction

Annual Notification

As a part of the District's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials; and the school board adopts the materials and determines the specific content of the instruction.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the District's SHAC or attending SHAC meetings.
- Use the District's grievance procedure concerning a complaint.

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

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the parent must give written consent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

~~Opting Out of Human Sexuality Instruction~~

~~To remove your student from human sexuality instruction, please contact the campus principal.~~

Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Before a student receives instruction on the prevention of child abuse, family violence, dating violence, dating violence and sex trafficking, the District must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Annual Notification

Students receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for course materials; and the school board adopts the materials and determines the specific content of the instruction.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the District's SHAC or attending SHAC meetings.
- Use the District's grievance procedure concerning a complaint.

Consent to Provide a Mental Health Care Service

The District will not provide a mental health care service to a student or conduct a medical screening of a student as part of the District's intervention procedures except as permitted by law.

The District has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The campus administration will notify the student's parent within a reasonable amount of time after learning that a student has displayed early warning signs and provide information about available counseling options.

The District has also established procedures for staff to notify campus administration regarding a student who may need intervention. The mental health liaison can be reached at Amanda Necessary, Director of 504 and Counseling at (254) 215-6942.

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

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes artwork, special projects, photographs, original videos or voice recordings and other original works. However, the District will seek parental consent before displaying a student's work on the District's website, a website affiliated or sponsored by the District, such as a campus or classroom website, or in district publications, which may include printed materials, videos, or other methods of mass communication.

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

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

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

State law permits the school to make a video or voice recording without parental permission when the recording is to be used for:

- School safety
- Classroom instruction or a co-curricular or extracurricular activity
- Media coverage of the school

- Promotion of student safety as provided by law for a student receiving special education services in certain settings

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

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Limiting Electronic Communications with Students by District Employees

The District permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines. For example, a teacher may create a social networking page for his or her class to relay information related to class work, homework, and tests. A parent is welcome to such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor on all text messages.

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

Objecting to the Release of Directory Information

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

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

The District requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the District does not release any information that might reveal the location of such a shelter.

As allowed by state law, the District has identified two directory information lists—one for school-sponsored purposes and a second for all other requests. For district publications and announcements, the District has designated the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of student; 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. If a parent does not object to the use of your child's information for these school-sponsored purposes, the school will not ask permission each time the District wishes to use the information for the school-sponsored purposes listed above.

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following areas:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.

- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey.

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of

- activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law.

A parent may inspect:

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

The ED provides extensive information about the Protection of Pupil Rights Amendment, including a PPRA Complaint Form.

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

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

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide the following: instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution and a specific recitation from the Declaration of Independence for students in grades 3-12. Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if any of the following apply: a parent provides a written statement requesting that his or her be excused, the District determines that the student has a conscientious objection to the recitation, or a parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

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

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law, however, requires all students participate in one minute of silence following recitation of the pledges.

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs. The removal may not be used to avoid a test and may not extend for an entire semester. Further, your child must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on informal observations, evaluative data such as grades earned on assignments or test, or results from diagnostic assessments. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and local policy, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend. Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Right of Access to Student Records, Instructional Materials, and District Records/Policies

Parent Review of Instructional Materials

A parent has a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered whether instruction is delivered in-person, virtually, or remotely. The District will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

The district will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

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

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

Teachers are required to provide a copy of the teacher's instructional plan or course syllabus for each class to the parent of each student enrolled in that class before the beginning of each semester. A parent may obtain additional copies of plan or syllabus by request.

District Review of Instructional Materials

A parent may request that the District conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The district is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact Department of Academics and School Leadership.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her student's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

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

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

Student Records

Accessing Student Records

A parent may review his or her student's records including:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,

- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your student, as the term intervention strategy is defined by law,
- Records relating to school library materials the child obtains from a school library,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records. For purposes of student records, an "eligible" student is anyone age 18 or older or who is attending an institution of postsecondary education. These rights are the right to:

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

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

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

Inspection and release of student records is restricted to an eligible student or a student's parents unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that control of the records goes to the student as soon as a student meets at least one of the following criteria: reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary educational institution. However, the parent may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student when school officials have what federal law refers to as a "legitimate education interest" in a student's records.

- Legitimate educational interest may include"
 - Working with the student;
 - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
 - Compiling statistical data;
 - Reviewing an educational record to fulfill the official's professional responsibility; or
 - Investigating or evaluating programs.
- School officials may include
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
 - A person or company with whom the District has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
 - A person appointed to serve on a team to support the district's safe and supportive school program;
 - A parent or student serving on a school committee; or

- A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which the student is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details.

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

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the records and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy

of the records requested or make other arrangements for the parent or student to review these records.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate 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 denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the Board of Trustees determines that, the grade is arbitrary, erroneous, or inconsistent with the District's grading guidelines.

The District's student record policy is found at policy FL(LEGAL) and (LOCAL) and is available from the principal's or Superintendent's Office or on the District's website at www.tisd.org.

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her student's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; has an emergency permit or other provisional status for which state requirements have been waived; and is currently teaching in the field of discipline of his or her certification. The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to your student.

Students with Exceptionalities or Special Circumstances

Children of Military Families

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

- Immunization requirements.
- Grade level, course, or educational program placement.

- Eligibility requirements for participation in extracurricular activities.
- Enrollment in virtual or hybrid courses offered by the district or another district or school ~~the Texas Virtual School Network (TXVSN).~~
- Graduation requirements.

The District will excuse absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who is called to active duty, on leave, or returning from a deployment of at least four months. The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

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

Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

State law permits a parent of multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus to request in writing that the children be placed either in the same classroom or in separate classrooms. Written requests must be submitted by the 14th day after the students' enrollment.

Safety Transfers/Assignments

The Board of its designee will honor a parent's request to transfer his or her student to another classroom or campus if the District has determined that the student has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The Board may transfer a student who has engaged in bullying to another classroom. The Board will consult with the parent of the student who has engaged in bullying before deciding to transfer the student to another campus.

Transportation is not provided for a transfer to another campus.

The District will honor a parent's request for the transfer of his or her student to a safe public school in the District if the student attends a school identified by the Texas Education Agency as persistently dangerous or if your student has been a victim of a violent criminal offense while at school or on school grounds.

The Board will honor a parent's request for the transfer of his or her student to another district campus 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. In accordance with policy FDE, if the victim does not wish to transfer, the District will transfer the assailant.

Student Use of a Service/Assistance Animal

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

A Student in the Conservatorship of the State (Foster Care)

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

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

The District will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the District.

The District will award partial course credit when the student only passes one half of a two-half course.

A student in conservatorship of the state who is moved outside of the District's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the District's or school's boundaries, is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at the particular school. If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

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

- Assist the student with the completion of any application for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;

- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

If you have questions, please contact the District's foster care liaison: Gill Hollie, Coordinator of Community Connections at (254) 215-5963.

A Student Who Is Homeless

A student who is homeless will be provided flexibility regarding certain district provisions, including:

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

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

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

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

For more information on services for students who are homeless, contact the District's homeless education liaison: Gill Hollie, Coordinator of Community Connections at (254) 215-5963.

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

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

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

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

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

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

There is an exception to the 45-school-day timeline. If the District receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the

parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

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

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Angela Solis, Director of Special Education, at (254) 215-6844.

For questions regarding post-secondary transitions, including the transition from education to employment for students receiving special education services, contact Angela Solis, Director of Special Education, at (254) 215-6844.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the District's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Amanda Necessary, Director of 504 and Counseling, at (254) 215-7280.

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

- Legal Framework for the Child-Centered Special Education Process
- Special Education Information Center (SPEDtex)
- Texas Project FIRST
- Partners Resource Network

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

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

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. The student receiving special education services would be entitled to transportation, however, the District is not required to provide transportation to other children in the household. The parent or guardian should contact the principal regarding transportation needs prior to requesting a transfer for any other children in the home.

A Student Who Speaks a Primary Language Other than English

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

A Student with Physical or Mental Impairments Protected Under Section 504

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 to receive a free appropriate public education (FAPE), as defined in federal law.

Section II: Other Important Information for Students and Parents

This section contains important information on academics, school activities, and school operations and requirements. It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level. Parents and students should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the campus principal.

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. When a student is absent, the student must bring a note to the attendance office within five days of the absence. After five days, parent notes will not be accepted and the absences will be considered unexcused.

Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

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

Ages 6 and 18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten through grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

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

Types of Absences

There are two types of absences: excused (verified) and unexcused (unverified) absences. Both excused and unexcused absences count towards the state mandated 90% compulsory attendance laws. Excused absences, as prescribed by law, may include: personal illness, medical or dental appointments, sickness or death in the immediate family, funeral services for relatives or close friends, quarantine, weather or road conditions making travel dangerous, religious holidays, or any other unusual cause as determined by policy and at the principal's discretion. Students with absences coded as excused absences will be allowed to make up work. Students shall be responsible for finding out about assignments/tests and for satisfactorily making up the work within the allotted time.

Students absent from school or any class without permission will be considered truant and will be subject to disciplinary action. Truancy may also result in a penalty by a court of law against the student and his or her parents.

When a student is absent, he/she must bring a note to the attendance office within five days of the absence. After five days, parent notes will not be accepted and the absences will be considered unexcused. All notes from parents, doctors, and slips from the office need to be turned in to the school each day. Students who leave school during the day must bring a note from their parent. If a student has an appointment with a health care professional during the school day, a note from the health care professional must be brought to the school on return for attendance credit.

Compulsory Attendance – Exemptions

All Grade Levels

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

- Religious holy days;
- Required court appearances;
- Appearing at a governmental office to obtain U.S. citizenship;
- Taking part in a US naturalization oath ceremony;
- Serving as an election clerk;
- Health-care appointments for the student or a child of the student, including absences including absences related to autism services and mental health appointments~~for recognized services for students diagnosed with autism spectrum disorders~~;

- Absences resulting from a serious life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician on the District's form; ~~and~~
- Absences for attendance in a released time course in religious instruction; and
- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

Documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the District.

Compulsory Attendance – Failure to Comply

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school; from any class; from required special programs, or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

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

Ages 6 and 18

When a student between ages 6 and 18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent. The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;

- Request a conference between school administrators and the parent; and
- Inform the parent that the District will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitators for the District are

Amanda Delle Donne	Elementary / Middle	(254) 215-7011
Sean Yepez	Student Last Name A – K	(254) 215-7215
Paige Mungia	Student Last Name L – Z	(254) 215-7028

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. The District may file a complaint against the parent if the student incurs ten or more unexcused absences with a six-month period in the same school year.

If a student ages 12–18 incurs ten or more unexcused absences with a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court.

Tardy and Partial Day Absence

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave. Students shall not be excused during school hours for private lessons of any nature.

The instructional day is 7:55 AM – 3:35 PM. Tardiness means not being in the classroom when the tardy bell has finished ringing. Students arriving at school any time after 7:55 a.m. must sign in at the main office and pick up a tardy slip before going to class. Students arriving after 7:55 AM or departing prior to 3:35 PM will be considered a partial day absence. Students leaving the campus during the day must be signed out by a parent/guardian in the main office and will be counted as a partial day absence.

Attendance for Credit or Final Grade

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

plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade for the class.

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

Except for absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject,
- Whether the student or the student's parent had any control over the absences,
- Any information presented by the student or parent to the committee about the absences.

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

Students with excessive absences may be required to participate in attendance make-up activities or attend after-school sessions in order to be promoted to the next grade level.

Extracurricular and Co-curricular Absences

A student may participate in extracurricular or other activities on or off campus that require an absence from class(es) only if the student passed all courses the previous three weeks and is maintaining at least a 70 average in the class(es) that will be missed. This rule also applies to students who miss classes for the purpose of watching a school-sponsored activity during school hours. Makeup time for work in classes missed due to extracurricular or co-curricular events will be allowed only for work assigned during the class that was missed. Due dates for pre-assigned work, projects or exams will be strictly adhered to when students miss class for approved extracurricular or co-curricular events if the student was present for the exam review or the assigning of the work.

A student absent from school for unexcused reasons will not be allowed to participate in school-related activities on that day or evening.

Official Attendance-Taking Time

The District will take official attendance at a specific time each day. A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence

When a student is absent from school, the student—upon arrival or return to school—must bring a note, within 5 days, signed by the parent that describes the reason for the absence and give the note to the attendance clerk. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the District reserves the right to require a written note. A maximum of three (3) days per semester via parent note will be accepted as excused.

Medical notes for recurring appointments or for a chronic condition must be updated at the beginning of each school year.

The campus will document in its attendance records whether the absence is excused or unexcused. The District is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor’s Note after an Absence for Illness

Absence documentation must be dated on or after the date of the absence.

Within five days of returning to school, a student with an extended absence because of a personal illness must bring an official statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the 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 absence to determine whether the absence or absences will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student’s attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student’s illness and the anticipated period of absence related to the illness or treatment on the District’s form.

Attendance Procedures

When presenting a parent or doctor's note after an absence a student must:

- Present the note to the attendance clerk before school on the first day of his/her return. An admit slip will be issued showing the date and reason for the absence so a teacher can admit the student to class.
- Students will need to arrive early enough to receive their admit slip without being tardy to the first class.

A student who returns without a valid note within 5 days of the absence will receive an unverified absence.

Accountability under State and Federal Law

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The District's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the District's website at www.tisd.org. Hard copies of any reports are available upon request to the District's administration office.

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

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties on assignments or tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students who have engaged in academic dishonesty on a specific class assignment or

test are not eligible to redo that class assignment or test for which the student received a failing grade.

Appointments

Parents are requested to schedule all appointments, including medical and dental after school hours. However, if an appointment must be scheduled during the school day, please return the student to school following the appointment. According to state law, a student will not be counted absent for attendance purposes if the student begins or returns to school on the same day that he/she has a doctor, dentist or other health care professional appointment. In order for the student not to be counted absent, written notice from the doctor, dentist or health care professional is required. The student who is absent due to a doctor, dentist or healthcare appointment will be required to turn in a note from the provider to the front office within five days of the absence.

Awards and Honors

Honor Roll

Students will be recognized and certificates awarded for outstanding academic effort in the following two areas:

<u>Excellence:</u> (ALL A)	Students in grades one through five who achieve 90% and above (as deemed appropriate at individual campuses) in all academic subjects.
<u>Achievement:</u> (No grade less than B)	Students in grades one through five who achieve 80% and above (as deemed appropriate at individual campuses) in all academic subjects.

Perfect Attendance Award

Perfect Attendance Certificates are presented at the end of the year to students with no absences. Three (3) tardies, early pick-ups or partial day absence from the campus will eliminate a student from receiving perfect attendance recognition.

Conduct Award

An award for exemplary conduct is presented at the end of the year to students earning a mark of excellent ("E") in conduct for each of the grading periods.

Bullying

The District strives to prevent bullying, in accordance with the District's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting, and investigating and addressing reporting bullying incidents.

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

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

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

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.

The District will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait.

The District will use an age-appropriate survey regarding school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the campus principal.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. The administration will investigate any allegations of bullying or related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying through the District website at www.tisd.org.

The administration will investigate any allegations of bullying and related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If the investigation determines that bullying has occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not meet the definition of bullying.

The District will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

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

Upon the recommendation of the administration, the Board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the Board may transfer the student to another campus in the District. The parent of a student who has been determined by the District to be a victim of bullying may request that the student be transferred to another classroom or campus within the District.

A copy of the District's policy is available in the principal's office, Superintendent's Office, and on the District's website, and is included at the end of this handbook as 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).

Celebrations

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for students in the classroom for his or her birthday, please be aware that individuals in the school may have severe allergies to certain food products. Discuss this with

the student's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

Change of Address

Students and parents are required to inform the attendance clerk of any change in physical address or telephone number. Change in address requires proof of residency documentation to be provided to the registrar. If during the school year, a student moves out of the school attendance zone, the parent may apply for continued enrollment. For the period during which the ineligible student is enrolled, the parent is liable for the maximum tuition fee the District may charge. If there is a change of phone number, address or other relevant information, parents may update their student's information using their Family Access account.

Child Sexual Abuse, Neglect, Trafficking and Other Maltreatment of Children

The District has established a plan for addressing child sexual abuse, neglect, trafficking, and other maltreatment of children. The plan is available at www.tisd.org. Abuse includes physical abuse, including sexual abuse, and ~~mental~~psychological and emotional abuse. Trafficking includes both sex and labor trafficking.

Duty to Report

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or the Child Protective Services (CPS).

Sexual Abuse

Possible warning signs to sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults or a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age

- Sexual victimization of other children

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

Emotional Abuse

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss.

Neglect

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

Description and Warning Signs of Trafficking

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

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

Possible warning signs of sexual trafficking in children include:

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

Additional warning signs of labor trafficking in children include:

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

A desire to quit a job but not being allowed to do so.

Reporting and Responding to Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

A child who has experienced any type of abuse or neglect should be encouraged to seek out a parent or trusted adult. Children may be reluctant to disclose abuse and may only disclose sexual abuse indirectly. As a parent or trusted adult, 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.

If your child is a victim of abuse, neglect, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. DFPS also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at Texas Abuse Hotline Website.

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

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, or other maltreatment of children:

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parents, Child Abuse
- Office of the Texas Governor's Child Sex Trafficking Team Human Trafficking of School-aged Children
- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault
- National Center of Safe Supportive Learning Environments: Child Labor Trafficking

College and University Admissions and Financial Aid

For two school years following his or her graduation, a district student who graduates as valedictorian or in the top 10 percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student meets one of the following requirements:

- Completes the distinguished level of achievement under the Foundation Graduation Program
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible meeting the admission requirements of the university or college, including timely submission of a completed application.

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2024 term through the spring 2026 term, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the District will provide written notice concerning the following: automatic college admission, the curriculum requirements for financial aid, the benefits of completing the requirements for automatic admission and financial aid, and the Texas First Early High School Completion Program which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessment and credits required for early graduation under the program; the Texas First Scholarship Program and the Future Texas Teacher Scholarship Program. Parents and students will be asked to sign an acknowledgement that they received this information.

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

Closed Campus Policy

Temple ISD campuses will be closed from the time the student comes on campus until the final dismissal. No student may leave campus for lunch. Leaving campus during the day without proper authorization is prohibited. The following exceptions will be made: 1) students involved in classes on another campus, 2) school-related matters; and 3) students checked out by parents.

Communications

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the District upon enrollment and again within two weeks after the beginning of each follow school year while the student is enrolled in the District.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

Automated Emergency Communications

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

Automated Nonemergency Communications

Your student's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission and specific to your student, your student's school, or the District. Standard messaging rates of your phone carrier may apply. If you do not wish to receive such communications, please contact your student's principal.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be resolved informally, the Board has adopted a standard complaint policy at FNG(LOCAL) [in accordance with Education Code Chapter 26A and is available](#) in the District's policy manual, available on the District's website. A copy of the complaint forms may be obtained in the principal's or Superintendent's Office.

~~To file a formal complaint, the parent or student should submit the complaint form.~~ In general, the written [grievance complaint](#) form should be completed and submitted to the campus principal in a timely manner. [If the concern is not resolved, a parent or student may appeal to the superintendent or superintendent designee.](#) If the concern is still unresolved, the District provides a process for parents and students to appeal to the Board of Trustees.

[Hearings at each level will be conducted in accordance with the timelines established by law described in the District's policy at FNG\(LOCAL\).](#)

Conduct

Applicability of School Rules

The Board has adopted a Student Code of Conduct that defines standards of acceptable behavior—on and off campus as well as on District vehicles—and outlines consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During summer instruction, the handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus principal serves as the campus behavior coordinator and their contact information is available in this handbook and on the District's website.

Backpacks

Backpacks, gym bags and athletic bags are permitted at school and are the sole responsibility of the student. Backpacks, gym bags and athletic bags are subject to a search while on campus or a school-related activity either on or off campus. The school is not responsible for backpacks, gym bags, athletic bags, or personal items stolen or lost.

Display of Affection

At the elementary campuses, no public display of affection is allowed. Disciplinary action may result.

Disruptions of School Operations

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

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

In-School Suspension and Out-of-School Suspension

In-school suspension (ISS) will be utilized for short-term disciplinary placements. Assignments will be provided and graded by the student's regular classroom teachers.

The following guidelines exist for students who are assigned ISS:

- 1) A student in ISS will be escorted to the restroom and water fountain by the ISS instructor.
- 2) Students assigned to ISS will be required to eat lunch in the ISS room or designated area.
- 3) Talking, failure to work or any other misconduct may result in additional days of ISS or an off-campus suspension.
- 4) School counseling is recommended for any student assigned to ISS more than once.

Students who fail to follow the *Student Code of Conduct* may receive out-of-school suspension. Out-of-school suspension may require a parent and assistant principal conference prior to the student returning to school. The conference may be held at the time the parent picks up the child at the beginning of the suspension or when the student returns to school. If the parent cannot meet at either of these times, then the parent must contact the assistant principal to schedule a mutual time to meet. See the *Student Code of Conduct* for complete information on student discipline rules and procedures.

Field Trips / Extracurricular Events

School rules apply to all field trips and extracurricular events. Field trips are classified as co-curricular or extra-curricular. The field trip classification will be made by the campus principal. Co-curricular field trips are meant to be an extension of classroom learning. Students are expected to attend co-curricular trips as they would attend a regular class. Extracurricular field trips are an earned privilege.

A student may be disqualified from attending a field trip based on grades, attendance, or discipline. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the event will not be readmitted.

Field trip requirements will be approved by the campus principal and provided to parents and students prior to the trip. If the parent does not want his or her child to attend field trips for the upcoming school year, then the campus principal must be notified in writing within ten school days of child's first day of instruction.

Food and Drinks

Students are encouraged to clean up all of their trash and dispose of it properly while on campus and at school-sponsored activities. Food and drinks are not allowed out of the cafeteria. Food or drinks are not allowed in the classrooms.

Gangs

A student who is a member of, pledges to become a member of, joins, or solicits another person to become a gang member commits an offense and may be recommended for placement in the alternative center. Gang activity, apparel, signs, signals, and graffiti may result in disciplinary action.

Lockers

If lockers are provided, the student is expected to use the locker that is assigned to them by their homeroom teacher. Stickers, pictures, tape, glue or writing of any kind will not be permitted on or in the lockers. The school is not responsible for items a student may lose or misplace.

Restrooms

Only one student is allowed in a restroom stall at a time.

Skateboards

Students are not permitted to possess skateboards at school. Teachers may collect a student's skateboard and turn it in to the principal's office. The principal will determine whether to return the skateboard to the student at the end of the day or to contact the parent to pick up the item.

Smoking and Tobacco

In compliance with state law and Board policy, students shall not possess or use tobacco products, including but not limited to cigarettes, e-cigarettes, cigars, pipes, drug paraphernalia, snuff or chewing tobacco on school premises or at school-related functions. Any student in violation of this policy will be subject to disciplinary action.

Social Events

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

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

Parents please contact the campus principal if you are interested in serving as a chaperone for any school social event. Chaperones are required to complete the TISD Volunteer Application and Background Check form. The TISD Volunteer Application and Background Check form can be found on the TISD website at www.tisd.org or by contacting the campus principal.

Counseling

The District has a comprehensive school counseling program that includes:

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

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

Academic Counseling

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. The school counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the school counselor should schedule an appointment through the school counselor's office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance. If your student has experienced trauma, contact the school counselor for more information.

As part of Temple Independent School District's Multi-Tiered System of Supports, students may have the opportunity to participate in group or individual sessions on regular basis (weekly, every two weeks, monthly) and participate in a number of activities related to counseling or intervention to provide them with support for school success. The parent/guardian may decline these group or individual counseling services by completing the appropriate form obtained through their campus' counseling office.

Credit by Examination for Acceleration

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement. Cost of the examination is the responsibility of the parent.

Dating Violence, Discrimination, Harassment, and Retaliation

Students learn best, and their welfare is best served, in an environment free from dating violence, discrimination, harassment, and retaliation. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the District's policy is available in the principal's office and in the Superintendent's Office.

Dating Violence

Dating violence will not be tolerated at school. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

In accordance with law, when the District receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has additional information about the dangers of dating violence and resources for seeking help.

Discrimination

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

Harassment

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

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

Sexual Harassment and Sex Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

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

Pregnancy or Related Conditions

The District does not discriminate on the basis of pregnancy or a related condition. Please contact the Director of 504 for pregnancy-related accommodations.

Retaliation

Retaliation against a person who makes a report or participation in an investigation of discrimination, harassment, or dating violence, is prohibited.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent.

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

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

Investigation of Report

Allegations of prohibited conduct, which included dating violence, discrimination, harassment, and retaliation, will be promptly investigated. 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. If a law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. All involved parties will be notified of the

outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal.

Distribution of Literature, Published Materials, or Other Documents

School Materials

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

Non-school Materials

From Students

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

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

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

From Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the District, except as permitted by policy. 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 Director of Communications for prior review. The Director of Communications will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy.

The Director of Communications has designated lobby of Central Administration Offices as the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

Dress and Grooming

The purpose of the dress code is to establish dress and grooming standards that provide a safe and healthy educational atmosphere conducive to learning. The student body, as a whole, takes pride in its appearance and in the appearance of the school. The dress code is applied and enforced while students are at school or at all school related activities whether on or off campus. The principal makes decisions about dress and grooming violations.

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

1. Any clothing, hairstyle, or jewelry that could be interpreted as indecent or disruptive to the educational process is not permitted (i.e. extreme hair color, extreme hairstyles, mohawks, grills, faux-hawks, chain necklaces, medallions, extreme accessories, etc.).
2. Clothes must fit appropriately and not be distracting or disruptive to the learning process. Pants must be hemmed and not drag the ground. Waistbands on pants and shorts must be kept at waist level and must not sag. Shorts must be no shorter than fingertip length (measured to the student's fingertips with arms resting by the student's side). No biking shorts, cutoffs, boxers, or wide-legged shorts are allowed. Excessively long shirts must be tucked in. Excessive length will be determined by the principal.
3. The display of alcohol, drug, tobacco or inappropriate pictures/slogans is not permitted. The display of violence, gang-related, graffiti or any other theme deemed inappropriate by the principal is not permitted.
4. Body art must be covered by clothing.

5. Clothing with holes in the fabric must meet the above dress code. No skin or undergarments should be visible 4" or more above the knee.
6. All students must wear shoes that are appropriate for school activities. Shoes with hard cleats or those leaving unsightly marks are not permitted.
7. Dresses and skirts must be approximately knee length for school activities. Sundresses must have straps not less than 2 inches in width. Spaghetti strap garments are not allowed without a covering. Undergarments must be worn under dresses and skirts.
8. Hats, caps and hoods must not be worn inside the building. Exceptions will be for medical reasons with a doctor's note and during school-sponsored events.
9. Students are not to wear see-through clothing or shirts that reveal the midriff area.
10. Any dress or hairstyle that could be interpreted as indecent or disrupting to the educational process is not permitted. Hair should be kept clean and neat.
11. Sunshades or dark glasses may not be worn in the building unless the student has a doctor's note stating it is necessary.
12. Facial jewelry, tongue barbs, or body piercing is not allowed.
13. Any shoes with wheels are prohibited.
14. Sleepwear is not allowed at school without permission.
15. Undergarments shall be worn, but not visible.

The student's name should be labeled on all outerwear (coats, hats, backpacks, etc.).

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

Electronic Devices and Technology Resources

Safe Use of Technology

The District is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The District considers parents as partners in cybersecurity and online safety.

In accordance with state and federal law, the District will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students.

If you want to know more about partnering with the District regarding cybersecurity and online safety, or if you have complaints or concerns about student use of electronic devices, please contact the campus principal.

Electronic Communication Devices and State Testing

Use of personal electronic communication devices during the administration of any state test is prohibited. It is recommended that students do not bring electronic communication devices to the testing room. Prior to testing, students will be asked to turn off and secure any such device during testing. The device will be returned to the student after all students have completed testing. If a student is found to possess an electronic communication device during testing, the device will be confiscated, the test results may be invalidated, and disciplinary action will be assessed.

Possession and Use of Personal ~~Tele~~Communications Devices, Including Cell Phones, and Other Electronic Devices

In accordance with state law, the District prohibits the use of a personal communication device (such as cell phones, tables, and smartwatches) while on school property during the school day.

~~The District permits students to possess personal mobile telephones; however, these devices must remain turned off during the school day, unless they are being used for approved instructional purposes.~~

~~A student must have approval to possess other personal telecommunications or electronic devices on campus.~~

~~Teachers and other staff will collect these devices if the staff member determines that the above rules were not followed or that instruction is being hindered in any way including repeatedly having to redirect students who have these devices out or in use inside. Following standard classroom management, the device will be confiscated and brought to the campus~~

~~administrative office. Students may also receive a disciplinary referral for failure to follow the Student Code of Conduct. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.~~

The parent may pick up the confiscated communications device from the principal's office at the end of the school day. Confiscated communications devices that are not retrieved by the student's parent will be stored in accordance with administrative regulations.

The District is not responsible for any damaged, lost, confiscated or stolen electronic device.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. In limited circumstances and in accordance with law, a student's personal ~~tele~~communications device may be searched by authorized personnel.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval before using personal electronic devices allowed by law for instructional purposes while on campus. The District may not permit use of a prohibited personal communication device except as required by law. ~~telecommunications or other personal electronic devices for instructional use while on campus. Students must also sign a user agreement that contains applicable rules for use. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.~~

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the District's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Temple ISD Technology Use Agreement

Temple Independent School District's goal in providing technology resources and Internet access to teachers and students is to promote educational excellence in our schools by facilitating collaboration, innovation, and communication. TISD has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and any user may discover inappropriate information. The guidelines provided here

outline the user's responsibility to operate ethically, efficiently and legally using District network resources.

Any Temple Independent School District user violating these policies, posted classroom and district rules, or state and federal laws, is subject to:

- Suspension of user access to the system and/or equipment
- Termination/revocation of the system user account
- Other disciplinary action in accordance with District policy and applicable laws

School and District administrators will make the final determination as to what constitutes unacceptable use. Their decision is final.

1. Responsible Use- The use of your account must be consistent with the educational objectives of the Temple Independent School District.
 - a. Transmission and/or access of any material in violation of any District, state, or US regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or malicious or dangerous material.
 - b. Users will respect the intellectual property of other users and information providers and obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work.
 - c. The taking of unapproved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.
 - d. Use of your account for commercial activities, product advertisement or political lobbying is prohibited.
 - e. Users will not install any personal computer programs or applications on school devices without permission.
 - f. The use of personal electronic devices is allowed with permission during the school day.
2. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette when using any system, including the *gcloud.tisd.org* secure, controlled email system. The student's ID number will be part of the username for email.
 - a. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited.
 - b. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to e-mail, chat, bulletin board postings, social media sites, and forums.
 - c. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications

responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.).

- d. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any TISD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally.
 - g. The user is responsible for reasonable daily care of the equipment made available by the District.
 - h. Users will follow all guidelines set forth by the District and teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
3. Security- Protecting personal information and network security are high priorities.
- a. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
 - b. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
 - c. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
4. Vandalism- Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.
- a. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to the uploading or creation of computer viruses.
 - b. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.

Temple Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages including loss of data resulting from service interruptions, negligence, user errors, or omissions.

Use of any information obtained via the Internet is at the user's risk. The District specifically denies any responsibility for the accuracy or quality of such information.

The use of technology resources provided by the Temple Independent School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Temple Independent School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Temple Independent School District's Student Code of Conduct shall be applied to student infractions.

If a parent does not want his or her child to have access to the Internet or any other form of technology resources, the parent must notify the child's campus in writing.

Teachers may display a student's work as recognition of student achievement. As a parent, if you do not want your child's artwork, special projects, photographs taken by your child or images of your child to be displayed on the District's website, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior may constitute bullying or harassment, as well as possibly impede future endeavors of a student. We encourage parents to review with your student the 'Before You Text' Sexting Prevention Course, a state-developed program that addresses the consequences of sexting.

In accordance with state law, the district prohibits the installation or use of TikTok or any successor application or service on a district device, along with any other social media application or service determined by the governor.

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

Emergent Bilingual Students

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish be administered to an emergent bilingual student for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to emergent bilingual student who qualify for services.

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

Extracurricular Activities, Clubs, and Organizations

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

Parental Consent

State law requires the District to obtain written parental consent before a student may participate in a student club that is authorized or sponsored by the District. A parent may obtain consent forms for student clubs for the campus principal.

Some extracurricular activities may include off-campus 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 these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and

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

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Family / Student Access to Skyward

The District participates in Skyward Family/Student Access. This program allows parents/guardians the opportunity to view their child's attendance, grades, discipline records and current schedule as well as an electronic progress report. Parents may view their student's progress any time they choose. Please contact your student's campus for details.

If there is a change of phone number, address or other relevant information for their student, parents may update their student's information using their *Family Access* account.

Fees

Basic education program materials are provided at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.

- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, stolen, damaged, or overdue library books and / or issued technology.
- Restitution.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A maximum fee of \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a District-provided request form.
- Personal grooming and hygiene supplies
- After-school API credit recovery
- In some cases, a fee for a virtual or hybrid course ~~taken through the Texas Virtual School Network (TxVSN).~~

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

Fines

Students who damage, lose, or fail to return school property or materials (textbooks, library books, calculators, uniforms, equipment, etc.) or who are assessed fines ~~(parking, cell phones,~~

~~etc.~~) will be placed on the Fine List. Students with unpaid fines may be restricted from attending extracurricular events or activities.

Fundraising

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. All fund-raising requests should be submitted before the end of the first six weeks of school. Door-to-door solicitation is not permitted.

Gang-Free Zones

Certain criminal offenses, including 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

Approved grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally failed; and
- Procedures for a student to follow after an absence
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as Chat GPT), and unauthorized communication between students during examination.

Please refer to the *2022-2023 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at www.tisd.org.

Grading and Reporting System

The purpose of the Temple ISD reporting system is to describe students' learning progress, based on district and state expectations for each grade level. It is intended to inform parents about learning successes and to guide improvement efforts when needed.

Tools that may be included in this reporting system:

1. Report Cards
2. Notes attached to Report Cards
3. Standardized Assessment Reports
4. Phone Calls to Parents
5. Weekly/Monthly Progress Reports
6. School Open Houses
7. Newsletters to Parents
8. Personal Letters to Parents
9. Evaluated Projects or Assignments
10. Portfolios or Exhibits of Students' Work
11. Homework Assignments
12. Parent-Teacher Conferences
13. Student-Teacher Conferences
14. Student-Led Conferences
15. Various electronic means

The school year is divided into two semesters of three grading periods each. Report cards will be issued at the end of each grading period. Progress reports will be issued to all students at the end of each three-week reporting period.

Each of the grading period grades will be determined based on daily assignments, quizzes, projects, homework assignments, and tests. Semester exams will not be given. Six-week tests are optional.

Grading Guidelines for Pre-Kindergarten and Kindergarten

A combination of grading methods will be used at the elementary level. Pre-Kindergarten and kindergarten shall use a checklist consistent with Texas Essential Knowledge and Skills (TEKS) to communicate student progress to parents each grading period. Skills will be marked as follows:

E = Excellent Progress

S = Satisfactory Progress

N = Needs More Time to Develop

U = Unsatisfactory Developmental Progress

Grading Guidelines for First Grade through Fifth Grade

Numerical grades shall be used in grades 1-5 to report student progress on report cards and progress reports in reading, writing, mathematics, science, and social studies. Numerical grades will be used as follows:

90-100 Outstanding Achievement "A"

80-89	Good Achievement	"B"
70-79	Average Achievement	"C"
0-69	Unsatisfactory Achievement	"F"

Teachers may not be required to assign a minimum grade for an assignment without regard to the student's quality of work. Grades assigned shall reflect student achievement of the curriculum and the student's relative mastery of an assignment. Students will not have points deducted from grades as disciplinary or punitive measures for misbehavior.

Non-numerical indications of "excellent", "satisfactory", "needs improvement" and "unsatisfactory" will be used in grades 1-5 to report student progress on report cards and progress reports in physical education, art, music and conduct. Indications will be used as follows:

- 95 Excellent "E"
- 85 Satisfactory "S"
- 75 Needs Improvement "N"
- <70 Unsatisfactory "U"

PE and Music

The expectations for PE and Music classes are for each student to:

- Give his/her personal best
- Participate
- Be responsible for his/her actions
- Respect others
- Listen carefully, and
- Follow procedures.

Hazing

Hazing is defined as any intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in the education code, including:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics, or consumption of food, liquids, drugs, or other substances;

- Any activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The District will not tolerate hazing. Disciplinary consequences for hazing will be 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, superintendent or law enforcement official.

Health-Physical and Mental

Health-Related Services

The District is required to provide notice of each health-related service offered at a student's campus. A parent may withhold consent for or decline a health-related service.

The following health related services are offered:

- Growth and Development Presentations
 - Hygiene (4th grade)
 - Growth and Development (5th grade)
 - Scott & White Abstinence-Based Curriculum (6th through 8th grade)
- Health Screenings
 - Vision and Hearing (PreK, K, 1st, 3rd, 5th and 7th grades)
 - Scoliosis (girls – 5th and 7th grade; boys – 8th grade)

Illness

When your student is ill, please contact the school to let us know he or she won't be attending that day. State rules require schools to exclude students with certain illnesses from school for periods of time. If any of the following conditions exist, the student should not attend school:

1. Fever over 100 degrees or greater. (May return to school if fever free for 24 hours without the use of fever reducing medication)
2. Vomiting (May return to school when free of vomiting for 24 hours without the use of medication to prevent vomiting)
3. Diarrhea (May return to school when free of diarrhea for 24 hours without the use of diarrhea preventing medication)

4. Rash of unknown origin (May return to school when rash subsides or written documentation from physician stating student is non-contagious)

We want to encourage good school attendance, but at the same time, it is important to control the spread of illness among our students.

If a student becomes ill during the school day, he or she should notify the classroom 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 required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not your student should stay home.

If a student becomes ill or injured at school and needs to leave school, the parent will be called. In case a parent cannot be reached, the office must have the phone number of a responsible person who can be reached at all times who will assume temporary care of the student. In emergency situations, when parents or another responsible person cannot be reached, medical attention will be provided at a medical facility at the parent's expense.

Bacterial Meningitis

Please see the District's website for information regarding meningitis.

Entering college 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.

Chronic Medical Problems

On-going medical problems and severe food allergies which require special attention and/or restrictions at school, require written notification from the student's physician at the beginning of each school year, with emergency action plans and updates provided as needed throughout the year. Medical information will be shared with staff on a "need to know" basis.

Diabetes

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

Emergency Information

All students are required to have an emergency information form on file with the nurse's office. Please list at least two neighbors or nearby relatives who will assume temporary care of the student if a parent cannot be reached. If a change of address occurs or need to include another phone number arises, please contact the school nurse to update the emergency form. Medical information will be shared on a "need to know" basis.

If a student has a medical emergency at school or during a school-related activity and 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 to complete and update an emergency care consent form and health history form each year. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies and, emergency action plans etc.). Please contact the school nurse to update any information that the nurse or the teacher may need to know.

If student must be sent home from school or has not been picked up within 30 minutes of dismissal, the student will be supervised while the following procedures are implemented:

- All other contacts on emergency form will be contacted
- Attempt will be made to reach neighbors or former day care providers for assistance in reaching the student's parents
- Police or CPS may be notified

Temporary Restriction from Participation in Physical Education

If a student is not to participate in physical education class for any reason, a note from the parent is required stating the reason and for how many days the student is not to participate. Student non-participation must not exceed three (3) days without a doctor's written statement. The doctor's note must be specific in nature and include a release date for participation. Written academic work shall be required from students who are unable to participate in physical activities for more than five (5) consecutive days. Academic work may be required as makeup work for non-participating students. The student will attend the physical education class and observe even when they are excused from participation.

If a student is unable to participate in physical education class, the student will not be allowed to participate in any school-related physical activity during that school day, including recess.

Food Allergies

Parents should notify the District when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or possibly life-threatening reactions either by breathing, eating or touching 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 student has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis found on the DSHS website.

When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed on the District website.

Head Lice

TISD follows the recommendations of the Texas Department of State Health, the American Academy of Pediatrics, the National Association of School Nurses and the CDC regarding head lice management. Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.

The District does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact 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 lice from returning.

The District will provide notice to parents of elementary school students in affected classroom without identifying the student with lice. More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#).

Medical Guidelines

The TISD School Health Advisory Council (SHAC) as approved a list of first aid supplies to be used in the treatment of students enrolled in Temple schools. Please notify the school nurse if your student should not be treated with any of these items:

- Isopropyl Alcohol - antiseptic
- Aloe Vera Gel - sunburn
- Bacitracin Ointment - topical antibiotic ointment
- Calamine Lotion - itching and rashes
- 1% Hydrocortisone Cream - topical steroid reduce redness, swelling and itching
- Ice packs - anti-inflammatory
- Sterile Saline Solution – rewetting solution for contacts
- Unseasoned Meat tenderizer - insect bites
- Salt - gargle for sore throat
- Tinactin Cream - topical antifungal
- Vaseline - chapped lips and skin
- Tap water – eye rinse

Health-Related Resources, Policies and Procedures

Physical and Mental Health Resources

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources: the campus nurse, the school counselor or the Bell County Public Health District (201 North 8th Street, Temple (254) 773-4457).

Policies and Procedures that Promote Student Physical and Mental Health

The District has adopted board policies that promote student physical and mental health. Local policies on the topics below can be found in the District’s policy manual available at the central administration office and online at www.tisd.org

- Food and Nutrition Management: CO, COA, COB;
- Wellness and Health Services: FFA;
- Physical Examinations: FFAA;
- Immunizations: FFAB;
- Medical Treatment: FFAC;
- Communicable Diseases: FFAD;
- School-Based Health Centers: FFAE;
- Care Plans: FFAF;
- Crisis Interventions: FFB;

- Trauma-Informed Care: FFBA;
- Student Support Services: FFC;
- Student Safety: FFF;
- Child Abuse and Neglect: FFG;
- Freedom from Discrimination, Harassment, and Retaliation: FFH;
- Freedom from Bullying: FFI.

In addition, the District Improvement Plan details the District's strategies to improve student performance through evidence-based practices that address physical and mental health. The District has developed administrative procedures as necessary to implement the above policies and plans.

School Health Advisory Council (SHAC)

During the preceding school year, the District's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the District's SHAC is available from the Director of Health Services.

Notification of upcoming SHAC meetings will be posted at each campus' administrative offices at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website.

Parents, teachers, and community members are encouraged to become active member of the SHAC. For more information, please contact Kim Glawe, Director of Health Services at (254) 215-6893.

Student Wellness Policy/Wellness Plan

To encouraging healthy students, the District has developed a Board-adopted wellness policy and corresponding plans and procedures to implement the policy. For questions about the content or implementation of the District's Student Wellness Policy and Plan, please contact Kim Glawe, Director of Health Services at (254) 215-6893.

Other Health-Related Matters

Physical Activity Requirements

The District will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. For additional information on the District's elementary school student physical activity programs and requirements, please see the principal.

Physical Fitness Assessment

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

Seizures

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the District before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. A parent who submits a plan must use the Seizure Management and Treatment Form developed by the Texas Education Agency.

Vending Machines

The District has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the campus principal.

Tobacco, E-Cigarettes, and Nicotine Products Prohibited

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity. With limited exceptions for medication, students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

The District and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities

Asbestos Management Plan

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district’s Asbestos Management Plan is available in the superintendent’s office. If you have any questions or would like to examine the District’s plan in more detail, please contact Kenneth Wolf, the District’s designated asbestos coordinator, at (254) 215-6555.

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, periodic indoor and outdoor 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 U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact Kenneth Wolf, the District's IPM coordinator, at (254) 215-6555.

Homeless Students

You are encouraged to inform the District if you or your student are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. The McKinney-Vento Homeless Education Assistance Improvements Act defines homeless as individuals who lack a fixed, regular, and adequate, nighttime residence which can include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings not designed for or ordinarily used as a regular sleeping accommodation for human beings; and
- migratory children who qualify as homeless because the children are living in circumstances described above.

For more information on services for homeless students, contact the District's Homeless Education Liaison, Tiffany Vestal at (254) 215-6682.

Homework

Homework is an extension of the classroom and is not assigned unless that skill has previously been taught. Please provide a place and time at home so that good study habits may be formed.

Please refer to the *2022-2023 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at www.tisd.org.

Immunization

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

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

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

The following list is a summary of the immunization requirements for enrollment in Temple ISD and the minimum state vaccine requirements for Texas school attendance incorporated in Title 25 Health Services, §97.61 - §97.72 of the Texas Administrative Code. This list is not intended as a substitute for consulting the TAC, which has other provisions and details.

Immunization Requirements Reference Guide for the 2024-2025 School Year

<u>3 year olds and 4 year olds (PRE K)</u> ✓HIB and PCV not routinely administered to children ≥ 5 years of age.

4 doses of DTP, DTaP, DT

3 doses of Polio

1 dose of MMR¹ on/after 1st birthday
3 doses of Hib with the 3rd dose given on/after 1st birthday and at least 2 months since dose #2
OR 1 dose on/after 15 months of age
4 doses of PCV² with one given after 1st birthday OR 1 dose on/or after 24 months of age
3 doses of Hepatitis B¹
1 dose of Varicella^{1, 4} on/after 1st birthday (if the child has NOT had chickenpox)
2 doses of Hepatitis A¹ on/after 1st birthday (must allow 18 months between doses*)

Kindergarten – Sixth Grade

✓Ages 7 years and older, 3 doses of DTP containing vaccine with one dose on/after 4th birthday.
5 doses of DTP, DTaP, DT with one on/after 4th birthday OR 4 doses if one dose is on/after the 4th birthday
4 doses of Polio with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday
2 doses of MMR¹ on/after 1st birthday
3 doses of Hepatitis B^{1, 3}
2 doses of Varicella^{1, 4} on/after 1st birthday (if the child has NOT had chickenpox)
2 doses of Hepatitis A¹ on/after 1st birthday (must allow 18 months between doses*)

Seventh Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, AND 1 dose of Tdap within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
4 doses of Polio with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday
2 doses of Measles, 1 dose of Mumps and 1 dose of Rubella on/after the 1st birthday
3 doses of Hepatitis B^{1, 3}
2 doses of Varicella^{1, 4} on/after 1st birthday (if the child has NOT had chickenpox)
2 doses of Hepatitis A¹ on/after 1st birthday (must allow 18 months between doses*)
1 dose of quadrivalent meningococcal conjugate vaccine (MCV or MenACWY) on or after the student's 11th birthday

Eighth – Twelfth Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, AND 1 dose of Tdap is required within the last 10 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
4 doses of Polio⁵ with one on/after 4th birthday OR 3 doses if one dose is on/after 4th birthday
2 doses of MMR^{1, 6} on/after the 1st birthday
3 doses of Hepatitis B^{1, 3}
2 doses of Varicella^{1, 4} on/after 1st birthday (if the child has NOT had chickenpox)
1 dose of quadrivalent meningococcal conjugate vaccine (MCV or MenACWY) on or after the student's 11th birthday

Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it 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.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily will be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the student may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

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

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

Notification of Law Violations

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

Leaving Campus

Student attendance is crucial to learning. Appointments should be scheduled outside of school hours, if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day. For students in elementary school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area 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.

During Lunch

Elementary campuses are closed campuses and no students are allowed to leave during lunch without a parent.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The District discourages students from bringing to school personal items of high monetary value, as the District is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence

A teacher may assign makeup work to a student who misses class based on the instructional objectives and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

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

The elementary campuses intend to prevent students from failing due to missing or late assignments. In addition, students who are unsuccessful at learning the first time will be given extra time and support to learn the curriculum. Therefore, teachers may allow a student reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. Students who choose not to complete their assignments will first be held accountable by their teachers through conferencing with the student and his or her parents. Continued failure to turn in assignments will be considered a discipline issue.

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

Please refer to the *2022-2023 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at www.tisd.org.

Medicine at School

Medication that must be administered to a student during school hours must be provided by the student's parent and transported to and from school by the parent. All medication(s) to be administered during the school day must have orders written by a qualified health care provider. A form from the student's health care provider requesting administration of medication by school personnel must be on file in the nurse's office. This form must include a written and signed request by the parent/guardian indicating permission for the District to administer the requested medication. **The Physician's Request for Administration of Medication by School Personnel** and the **Parent's Request for Administration of Medication by School Personnel** forms are available in the nurse's office and on the Temple ISD Health Services web page. All medication given during the school day or school related activity will be administered exactly as written on the **Physician's Request for Administration of Medication by School Personnel** form. The written request form must be dated for the current school year and expires at the end of the current school year. A new completed form is required if there is a change in the way or how the medication is to be administered (i.e. dose, time, medication). These forms will be kept in a confidential secure location in the nurse's office and ultimately filed in the student's Cumulative Health Folder. All health records will be stored as per the District's records retention policy.

All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee. The District will not purchase any medication to give to a student. Students authorized to possess and administer their own medication due to a qualifying medical condition (i.e. asthma, diabetes or severe allergy), or as otherwise allowed by law, will be determined in collaboration with parents, student, school nurse and health care provider.

Only authorized employees may administer prescription medication as per the following guidelines in accordance with policy FFAC.

- Prescription medication must be in the original, properly labeled container containing the student's name, physician's name, date, name of medication, and dosage instructions. Medication is provided by the parent along with a written request from a qualified health care provider. All medication given during the school day or school related activity will be administered exactly as written on the **Physician's Request for Administration of Medication by School Personnel** form.

- Prescription medication transferred to a properly labeled container by a registered nurse from the original medication filled from the original, properly labeled container with the student's name, physician's name, date, name of medication, and dosage instructions.
- Treatments such as essential oils or herbal supplements are not **FDA Drug Approved** and will not be administered at school.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. If a secondary student needs assistance with sunscreen application, please address the need with the school nurse.

Asthma and Severe Allergic Reaction

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

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

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

Unassigned Medication for Respiratory Distress

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel to administer a medication for respiratory distress on a school campus or at a school-related activity to a person reasonably believed to be experiencing symptoms of respiratory distress.

The District will provide at each campus school personnel who are trained to administer prescription medication for respiratory distress during regular school hours.

"Unassigned medication for respiratory distress" means albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress, prescribed by an authorized health-care provider in the name of the District with a non-patient-specific standing delegation order for

the administration of a medication for respiratory distress, and issued by an authorized health-care provider.

Mental Health Support

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

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

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the District has procedures to support the student's return to school.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Miscellaneous Items

Parties

Parties and celebrations are important to the development of the whole student. Students are expected to observe the rules of good conduct during parties allowed by the District. Notices will be sent and parents are encouraged to help. There will be no food or drink brought to school to be used in classrooms without prior approval by the principal. According to Food of

Minimal Nutritional Value guidelines, only three days during the school year will be designated for parties.

Student birthdays are recognized on the campus. The school will not receive deliveries of balloons, flowers, and gifts at school. If invitations to a private party are to be distributed at school, every child in the classroom must receive one.

Telephone Use

Students will not be called from class to answer the phone. Emergency messages will be delivered by office personnel. Routine messages will not be delivered. The office telephone is only to be used for school business.

Nondiscrimination Statement

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

In accordance with Title IX, the District does not and is required not to discriminate on the basis of sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, to the U.S. Department of Education's Office for Civil Rights, or both.

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

The District has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Eric Haugeberg, Assistant Superintendent of Student Services, (254) 215-6792, 401 Santa Fe Way, Temple, Texas 76501. Reports can be made at any time and by any person, including during non-business hours, by mail, phone or email. During district business hours, reports may also be made in person. Upon the District receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in the FFH series of policies.

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

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Amanda Necessary, Director of 504 and Counseling, (254) 215-7280, 401 Santa Fe Way, Temple, Texas 76501;

- For all concerns regarding discrimination, see the Superintendent: Dr. Bobby Ott, (254) 215-6760, 401 Santa Fe Way, Temple, Texas 76501.

Parent and Family Engagement

Parental Rights and Options

State law provides that a parent has the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the child without obstruction or interference from a governmental entity of Texas, including a school district.

In addition to referring to the rights of parents, including the right to withhold consent for or exempt the parent's child from certain activities and instruction specified throughout this handbook, parents may access additional information regarding parental rights on the District's website.

Working Together

Experience and research tell us that a student succeeds in education with good communication and a strong partnership between home and school. Temple ISD's Parent and Family Engagement Policy can be accessed on the District's website. A parent's involvement and engagement in this partnership may include:

- Encouraging your student to put a high priority on education and working with your student every day to make the most of the educational opportunities the school provides.
- Ensuring that your student 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 student's school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your student.
- Reviewing the requirements and options for graduation with your student in middle school and again while your student is enrolled in high school.
- Monitoring your student's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. The District will provide at least two opportunities for in-person conferences during each school year for each parent of a child enrolled in the District with the child's teachers. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at for an appointment. The teacher will usually

return your call or meet with you during his or her conference period or before or after school.

- Becoming a school volunteer
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction, human sexually instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Monday of each month at 6 P.M. at the Temple ISD Administration Building. An agenda for a regular or special meeting is posted no later than 3 business days before each meeting at the Administration Building and on the District's website.

Physical Examinations/Health Screenings

Examinations and Screenings

As part of Health and Safety code, Chapter 36, the health screening programs require all students enrolled for the first time to be screen or have a professional examination for possible issues. The screenings will be administered by the district's health services staff. Students may also undergo a risk assessment for type 2 diabetes at the same time the District screens students for hearing and vision issues, or for abnormal spinal curvatures. Screening dates will be determined by the Department of Health Services and parents will be notified in writing.

All students entering district schools from out of the country shall provide evidence of having received a tuberculosis screening exam (TB skin test). Students with a TB skin test result of ten millimeters or more shall be referred to their healthcare provider for further assessment. A doctor's note is required if there are any other symptoms or questions of communicability and the student must provide written documentation of evaluation results from a physician. This documentation must be presented to the campus nurse within 2 weeks from the initial positive screening result.

The District may require and provide additional screenings as state, district and/or community resources mandate. Parents of students identified through any screening programs as needing treatment or further evaluation, shall be advised of the need and referred to appropriate health agencies.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent, nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvatures before the end of the school year. As appropriate, student will be referred for follow-up with their physician. For information on spinal screening by an outside professional or exemption for spinal screening based on religious beliefs, see policy FFAA(LEGAL).

Pledges of Allegiance and a Minute of Silence

Each school day, students will recite the Pledge of Allegiance to the U.S. 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.

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

Prayer

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the District will consider the following:

- Teacher recommendations;
- Grades;
- Scores on criterion-referenced or state-mandated assessments; and

- Any other necessary academic information as determined by the District.

Pre-Kindergarten or Kindergarten through Grade 3

A parent may request in writing that a student repeat pre-kindergarten, kindergarten or grade 1, 2 or 3. Before granting the request, the District may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Report Cards/Progress Reports and Conferences

Report cards with each student's grades or performance and absences in each class or subject are issued electronically every grading period. Approximately halfway through the grading period, parents will receive a progress report if their student's performance in any course of subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent should schedule a conference with the teacher. Teachers follow grading guidelines that have been approved by the superintendent pursuant to the Board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

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

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

The District will use an electronic program to communicate academic information about your student, including for report card and progress reporting purposes.

A reading assessment must be administered to all kindergarten, first and second grade students at the beginning of the fall semester, in the middle of the year and again at the end of the spring semester. Parents will be informed in writing of the student's results and will be notified if the student appears to be at risk of reading difficulties. In the event the student appears to be at risk of reading difficulties, accelerated instruction in reading will be provided.

Parents are invited and expected to attend a minimum of one (1) conference during the year to review their student's progress. Parents desiring additional conferences should contact the school to schedule a personal appointment or to conference by telephone. Unscheduled conferences interfere with student learning, teaching duties, and teacher attendance at meetings. Open House is a time to showcase students and their work and is not a suitable time for conferencing. However, future conferences may be scheduled at this time.

Conferences (PK – 5)

A parent conference must be conducted during the first semester to acquaint parents with curriculum and the instructional program and to report student progress. Additional individual conferences are to be scheduled to address student progress as needed.

Safe Storage of Firearms

A firearm should be stored unloaded in a safe or locked container with ammunition stored elsewhere.

It is unlawful to store, transport, or abandon an unsecured firearm in a place where children are likely to be and can obtain access to the firearm. Under the Penal Code, a person commits the offense of making a firearm accessible to a child if the child gains access to a readily dischargeable firearm, and the person with criminal negligence:

- Failed to secure the firearm; or
- Left the firearm in a place to which the person knew or should have known the child would gain access.

The penalty for allowing a child access to a firearm can range from a Class C misdemeanor (punishable by a \$500 fine) to a Class A misdemeanor (punishable by a \$4000 fine, a year in jail, or a combination of the two).

Safety

Student safety on campus, at school-related events, and in District vehicles is a high priority of the District. 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 or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns through the district website.
- 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

Parent are encouraged to purchase accident insurance for their child. Accident insurance and medical expenses are the financial responsibility of the parent.

Articles: Lost or Stolen

The school is not responsible for items a student may lose or misplace, or for items stolen including cell phones or other electronic devices. Therefore, students should make every effort to have locks for their lockers, where available, and to have their belongings marked. Student name and teacher name should be put in all textbooks. If an article is found, it should be brought to the office. If a student has lost an article, he or she should check the lost and found. Articles in the lost and found will be disposed of after a reasonable time.

Articles: Money, Valuables, Etc.

Large amounts of money or other valuables are not to be brought to school. When the item is discovered, the article will be confiscated and retained in the office for a period of time at the principal's discretion.

Prohibited items will be collected by the teacher and turn them in to the principal's office. The principal will determine whether to return the items at the end of the day for the student to take home or whether the parent will be contacted to pick up the items. Any disciplinary action will be in accordance with the Student Code of Conduct.

Money sent to school should be placed in a sealed envelope marked with the student's name, grade and purpose for which the money is intended. Money should only be sent to school for school designated purposes. The school is not responsible for loss of a student's money.

Drug and Safety Information Tip Line

Temple ISD provides a Keep TISD Safe reporting system for students, parents and Temple ISD employees to provide information about student safety issues. This system is not meant to replace the one-to-one relationship between administrators, faculty and students, but allows for reporting to be monitored by Temple personnel. Parents, students and TISD employees are encouraged to utilize this system. Please refer to the District website home page at www.tisd.org.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The District will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in grade 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The District will annually offer students in grade 7-12 instruction on the use of bleeding control stations to respond to traumatic injury.

Emergency Medical Treatment and Information

All parents are asked each year to complete an emergency care authorization form providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

The District may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

- The District has received written authorization from a person having the right to consent
- That person cannot be contacted
- That person has not given the District actual notice to the contrary

The emergency care authorization form will be used by the District when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the District to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information if the District needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your student's school when a phone number previously provided to the District has changed. State law requires parents to update contact information with two weeks after the date the information changes. If the campus must close, delay opening, or restrict access to the building because of an emergency, the District will also alert the community in the several ways. In the event of bad weather, local radio or television stations will announce if school is

cancelled. Please do not call the schools or administration offices. Telephone calls will hamper officials as they are gathering information to determine if school can be held. As soon as a decision is made, the media will be informed and TISD will provide information to parents on the District's website at www.tisd.org. For parents who are subscribers to the District's mass notifications system, a text message about the school-closing will be sent to the e-mail address or mobile phone number provided by the subscriber.

School Facilities

The regular school day is from 7: 55 a.m. to 3: 35 p.m. and the school office hours are 7:40 a.m. to 4:10 p.m. Notification will be sent to parents in advance for early dismissal days. It is the parent's responsibility to notify day care and carpools of any time changes. Students should not be dropped off before 7:00 a.m. and should be picked up no later than 3:30 p.m. unless your student is attending tutoring or other school-sponsored activity.

Arrival – Morning Drop-Off

In an effort to keep our students safe, parents and guardians are to drop their students off at the door and not proceed past the school foyer. If there is a particular need to meet with a teacher, parents are required to check in at the front desk and follow campus procedures for visitors on campus. Students are allowed to enter the building at 7:20 AM. Parents should not drop off their student unsupervised prior to 7:20 AM as school staff are not available to supervise students until 7:20 AM.

Dismissal - Children Left After School

Children cannot be left unattended after school. Students not riding the bus must be picked up at 3:35 PM, when school releases. Students not picked up will be brought to the office to wait. Office personnel will make every attempt to contact parents and/or persons listed on the locator card. In order to avoid leaving a student unsupervised, the police will be contacted in the event that the office is closing, and a student has yet to be picked up. The office closes at 4:10 PM.

If a change is known in your student's dismissal routine, please send a written note to be turned into your student's teacher. In the event of an emergency, or if an unexpected change occurs in your student's dismissal routine, please contact the office prior to 2:00 PM.

Use by Students Before and After School

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

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

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Library

The District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The District follows the Texas State Library and Archive Commission's standards for school library collection development.

Parents are the primary decision makers regarding their student's access to library material. The District encourages parental involvement in library acquisitions, maintenance, and campus activities. Parents are encouraged to communicate with the campus principal and their child's teacher about special considerations regarding library materials self-selected by their student.

A parent who wants access to the school's library or any available online catalog should submit a request to the principal.

The District welcomes student and parent feedback on library materials and services. A district employee or parent may request the reconsideration of library material to the campus principal.

Food and Nutrition Services

The District participates in the School Breakfast Program, National School Lunch Program, Summer Food Service Program, and Child and Adult Care Food Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

The School Nutrition Department uses a computer software system to track student accounts and prepayments are accepted in the cafeteria serving line daily. Online payment system

available on www.schoolcafe.com/templeisd for parents to make pre-payments to student meal and snack accounts. Parents can view balances and purchase history. Printouts of transactions are also available by contacting the School Nutrition Office. All positive balances will remain in a student's account and can carry forward to the next school year. Any request for refunds of positive balances at the end of school can be made by the parent with a signed written request. Parents are strongly encouraged to continually monitor their student's meal account balance. The District will notify parents of low and negative balances through an automated email and phone system.

Adult Meal Prices:	Breakfast	Lunch
	\$3.30	\$5.00

Meal Charge Policy

Students will receive meals at no charge. Second meals or a-la-carte items cannot be charged to a student's account.

Community Eligibility Provision

The District will elect the option to operate under the Community Eligibility Provision for the 2024-2025 school year. The District will provide both breakfast and lunch at no charge to all student. Students may receive one breakfast and one lunch per school day.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex ~~(including gender identity and sexual orientation)~~, disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

“This institution is an equal opportunity provider.”

The responsible state agency that administers the program is the Texas Department of Agriculture (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. See Nondiscrimination Statement for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of board policy.

A list of these groups is available in the principal’s office. Parental consent is required before a student may participate in a student club that is authorized or sponsored by the District.

Searches and Investigations

District Property

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

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

Searches in General

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

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others.

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

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

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

Metal Detectors

To maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Personal Telecommunications and Other Electronic Devices

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

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. Any unauthorized video taken on campus or at a school-related activity will be deleted and may result in disciplinary action. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

Trained Dogs

The District will use trained dogs to screen for concealed prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Special Programs

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

Bilingual / ESL	Connie Sisneros	215-6882
Parent Education & Involvement	Gill Hollie	215-5963
Section 504	Amanda Necessary	215-7280
Dyslexia	Julie Montgomery	215-6853
Elementary GATE	Bonnie Casmer	215-5955
Advanced Academics	Renota Rogers	215-6922
Special Education	Angela Solis	215-6844

The Texas State Library and Archives Commission's Talking Book Program provided audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

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

Standardized Testing for a Student Enrolled Above Grade Level

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

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Requesting Administration of STAAR / EOC in Paper Format

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students – some with disabilities and some classified as English learners – may be eligible for exemptions, accommodations, or deferred testing.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP).

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

Steroids

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Substance Abuse Prevention and Intervention

If you are worried that your student may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding

children's mental health and substance abuse intervention services on its website: Mental Health and Substance Abuse.

Student Speakers

The District provides students the opportunity to introduce selected student assemblies and banquets. Students are eligible to introduce these events if they are in the highest two grade levels of the school, volunteer and are not in a disciplinary placement at the time of the speaking event. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy.

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 student, please access Texas Suicide Prevention or contact the school counselor for more information related to suicide prevention services available in your area.

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

Summer Programs

Students who do not meet the requirements of the district promotion policy may be required to attend summer school. Students with excessive absences may be required to participate in attendance make-up activities or attend after-school sessions in order to be promoted to the next grade level. Students not meeting mastery of skills and grade level standards may be required to attend summer school.

Tardies

Tardiness means not being in the classroom when the tardy bell has finished ringing at 7:55AM. Tardiness disrupts instruction for both the tardy student and others in the classroom. If a student is tardy to school or to class, it will be documented and the student will be subject to disciplinary action. Car trouble or missing the school bus are not acceptable excuses for arriving on campus late. A student arriving on campus late must first report to the campus administrative office with a parent to sign them in.

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

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The District selects instructional materials in accordance with state law and policy. The District provides approved instructional materials to students free of charge for each subject or class. Student must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the District does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damages paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

- It is the duty of the student to protect their books or electronic equipment, keep them clean, and keep them in good condition at all times.
- Books or electronic equipment found in lockers, other than owners' books or electronic equipment, should be brought to the office. Books or electronic equipment left lying around the campus or buildings will be brought to the office.
- Lost or damaged books or electronic equipment must be paid for in accordance with the nature of damage. Until lost or damaged books or electronic equipment are paid for, the student's grades, report card and other records may be withheld.
- Failure to pay for lost or damaged textbooks or electronic equipment may forfeit the student's privilege of having textbooks or electronic equipment issued for home use. Textbooks or electronic equipment would then be available for use in the classroom only.
- Lost textbooks or electronic equipment will be paid for in the principal's office. A receipt will be given to the student, and the teacher will issue a book.

Until lost or damaged books/electronic equipment are paid for, the students' grades, report cards, class schedules and other records may be withheld.

Transfers

The principal is authorized to transfer a student from one classroom to another. Students will have the absences accumulated in the class from which they transferred carried forward into the class they enter.

Transportation

School-Sponsored Trips

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living one or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

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

SMART tag badges are required.

A parent may also designate a licensed child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her student. The designated location must be on an approved stop on an approved route in the attendance zone of the student's school. Students may not have more than one designated pickup or drop-off locations. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the campus who will notify the Department of Transportation.

At Wheatley Alternative Education Center, transportation is only provided in the afternoon.

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

- Follow the driver's or attendant's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not tamper with audio or visual equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.

- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct and the Temple ISD Bus Rider Handbook, including loss of the privilege to ride in a district vehicle.

Students will be charged for the cost of the repairs due to vandalism of the bus. Bus services may be discontinued until restitution has been made.

Vandalism

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, the District uses video and audio recording equipment 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 administrator will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board, may make a written request for the District to place video and audio recording equipment in certain self-contained special education classrooms. The District will provide notice before placing a video camera in a classroom or other setting in which your student receives special education services. For information or to request the installation and operation of this equipment, please contact the principal.

Visitors to the School

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee.
- Report to the main office.
- Be prepared to show identification.

- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee.
- Comply with all applicable district policies and procedures.

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property. Individuals may visit classrooms during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Unauthorized Persons

In accordance with state law, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceable on request and either of the following applies:

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with board policy.

Visitors Participating in Special Programs for Students

The District may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

On Career Days, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Registered Sex Offenders on District Premises

The Temple Independent School District strictly forbids registered sex offenders (RSO) from entry on property, vehicles, equipment, or facilities owned, leased or operated by or on behalf of the Temple ISD except for school board meetings, voting in elections or attending a

scheduled parent-teacher or administrator meeting regarding their student (which they are the parent, guardian, or person having lawful custody).

When entering the campus at which the student is enrolled, a RSO must proceed directly without pause or delay to the administrative offices of the campus and must be supervised by the appropriate district personnel at all times. It is the intention of the Temple ISD to prosecute violations of this prohibition to the fullest extent of the law.

Volunteers

Parents are encouraged to contact their student's campus to inquire about volunteering opportunities within the District. According to law, districts are required to obtain criminal history information on volunteers. Temple ISD considers a volunteer to include any person who is not an employee of the District who will be working with students. Please contact the campus principal for further information.

Withdrawing from School

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the registrar's office.

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

Glossary

Accelerated instruction, including supplemental instruction, is an intensive educational program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

ACT-Aspire refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

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

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

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS is the Texas Department of Family Protective Services.

DPS stands for the Texas Department of Public Safety.

ED stands for the U.S. Department of Education.

Emergent bilingual student refers to a student of limited English proficiency. Other related terms include **English learner**, **English language learner**, and **limited English proficient student**.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the Every Student Succeeds Act.

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

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

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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

PGP stands for Personal Graduation Plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

Safe and Supportive School Team is a team established at each campus that is responsible for conducting a threat assessment regarding individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and determining appropriate intervention, and providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school or individual.

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

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

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

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

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

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

TSI assessment is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

~~**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.~~

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

Appendix: Freedom from Bullying Policy

Policy FFI(LOCAL) adopted on August 16, 2012.

BULLYING PROHIBITED

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

DEFINITION

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

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student's education or substantially disrupts the operation of a school; and
2. Such conduct:
 - a. Has the effect or reasonably will have the effect of physically harming a student, damaging a student's property, or placing a person in reasonable fear of harm to the student's person or of damage to the student's property; or
 - b. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

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 otherwise participates in an investigation under this policy.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.

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 promptly re-report may impair the District's ability to investigate.

REPORTING PROCEDURES

STUDENT REPORT

To obtain intervention and assistance, 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 professional 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 promptly notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.

INVESTIGATION OF REPORT

The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dis-miss the complaint.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will be filed with the Superintendent or other appropriate administrator. The principal shall also communicate a summary of the report and its conclusions to the complainant.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of both the victim and the perpetrator.

DISTRICT ACTION

BULLYING

In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

STUDENTS WITH DISABILITIES

Before a student with disabilities is disciplined for engaging in bullying, the District shall comply with state and federal requirements related to discipline of students with disabilities.

COUNSELING

If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.

TRANSFERS

If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.

IMPROPER CONDUCT

If the investigation reveals improper conduct that was not “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.

CONFIDENTIALITY

To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, 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

The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

Temple ISD Elementary School Parent and Student Handbook

Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District's Web site; a copy may also be obtained at each campus and the District's administrative offices.