

# Era ISD Student Handbook

## 2018-2019

**Dr. Jeremy Thompson, Ed.D**  
**Superintendent Era ISD**



### **Accessibility**

If you have difficulty accessing information in this document because of a disability, please contact:

- **Courtney Stevens** at (940) 665-5961 extension 215 (elementary students); or
- **Todd Jones** at (940) 665-2201 extension 214 (secondary students).

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## **PREFACE – To Students and Parents:**

Welcome to the 2018-2019 school year! Thank you for being a part of your child’s educational process! We are excited for you and your student to be a part of the Era ISD family! The Era ISD Student Handbook is designed to provide basic information that you and your child will need during the school year for both elementary and secondary campuses. The handbook is divided into two sections:

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

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer 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. Both students and parents should become familiar with the [Era ISD Student Code of Conduct](#), which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at [www.eraisd.net](http://www.eraisd.net) and is available in hard copy upon request.

The student handbook is a general reference guide only and is designed to be in harmony with [Board Policy](#) and the [Student Code of Conduct](#). Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between [Board Policy](#) (including the [Student Code of Conduct](#)) and any provisions of the Student Handbook, the provisions of [Board Policy](#) and the [Student Code of Conduct](#) are to be followed. Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the student handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as reasonably practicable under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the campus principal. Also, please complete and return to your child’s campus the following forms provided in the forms packet distributed at the beginning of the year or upon student’s enrollment:

- Acknowledgement form or acknowledgement of electronic distribution of student handbook
- Notice regarding directory information and parent’s response regarding release of student information
- Parent’s objection to the release of student information
- Parent’s objection to the to the release of student information to military recruiters and institutions of higher education (if you choose to restrict the release of information to these entities)
- Consent/Opt-out form

\*See objecting to the release of district information on page 13 and consent required before student participation in a federally funded survey, analysis, or evaluation on page 14.

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

## **Accessibility**

If you have difficulty accessing information in this document because of disability, please contact:

- [Courtney Stevens](#) at (940) 665-5961 extension 215 (elementary students); or
- [Todd Jones](#) at (940) 665-2201 extension 214 (secondary students).

## VISION STATEMENT

By the highest expectations of our teachers, coaches, administration, and community, it is our desire to have an educational facility with highly skilled, motivated teachers who promote student achievement and prepare students for the world's technological challenges.

## MISSION STATEMENT

The Era Independent School District exists because of the students, and therefore, our thoughts, our activities, and our endeavors are centered toward the general welfare of the child. The policy of this school is to develop the youth of this school district physically, mentally, morally, and emotionally to meet the needs of a dynamic, changing world. The curriculum provides for individual growth and development of the whole child. The instructional program provides opportunities for the development of understanding, skills, and attitudes. The administration and faculty believe that all students enrolled in the Era Independent School District can and will learn and that school does make a difference in each child's life.

## GOALS

- Achieve and maintain the highest standards for our students in academics, extracurriculars, fine arts, and CTE offerings at campus
- Study and recognize our facilities and growth patterns to avoid overcrowded facilities
- Promote and encourage increased [UIL](#) participation in academics and athletics and other co-curricular and extra-curricular activities
- Promote open communication between parents, teachers, administration, community, and school board
- Promote and support an increase of challenging classes at the high school level
- Recognize and support the growth of technology in education
- Maintain a safe and quality school campus and a reliable transportation fleet
- Maintain a gun-, drug-, and alcohol-free campus

## BOARD OF TRUSTEES ERA ISD 2018-2019

Jaret Kindiger	Place 1	<a href="mailto:kindigerj@eraisd.net">kindigerj@eraisd.net</a>
Jeff Brown	Place 2	<a href="mailto:brownj@eraisd.net">brownj@eraisd.net</a>
Jeff Stevens	Place 3	<a href="mailto:stevensj@eraisd.net">stevensj@eraisd.net</a>
Todd Reiter	Place 4	<a href="mailto:reitert@eraisd.net">reitert@eraisd.net</a>
Kelly Lane	Place 5	<a href="mailto:lanek@eraisd.net">lanek@eraisd.net</a>
Michael J. Brown	Place 6	<a href="mailto:brownm@eraisd.net">brownm@eraisd.net</a>
Chad Greer	Place 7	<a href="mailto:greerc@eraisd.net">greerc@eraisd.net</a>

## BOARD MEETINGS SCHEDULED FOR 2018-2019 SCHOOL YEAR

July	July 16	2018
August	August 20	2018
September	September 17	2018
October	October 15	2018
November	November 19	2018
December	December 17	2018
January	January 21	2019
February	February 18	2019
March	March 18	2019
April	April 15	2019
May	May 20	2019
June	Jun 17	2019

\*\*Please check website for changes to school board meetings at [www.eraisd.net](http://www.eraisd.net)\*\*



## EMPLOYEE CONTACT

EMPLOYEE NAME	EXT	E-MAIL ADDRESS	POSITION
Beckham, Vickie	374	<a href="mailto:beckhamv@eraisd.net">beckhamv@eraisd.net</a>	Secondary Special Ed.
Anderson, Kreg	330	<a href="mailto:andersonk@eraisd.net">andersonk@eraisd.net</a>	HS Soc. Studies/Govt.
Ayers, Lisa	332	<a href="mailto:ayersl@eraisd.net">ayersl@eraisd.net</a>	HS English
Barthold, Sheril	373	<a href="mailto:bartholds@eraisd.net">bartholds@eraisd.net</a>	Art / Home Economics
Bickers, Monica	360	<a href="mailto:bickersm@eraisd.net">bickersm@eraisd.net</a>	5th Grade Language Arts/Reading
Bishop, Scott	338	<a href="mailto:bishops@eraisd.net">bishops@eraisd.net</a>	HS History/ Coach
Bohac, Jane		<a href="mailto:bohacj@eraisd.net">bohacj@eraisd.net</a>	HS Science
Bordine, Matthew	219	<a href="mailto:bordinem@eraisd.net">bordinem@eraisd.net</a>	Elementary Special Ed
Bowles, Kylie	362	<a href="mailto:bowlesk@eraisd.net">bowlesk@eraisd.net</a>	HS Math
Chaffin, Melissa	356	<a href="mailto:chaffinm@eraisd.net">chaffinm@eraisd.net</a>	2nd Grade
Clark, Andrea		<a href="mailto:clarka@eraisd.net">clarka@eraisd.net</a>	Agriculture / FFA
Coleman, Ken	359	<a href="mailto:colemank@eraisd.net">colemank@eraisd.net</a>	JH Science
Daniels, Rosa		<a href="mailto:danielsr@eraisd.net">danielsr@eraisd.net</a>	HS Spanish
Dean, Melinda	220	<a href="mailto:deanm@eraisd.net">deanm@eraisd.net</a>	Elementary Secretary
Dietz, Jereme		<a href="mailto:dietzj@eraisd.net">dietzj@eraisd.net</a>	Director of Operations
Downe, Robin	341	<a href="mailto:downer@eraisd.net">downer@eraisd.net</a>	JH Math
Dunlap, John	243	<a href="mailto:dunlapj@eraisd.net">dunlapj@eraisd.net</a>	Agriculture / FFA
Erwin, John	213	<a href="mailto:erwinj@eraisd.net">erwinj@eraisd.net</a>	District Counselor
Flook, Vicki			Bus Driver
Fortenberry, Aaron	216	<a href="mailto:fortenberrya@eraisd.net">fortenberrya@eraisd.net</a>	Head FB/Dean of Students
Fugate, Derenda		<a href="mailto:fugated@eraisd.net">fugated@eraisd.net</a>	Kindergarten
Gerngross, Samantha	223	<a href="mailto:gerngrosss@eraisd.net">gerngrosss@eraisd.net</a>	District Nurse
Harris, DeAnna	225	<a href="mailto:harrisd@eraisd.net">harrisd@eraisd.net</a>	PEIMS Coordinator/Registrar
Henderson, Suzette	211	<a href="mailto:hendersons@eraisd.net">hendersons@eraisd.net</a>	Finance Director
Holt, Kristy	230	<a href="mailto:holtk@eraisd.net">holtk@eraisd.net</a>	Food Services Director
Huddleston, Anesa		<a href="mailto:huddlestona@eraisd.net">huddlestona@eraisd.net</a>	Special Ed Aide
Huntington, Alisha		<a href="mailto:huntingtona@eraisd.net">huntingtona@eraisd.net</a>	2nd Grade
Jones, Todd	214	<a href="mailto:jonest@eraisd.net">jonest@eraisd.net</a>	Secondary Principal
Jones, Lisa	337	<a href="mailto:jonesl@eraisd.net">jonesl@eraisd.net</a>	ESL/ Reading Specialist
King, Sherry	351	<a href="mailto:kings@eraisd.net">kings@eraisd.net</a>	3rd Grade
Klement, Dana		<a href="mailto:klementd@eraisd.net">klementd@eraisd.net</a>	JH English

Knabe, Tina	361	<a href="mailto:knabet@eraisd.net">knabet@eraisd.net</a>	Life Skills Aide
Linder, Anita	354	<a href="mailto:lindera@eraisd.net">lindera@eraisd.net</a>	4th Grade Language Arts/Reading
Miller, Kim		<a href="mailto:millerk@eraisd.net">millerk@eraisd.net</a>	Life Skills Aide
Mund, Cara	357	<a href="mailto:mundc@eraisd.net">mundc@eraisd.net</a>	1st Grade
Murrell, Candace	377	<a href="mailto:murrellc@eraisd.net">murrellc@eraisd.net</a>	HS Math
Myers, Ann	210	<a href="mailto:myersa@eraisd.net">myersa@eraisd.net</a>	HS Secretary
Neu, Don	240	<a href="mailto:neud@eraisd.net">neud@eraisd.net</a>	AD/Head Girls Coach
Newton, Becky	334	<a href="mailto:newtonb@eraisd.net">newtonb@eraisd.net</a>	5th Grade Math/Science
Parkhill, Michael	226	<a href="mailto:parkhillm@eraisd.net">parkhillm@eraisd.net</a>	Technology Director
Partridge, Leslie		<a href="mailto:partridgel@eraisd.net">partridgel@eraisd.net</a>	6th Math/ Coach
Pellet, Dennis	246	<a href="mailto:pelletd@eraisd.net">pelletd@eraisd.net</a>	Operations Manager
Phillips, Rocky		<a href="mailto:phillipsr@eraisd.net">phillipsr@eraisd.net</a>	Life Skills Aide
Purcell, Connie	217	<a href="mailto:purcellc@eraisd.net">purcellc@eraisd.net</a>	Cafeteria
Renfro, Troyce	249	<a href="mailto:renfrot@eraisd.net">renfrot@eraisd.net</a>	HS Science/Boys Head Bball Coach
Richardson, Kimberly		<a href="mailto:richardrichardsonk@eraisd.net">richardrichardsonk@eraisd.net</a>	Special Ed Aide
Richeson, Sandra	358	<a href="mailto:richesons@eraisd.net">richesons@eraisd.net</a>	3rd Grade
Rogers, Stacey	369	<a href="mailto:rogerss@eraisd.net">rogerss@eraisd.net</a>	4th Math/Science
Roller, Kristen	331	<a href="mailto:rollerk@eraisd.net">rollerk@eraisd.net</a>	Kindergarten
Sager, Delanie	227	<a href="mailto:sagerd@eraisd.net">sagerd@eraisd.net</a>	K-12 Music
Savell, Kim		<a href="mailto:savellk@eraisd.net">savellk@eraisd.net</a>	Paraprofessional
Sparkman, Loretta		<a href="mailto:sparkmanl@eraisd.net">sparkmanl@eraisd.net</a>	Cafeteria
Spears, Leann	218	<a href="mailto:spearsl@eraisd.net">spearsl@eraisd.net</a>	Librarian/Elem UIL/ G/T
Sprabary, Karen	224	<a href="mailto:sprabaryk@eraisd.net">sprabaryk@eraisd.net</a>	HR/Benefits
Stevens, Courtney	215	<a href="mailto:stevensc@eraisd.net">stevensc@eraisd.net</a>	Elementary Principal
Sutton, Debbie		<a href="mailto:suttond@eraisd.net">suttond@eraisd.net</a>	Elem Aide/CEI Instructor
Thompson, Jeremy	212	<a href="mailto:thompsonj@eraisd.net">thompsonj@eraisd.net</a>	Superintendent
Thompson, Amie	368	<a href="mailto:thompsona@eraisd.net">thompsona@eraisd.net</a>	Elem PE/ Coach
Thurman, Cody	339	<a href="mailto:thurmanc@eraisd.net">thurmanc@eraisd.net</a>	JH History/Coach
Twiner, Penny	217	<a href="mailto:twinerp@eraisd.net">twinerp@eraisd.net</a>	Cafeteria
Twiner, Julie	344	<a href="mailto:twinerju@eraisd.net">twinerju@eraisd.net</a>	6th Grade Language Arts/Reading
Walterscheid, Lisa	335	<a href="mailto:walterscheidl@eraisd.net">walterscheidl@eraisd.net</a>	HS Tech Apps
Weber, Tara		<a href="mailto:webert@eraisd.net">webert@eraisd.net</a>	Elementary Life Skills
Weber, Joe		<a href="mailto:weberj@eraisd.net">weberj@eraisd.net</a>	HS Eng/Speech/Writing
Whitlock, Pamela	217	<a href="mailto:whitlockp@eraisd.net">whitlockp@eraisd.net</a>	Cafeteria
Wilkerson, Susan	378	<a href="mailto:wilkersons@eraisd.net">wilkersons@eraisd.net</a>	1st Grade

## ERA ISD SCHOOL SONG

*Black and Gold  
Here's to you  
We will let our voices ring  
Black and Gold colors true  
You will represent our team  
In our hearts there's a pride  
For the school you symbolize  
Black and Gold, Black and Gold  
We will praise you to the sky!*

## ERA ISD FIGHT SONG

*Let's give a cheer for old Era High  
A cheer for the Black and Gold  
Victory's in store whatever the score  
Our boys will ever  
FIGHT-FIGHT-FIGHT-FIGHT  
Shoulder to shoulder we march along  
boys with a purpose true  
Playing the game for the honor and fame  
Of old Era High and You!!!*

## SECONDARY BELL SCHEDULE

Period 1	8:00-8:46
Period 2	8:49-9:35
Period 3	9:38-10:24
Period 4	10:27-11:13
Period 5	11:16-12:02
HS Lunch	12:02-12:32
JH Lunch 6A	12:05-12:32
JH Lunch	12:32-1:02
JH Lunch 6B	1:02-1:21
Period 6	12:35-1:21
Period 7	1:24-2:10
Activity Period	2:10-2:46
Period 8	2:49-3:35

## EARLY RELEASE BELL SCHEDULE

Period 1	8:00-8:30
Period 2	8:34-9:04
Period 3	9:08-9:38
Period 4	9:42-10:12
Period 5	10:16-10:46
Period 6	10:50-11:20
Period 7	11:24-11:54
HS Lunch (JH8)	11:54-12:24
JH Lunch (HS8)	12:24-12:54

## **School Day Hours (Elementary and Secondary)**

School Day Hours	8:00-3:35
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## 2018-2019 Course Listing:

Core								Electives	Extensions
English	7th	8th	I	II	III	IV		Principles of Ag	UIL Academics
Reading	7th							Wildlife	Beta Club
Math	7th	8th						Floral Design	NHS
Algebra		8th	I	II				Adv Animal Sci	SOAR
Geometry								Landscape	Drumline
Pre-Calculus								Principles FCS	STAAR
Calculus								Business Information	Study Hall
Personal Finance								Accounting	8th Enrichment
History	7th	8th						Graphic Design	
World Geography								Art	
World History								Yearbook	
US History								Aerospace Engineering	
Government								Choir	
Economics								Creative Writing	
Health/PE								ACT	
Science	7th	8th						Football	
Integrated Physics and Chemistry								Softball	
Biology								Tennis	
Chemistry								Cheer	
Physics								Cross Country	
Anatomy & Physiology								Baseball	
Spanish			I	II				Basketball	
Speech									

## **SECTION I – PARENTAL RIGHTS**

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

### **Consent, Opt out, and Refusal Rights**

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#### **Consent to Conduct a Psychological Evaluation**

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the [Texas Education Agency](#) (TEA) for child abuse investigations and reports. ([Education Code 26.0009](#))

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

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

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

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

A child under the age of 14 must have parental permission to receive instruction in the district’s parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district’s 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 for the following circumstances:

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

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law. [See **Video Cameras** on page 73]for more information, including a parent’s right to request video and audio equipment be placed in certain special education settings.

#### **Prohibiting the Use of Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the [Student Code of Conduct](#) and policy [FO\(LOCAL\)](#) in the district’s policy manual. Corporal punishment will be governed by the following conditions:

- The student will be told the reason for the corporal punishment
- The punishment may be administered only by the principal, assistant principal, a teacher, or the superintendent.
- The instrument to be used will be approved by the principal.
- The punishment will be administered in the presence of one other district professional employee and out of view of other students.
- A record will be maintained of each instance of corporal punishment.

If you do not want corporal punishment to be administered to your child as a method of student discipline please return the form included in the forms packet or submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child. You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student. Note: If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

## Limiting Electronic Communications with Students by District Employees

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

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. **The employee is required to include the student's parent as a recipient on all text messages.** If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please 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 is generally not considered harmful or an invasion of privacy if released. 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 a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.]

### *The Era district has identified the following as directory information:*

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides. [[See FFAA](#)]
  - c. Immunization records. [[See FFAB](#)]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.

12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs. [Also review the information at **Authorized Inspection and Use of Student Records** on page 17.]

## **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

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

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

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

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

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

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

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. **Note:** This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies [EF](#) and [FFAA](#).]

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## Removing a student from instruction or excusing a student from a required component of instruction

### Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- 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 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.

In accordance with State law, below is a summary of the district's curriculum regarding human sexuality instruction:

Era ISD utilizes the curriculum and coordinated school health program from Caprock Press titled Healthy and Wise for grades below the 8<sup>th</sup> grade and the health curriculum from Glencoe/McGraw-Hill for grades 8 and above.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless: (*Celebrate Freedom Weeks Falls on the week of September 17 in 2018*)

- You provide a written statement requesting that your child be excused,
- The district determines that your child has a conscientious objection to the recitation, or
- You are a representative of a foreign government to whom the United States government extends diplomatic immunity.

[See policy [EHBK\(LEGAL\)](#)]

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. **The request must be in writing.** State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and A Minute of Silence** on page 62, and policy [EC\(LEGAL\)](#).]

### Religious or Moral Beliefs

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

## **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with State law and policy [EC](#), the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal. The school may also offer tutorial services, which students whose grades are below 70 will be required to attend. [Also refer to policies [EC](#) and [EHBC](#) and contact your student's teacher with questions about any tutoring programs provided by the school].

## **Right of access to student records, curriculum materials, and district records/policies**

### **Instructional Materials**

As a parent, you have 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 to your child.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

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

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

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

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

## **Student Records**

### **Accessing Student Records**

You may review your child's student records. These records include:

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

A federal law, known as the Family Educational Rights and Privacy Act, or [FERPA](#), affords parents and eligible students certain rights with respect to the student education records. For purposes of student records, an “eligible” student is one who is age 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** on page 13, are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of [FERPA](#).
- The right to 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.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with [FERPA](#) requirements. The name and address of the office that administers [FERPA](#) are:

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

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

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 primarily restricted to an eligible student or a student’s parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is 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, in the following circumstances:

- When district school officials have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular 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 parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, [TEA](#), the U.S. Secretary of Agriculture’s office, and [Child Protective Services \(CPS\)](#) caseworkers or other child welfare representatives, in certain cases.
- 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 he or she 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 information it has designated as directory information [see **Objecting to the Release of Directory Information** on page 13, for opportunities to prohibit this disclosure].

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

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

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

A parent or eligible student who provides a written request and pays copying costs of ten (10) cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s and principal’s office is:

Era ISD  
108 Hargrove Street  
Era, Tx 76238

A parent (or eligible student) may inspect the student’s records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information 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 the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record.

Although improperly recorded grades may be challenged, contesting a student’s grade in a course or on an examination is handled through the general complaint process found in policy [FNG\(LOCAL\)](#). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See Finality of Grades at [FNG\(LEGAL\)](#), **Report Cards/Progress Reports and Conferences** on page 64 and **Complaints and Concerns** on page 35 for an overview of the process.]

The district’s policy regarding student records found at policy [FL](#) is available from the principal’s or superintendent’s office or on the district’s website at [www.eraisd.net](http://www.eraisd.net).

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

## Teachers and Staff Professional Qualifications

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

## Students with Exceptionalities or Special Circumstances

### Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five (5) excused absences per year for this purpose. For the absences 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**. Here is the link:

[https://tea.texas.gov/About\\_TEA/Other\\_Services/Military\\_Family\\_Resources/](https://tea.texas.gov/About_TEA/Other_Services/Military_Family_Resources/)

## Parental Role in Certain Classroom and School Assignments

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### Multiple Birth Siblings

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

### Safety Transfers/Assignments

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying, as defined by [Education Code 37.0832](#). Transportation is not provided for a transfer to another campus. See the superintendent or principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.

[See **Bullying** on page 29, policy [FDB](#), and policy [FFI](#).]

- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by [TEA](#) as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy [FDE](#).]
- Request the transfer of your child to a another district campus or neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy [FDE](#).

## Service/Assistance Animal Use by Students

A parent of a student who uses a service/assistance animal because of the student's disability must submit a 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.

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

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after beginning the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course. A student who is currently in the conservatorship of the state and 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 continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

In addition, 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 to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

In addition, 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 18<sup>th</sup> birthday, the district will:

- Assist the student with the completion of any applications for admission or for 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.

[See also **Credit by Examination for Advancement/Acceleration** on page 38, and **Students in Foster Care** on page 71 for more information.]

## Students Who Are Homeless

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

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities;
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

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

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy [FNG\(LOCAL\)](#). The district will expedite local timelines, when possible, for prompt dispute resolution. [See also **Credit by Examination for Advancement/Acceleration** on page 38, and **Homeless Students** on page 55 for more information.]

## **Students Who Have Learning Difficulties or Who Need Special Education Services or Section 504 Services**

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

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

### **Special Education Referrals**

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

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

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days it receive 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 instruction day of the school year, it must complete the written report and provide a copy of the report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

Additional information regarding special education is available from the school district in a companion document entitled [Parent's Guide to the Admission, Review, and Dismissal Process](#).

### **Contact Person for Special Education Referrals**

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

- Texas Project First
- Partners Resource Network

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

Contacts:

Phone: (940)665-5961	Email: <a href="mailto:beckhamv@eraisd.net">beckhamv@eraisd.net</a>	Vickie Beckham	Special Programs
Phone: (940)665-5961x215	Email: <a href="mailto:beckhamv@eraisd.net">beckhamv@eraisd.net</a>	Courtney Stevens	Elementary Admin
Phone: (940)665-5961x214	Email: <a href="mailto:beckhamv@eraisd.net">beckhamv@eraisd.net</a>	Todd Jones	Secondary Admin

## 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 procedures.

### 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 Cortney Stevens for grades K-6 at [steventsc@eraisd.net](mailto:steventsc@eraisd.net) and Todd Jones for grades 7-12 at [jonest@eraisd.net](mailto:jonest@eraisd.net).

[See also **Students with Physical or Mental Impairments Protected under Section 504** on page 23.

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

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

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

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

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

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy [FDB\(LOCAL\)](#).]

### Students Who Speak a Primary Language other than English

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

## **Students 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 if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. The designated persons to contact regarding a referral for evaluation applicable to Section 504 are Todd Jones (for grades 7-12) at (940) 665-5961 extension 214 or at [jonest@eraisd.net](mailto:jonest@eraisd.net), or Courtney Stevens (for grades K-6) at (940) 665-5961 extension 215, or at [stevensc@eraisd.net](mailto:stevensc@eraisd.net). [See policy [FB](#)].

## SECTION II – Other Important Information for Students & Parents

Topics in this section of the student handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact your elementary principal at [steven@eraisd.net](mailto:steven@eraisd.net) or by phone at (940) 665-5961 extension 215; or contact your secondary principal at [jonest@eraisd.net](mailto:jonest@eraisd.net) or by phone at (940) 665-5961 extension 214.

### Absences/Attendance

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

### Compulsory Attendance

#### Age 19 or Older

A student who voluntarily attends or enrolls after his or her 19<sup>th</sup> birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy [FEA](#)]

#### Between Ages 6 and 19

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

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

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

#### Prekindergarten and Kindergarten

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



## Exemptions to Compulsory Attendance

### All Grade Levels

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

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

As listed in Section 1 at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for; is on leave from, or immediately returned from certain deployments. [See page 19 for **Children of Military Families**].

### Secondary Grade Levels

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy [FEA\(LOCAL\)](#), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for a student:

- serving as an early voting clerk, provided the district's board has authorized this policy in [FEA\(LOCAL\)](#),
- the student notifies his or her teachers, and
- the student receives approval from the principal prior to the absences, and a student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

## Failure to Comply with Compulsory Attendance

### All Grade Levels

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

## Students with Disabilities

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

## Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

## Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitators for the district are the **campus principals**. If you have questions about your student and the effect of his or her absences from school, please contact the campus principal.

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

If a student ages 12- 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy [FEA\(LEGAL\)](#)]

## Attendance for Credit or Final Grade (Kindergarten through Grade 12)

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

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

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

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

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

The student or parent may appeal the committee’s decision to the board by following policy [FNG\(LOCAL\)](#).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

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

The district must submit attendance of its students to the [TEA](#) reflecting attendance at a specific time each day. Official attendance is taken every day at 9:30 a.m. which is during the second instructional hour as required by state rule. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

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

When a student must be absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. The note is expected to be turned in within two (2) days of the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. *Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.*

When a student must be absent from school (or tardy), the student or the parents should call the school attendance office at (940)665-5961 x210 for secondary students, or (940) 665-5961 x 220 for elementary students, preferably by 9:00 a.m., and let the school secretary know the reason for the absence. **Notes brought to school explaining reasons for absences must be given to the office no later than two days after the student returns to school.**

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

Within **two** (2) days of returning to school, a student absent for more than **five** (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy [FEC\(LOCAL\)](#)].

## Driver License Attendance Verification (Secondary Grade Levels Only)

For a student between the ages of 16 and 18 to obtain a driver's license, written parental permission must be provided for the Texas Department of Public Safety ([DPS](#)) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to [DPS](#). A verification of enrollment (**VOE**) and attendance form may be obtained from the office, which the student will need to submit to [DPS](#) upon application for a driver's license.

### Excused Absences

State law and Board policy permit certain absences, including:

- An extracurricular activity or public performance, approved by the district's board of trustees.
- A district-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the principal, or superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- An approved visit to a college campus. Approval must be obtained from the campus principal at least five days prior to the visit.

### Unexcused Absences Include (but are not limited to):

- Vacation or family trips
- Family reunions
- Any type of pleasure trip
- Truancy
- Missed school bus
- "Family emergency" without some further explanation

## Accountability Under State and Federal Law

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Era 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.

This information can be found on the district's website at [www.eraisd.net](http://www.eraisd.net). Hard copies of any reports are available upon request to the district's administration office.

[TEA](#) also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#)

## Armed Services Vocational Aptitude Battery Test

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A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Battery test and consult with a military recruiter. The date of the test will be determined by the school counselor...contact Mr. John Erwin at (940) 665-5961 extension 213 for more information

### Bullying (All Grade Levels)

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Bullying is defined in Section [37.0832](#) of the Texas Education Code as a single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

Bullying includes cyberbullying. Cyberbullying is defined by Section [37.0832](#) of the Education Code as bullying that is done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

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

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by utilizing the Crisis Go App utilized by the district...for more information about the Crisis Go App see the principal or counselor. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in the bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 19.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy [FNG\(LOCAL\)](#).

[See **Safety Transfers/Assignments** on page 19, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 38, **Hazing** on page 51, policy [FFI](#), and the district improvement plan, a copy of which can be viewed in the campus office.]

## **Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)**

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The district offers career and technical education programs in Vocational Business, Vocational Agriculture, and Human Services. Admission to these programs is based on enrollment in Era High School and course availability.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

[See **Non-discrimination Statement** on page 60 for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.]

## **Celebrations (All Grade Levels)**

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Parents or Grandparents are welcome to bring food to their children at lunch, but it is prohibited for meals or food items to be brought by someone other than a parent or legal guardian to any student. Food items brought to a student who is not the child or legal responsibility of the person bringing the food will be confiscated. It is imperative that prior to bringing any food items to the school, persons must first contact the campus principal to learn about state and local regulations and policies regarding this action.

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher and/or campus principal prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products. [See **Food Allergies** on page 54].

## **Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)**

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The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at the counselor's office. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services ([CPS](#)).

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

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services ([TDFPS](#)) 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](#).

The following websites might help you become more aware of child abuse and neglect:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Assault, Resources](#)
- [Texas Attorney General, What Can We Do About Child Abuse Part 1](#)
- [Texas Attorney General, What Can We Do About Child Abuse Part 2](#)

Reports of abuse or neglect may be made to:

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

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. (See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels) on page 37.

## **Class Rank/Top Ten Percent/Highest Ranking Student (Secondary Grade Levels Only)**

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To be eligible for valedictorian or salutatorian, a student must have been continuously enrolled in Era High School and taken at least four academic courses each semester for the two years preceding graduation. The student must have completed the Distinguished Level of Achievement (for students graduating under the requirements established by House Bill 5). Correspondence courses, physical education, athletics, courses for local credit (excluding calculus), including but not limited to teacher/office aide, and courses taken through [TxVSN](#), Odysseyware, or other forms of distance learning (including some dual credit courses) shall not be considered in determining valedictorian or salutatorian...exceptions would be Spanish I, II, or III if those courses are taken via distance learning from the Region XI or Region V Education Service Center. To determine the weighted cumulative average, grades shall be calculated from ninth grade (or 8<sup>th</sup> grade if any courses taken were for high school credit) through the fifth six-week grading period of a student's senior year. See [EIC\(LOCAL\)](#) for further information.

To be eligible for Honor Graduate, the student must have a cumulative grade average of 90 or better. The student must have completed the Recommended or Distinguished Program (for students graduating in 2018), or Distinguished Level of Achievement (for students graduating under the requirements established by House Bill 5). Correspondence courses, physical education, athletics, courses for local credit (excluding calculus), including but not limited to teacher/office aide, and courses taken through [TxVSN](#), Odysseyware, or other forms of distance learning (excluding dual credit courses) shall not be considered in determining honor graduates... exceptions would be Spanish I, II, or III if those courses are taken via distance learning from the Region XI or Region V Education Service Center. To determine grade point average, grades shall be calculated from ninth grade (or 8<sup>th</sup> grade if any courses taken were for high school credit) through the fifth six-week grading period of a student's senior year. See [EIC\(LOCAL\)](#) for further information.

## Grade Point Averages

For the purpose of determining a grade point average for college entrance and scholarship requirements, all courses shall carry grade points, in accordance with the following scale. Grade point averages will be reported on transcripts. However, grade point averages on a 4-point scale are not weighted, and will not be used to determine class rank or honor graduates.

Grade	Grade Points
90-100	4.0
80-89	3.0
70-79	2.0
Below 70	0.0

## Transfer Grades

In the event a numerical value cannot be obtained for a letter grade from another school district or academic institution, local numeric grades will be assigned for courses as follows: 1. Grades recorded as A-, A, or A+ shall be assigned as 92, 95, or 98 respectively; 2. Grades recorded as B-, B, or B+ shall be assigned as 82, 85, or 88 respectively; 3. Grades recorded as C-, C, or C+ shall be assigned as 75, 77, or 79 respectively; 4. D-, D, or D+ shall be assigned as 70, 72, or 74 respectively; and 5. Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned the value of 65.

Courses transferred from other districts shall be considered regular level courses, unless otherwise identified and documented. All transfer grades in the foundation curriculum shall be accepted for class rankings. However, honors weight shall be awarded to grades transferred for honors courses only when the same honors course is offered at Era ISD. [See [EIC \(LOCAL\)](#) for further information.]

## Weighted (Honors) Classes

All courses in the high school curriculum are assigned a weighted level, either “Honors” or “Regular”. Grades received in “Honors” classes will be assigned a 10-point weight for the purposes of determining class rank and honor graduates. Report cards and transcripts will reflect the actual grade earned (the additional ten points will not appear on report cards or transcripts); however, Honors courses will be denoted on the transcript with an “H” and the ten points will be included in the process for determining GPA and class rank.

In order to ensure that each student in a particular grade level has the same opportunity to receive honors credit for taking the same courses as his/her peers, the only courses that will be given honors credit will be dual credit courses. Courses which were assigned honors credit at a different high school may not be assigned honors credit when entered on an Era High School transcript. Courses which have been previously taken at Era High School may not be taken again for dual credit in an effort to receive honors credit or raise a grade point average. Once credit has been assigned on a transcript for a course, it cannot be taken again to increase a grade point average. Not all dual credit courses will carry honors credit...only those courses which are directly applied to a graduation plan or endorsement will be given honors credit. Before taking a dual credit course, a student should ask the counselor or principal whether or not honors credit will be awarded. [For more information, contact Mr. John Erwin, the school counselor and [EIC\(LOCAL\)](#)].

## Class Schedules (Secondary Grade Levels Only)

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Students pick up their fall schedules at designated times during the summer prior to the first day of classes in August of the new school year. Students who wish to request a schedule change must conference with the counselor and have authorization from the principal. No schedule changes shall be made after the first week of the new semester unless authorized by the principal. Era High School reserves the right to cancel a course listed in this handbook if pre-registration indicates that there will be an insufficient number of participants. Many elective courses listed will not be offered on an annual basis.

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day’s schedule. [See the school counselor for information related to student requests to revise their course schedule.]



## College and University Admissions

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For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the [ACT](#) College Readiness Benchmarks or earns at least a 1500 out of 2400 on the [SAT](#).

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

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.

For students who are eligible to enroll in the University during the summer of fall 2019 term, the University will admit the top six percent of the high school's graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class. Additional applicants will be considered by the University through a holistic review process.

Should 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.

Upon enrolling in their first course that is eligible for high school credit, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines. [See also **Class Rank/Highest Ranking Student** on page 31 for information specifically related to how the district calculates a student's rank in class, and **Graduation** on page 47 for information associated with the foundation graduation program].

[See **Students in the Conservatorship of the State** (Foster Care) on page 20 for more information on assistance in transitioning to higher education for students in foster care].

## College Credit Courses (Secondary Grade Levels Only)

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Students in grades 9-12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network ([TxVSN](#));
- Enrollment in courses taught in conjunction and in partnership with North Central Texas College, which may be offered on or off campus.
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

## Dual Credit

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The dual credit program allows EHS students the opportunity to take college level academic courses and receive both high school and college credit. Junior and senior students may participate in these courses with permission from the EHS principal. Courses are offered on-site/online through North Central Texas College, at North Central Texas College, through the Education Service Center Region XI distance-learning network, or through the Texas Virtual School Network ([TxVSN](#)).

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Students must meet entrance requirements outlined by the college or university. Students will also have to adhere to the schedule of the course provider, even when it conflicts with the local school schedule. Students are responsible for all college related expenses including books, tuition, and fees, except as outlined in the paragraph below. Dual credit courses in which a grade of 3.0 is earned will count as advanced measures for the distinguished graduation plan.

The following classes are accepted as dual credit: English IV (1301 & 1302), Health, U.S. History, Government & Economics, Speech, Fine Arts (by approval), Vocational classes, College Algebra/College Trigonometry/Statistics (Pre-Calculus credit), Spanish (Spanish III or Spanish IV credit ...to be determined by the principal on a case-by-case basis), or other courses as approved by the principal on a case-by-case basis.

Era ISD may pay some or all tuition and fees for students taking dual or concurrent enrollment classes through distance learning at the high school level, see the counselor for information.

\*\* Students taking dual credit courses shall be responsible for purchasing their own textbooks. See [EHDD\(LOCAL\)](#) for further information.

Credit toward high school graduation for completed courses shall be earned in accordance with district regulations and guidelines. See the counselor for details. Also, see [EHDD\(LOCAL\)](#) for further information. See **Transfer Grades** on page 31 for information on how grades will be placed on a student's transcript in the event a letter grade is earned and a numerical grade cannot be obtained from the college or university.

Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned the value of 65. Courses taken for dual credit shall be weighted as Honors unless they are placed on a transcript as local credit courses, or otherwise determined to be considered for class rank by the principal. It is not the intent of Era ISD to encourage taking dual credit courses for the purposes of increasing grade point average and/or class rank. Therefore, courses taken as dual credit that every student does not have a legitimate opportunity to take and courses that have already been passed and indicated on the school transcript will be considered local credit and will not count toward a student's GPA.

Also, if a student fails a dual credit course for the year, the student must retake the course at the high school the following year and will not be allowed to enroll in dual credit courses again. If a student fails a semester of a dual credit course, but did have an average for the year high enough to receive credit for the school year, the student will be allowed to take dual credit courses the following year, but will be required to make a 'B' or above (80 or above) in order to be able to continue taking dual credit courses thereafter. See [EIC \(LOCAL\)](#) for further information.

## Communications—Automated

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### Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed. [See **Safety** on page 65 for more information regarding contact with parents during an emergency situation].

### Non-Emergency

Your child's school will request that you provide contact information, such as your phone number and email address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such

information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number.

The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** on page 65 for information regarding contact with parents during an emergency situation].

## Complaints and Concerns (All Grade Levels)

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

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy [FNG\(LOCAL\)](#). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## Conduct (All Grade Levels)

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### Applicability of School Rules

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

### Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator for the elementary campus is Courtney Stevens, and for the secondary campus is Todd Jones.

### Disruptions of School Operations

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

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

- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

## Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Student guests from other schools will be required to complete a form that must be signed by their school principal prior to attending. Forms are available in the secondary principal's office.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted. Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## Junior/Senior Prom Guidelines

The junior class will be responsible for raising funds, organizing, and hosting the junior/senior prom in the spring semester. Each year, the principal will appoint two or more teachers to the junior class as sponsors. Their role will be to organize and assist with necessary class meetings during the school day, to provide information about potential fundraisers, and to facilitate the deposit and withdrawal of funds from the "due to prom" activity account. All funds raised for the prom must be deposited into the "due to prom" activity account. These funds may be withdrawn through the purchase request process in place at EHS, and may be used only for prom-related expenses. All money left in the account at the end of the school year will remain in the account to cover expenses from future proms.

The junior class is free to organize and host the prom within the following guidelines:

- EHS will provide chaperones for the prom event, including, but not limited to, the junior class sponsors and the high school principal.
- The prom will be conducted in a safe manner and location, and will be completely alcohol- and drug-free.
- The prom site will be chosen from within a 50-mile radius of Era High School, and must be approved by the principal.
- The prom event must be scheduled on a date sometime before the start of the last week of school, and should be scheduled to avoid conflicts with other planned school events as much as is possible. This date must also be approved by the principal. Students should be aware that they will not be allowed to receive excused absences if they miss school for prom preparation. Thus, it is best if the prom is scheduled on a Saturday night.

Guests—Only students who have completed at least one semester of High School will be allowed to attend. No Junior High students will be allowed at the prom, unless they are working for the district and approved by the principal. All other guests must be approved by the high school principal and it shall be necessary for the principal of the guest's high school to complete a recommendation form obtained from the office.

Behavior—The [Student Code of Conduct](#) will be in effect at all times. It will be the responsibility of Era ISD students to inform guests not enrolled at Era High School of the [Student Code of Conduct](#) and the expectations for behavior.

Boys' Formal Dress—Formal prom attire may be classified as a tuxedo or dress suit, including a coat and tie.

Girls' Formal Dress—Formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs are acceptable; however, bare stomachs or bare midriffs are not permitted. Dress shoes or sandals must be worn. Undergarments should not be visible. See-through apparel and gowns or dresses with slits that are above the top of the knee are not permitted. Garments that are extremely tight or extremely low-cut are also unacceptable. Gowns should be approved by the Junior class sponsors or the high school Principal.

## Correspondence Courses

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The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. A maximum of two (2) credits may be earned through correspondence courses, and credit must be earned through Texas Tech University, or the University of Texas at Austin. Correspondence courses shall not be considered in determining class rank. Prior to enrollment in correspondence courses, students shall make a written request to the principal or counselor for approval to enroll in the course. These courses shall not count toward the thirteen core curriculum courses required by the NCAA for Division I and II athletics. [For further information, see policies at [EDHE](#).]

## Counseling

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### Academic Counseling

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

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements. In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

#### High School Grade Level

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance examinations and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

### Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should call (940) 665-5961 ext. 213, or visit the counselor's office to schedule an appointment. 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. [See, *Substance Abuse Prevention and Intervention* on page 71 and *Suicide Awareness and Mental Health Support* on page 71.]

### Course Credit (Secondary Grade Levels Only)

A student in grades 9-12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she performed the lowest.

### Credit By Examination—If a Student Has Taken the Course/Subject (All Grade Levels)

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A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home-schooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

If the student is granted approval, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. [For further information, see the school counselor and policy [EHDB\(LOCAL\)](#).]

## **Credit By Exam For Advancement/Acceleration—If a Student Has Not Taken the Course/Subject**

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A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are approved by the district’s board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2018-2019 school year will be published in appropriate district publications and on the district’s website.

The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once. If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy [EHDC](#).]

### **Students in Grades 1-5**

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam 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.

### **Students in Grades 6-12**

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an examination administered through CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable examination before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

## **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**

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

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

## **Dating Violence**

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

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

## **Discrimination**

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

## **Harassment**

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

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

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

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

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

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

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

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

## Retaliation

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

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

## Reporting Procedures

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

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

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

## Investigation of Report

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

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation. During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Records and Privacy Act ([FERPA](#)). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy [ENG\(LOCAL\)](#).

## Discrimination

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[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 37.]



## Distance Learning

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### All Grade Levels

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

The distance learning opportunities that the district makes available to district students include Odysseyware, correspondence courses through Texas Tech University or The University of Texas, the Texas Virtual School Network ([TxVSN](#)), and/or video-conferencing through an Education Service Center.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the [TxVSN](#), as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

### Texas Virtual School Network (TxVSN) (Secondary Grade Levels)

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The Texas Virtual School Network ([TxVSN](#)) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the [TxVSN](#) to earn course credit for graduation.

Depending on the [TxVSN](#) course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See **Extracurricular Activities, Clubs, and Organizations** on page 45.] In addition, for a student who enrolls in a [TxVSN](#) course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a [TxVSN](#) course, please contact the school counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a [TxVSN](#) course if the school offers the same or a similar course.

A copy of policy [EHDE](#) will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the principal.

### Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

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#### School Materials

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

#### Non-school Materials

##### From Students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 10 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the cafeteria bulletin board as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy [FNAA](#).]

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

## From Others

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

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

Prior review will not be required for:

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

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

## Dress and Grooming (All Grade Levels)

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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:

- All clothing must be worn in the manner for which it was designed.
- Patches, ornaments, armbands, buttons, insignia, or clothing with sayings or advertisements that are in bad taste, indecent, unpatriotic or disruptive may not be worn.
- Excessively revealing or form-fitting clothes are not appropriate for school. Clothes must be of sufficient length and style to cover all undergarments. Straps on shirts without sleeves must be at least 2 ½ inches wide (approximately the width of three fingers), and all sleeveless shirts must fit snugly at the armpit.
- Shorts must have an inseam that is a minimum of 5 inches in length. Skirts and “skorts” must extend to the middle of the thigh and must be at least fingertip length when standing, with arms at the sides. Shorts and pants should have nothing written across the seat.
- All secondary students (grades 6-12) must wear a shirt that is long enough to be tucked-in if requested to do so.
- See-through clothing and bizarre dress or apparel may not be worn.
- No headwear (caps/hats, bandannas, scarves) may be worn in the school building.
- Male students may not have hair that touches the collar of a polo style shirt or extends below the ear lobe. Hair may not extend below the eyebrow when straightened. In addition sideburns shall not extend below the ear lobe. Mohawks and “Faux Hawks” will not be permitted. If the hair is “spiked”, the “spike” may not stick up more than 1-inch longer than the surrounding hair.
- Facial hair is not permitted. Sideburns must be trimmed above the bottom of the earlobes.

- Males are not permitted to wear ear jewelry. Visible body piercings (excluding girls' earrings) and tongue rings are not allowed.
- No "sagging" pants will be allowed. Belts are required if needed.
- Tattoos are not allowed. (State law: must be 18) Tattoos must be covered at all times.
- Students are expressly prohibited from wearing the following articles of clothing at school, including but are not limited to:
  - \*pajamas or house shoes
  - \*wallet (or similar) chains
  - \*cut-off shorts
  - \*sun dresses, tank tops, spaghetti straps
- Skin or underwear must not be visible through tears in clothing. If skin or underwear is visible, the tear will be covered using duct tape. Damage to clothing as a result of these measures will not be the responsibility of the district.
- Garments from or representing another public or private school district other than Era ISD will not be permitted.
- \*\*All questionable attire/grooming will be subject to the discretion of the principal.\*\*

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

## Electronic Devices and Technology Resources (All Grade Levels)

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

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

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

When students enter classrooms for instruction, they must follow normal classroom procedures as defined by the teacher's expectations for classroom behavior and classroom rules. Each teacher's policy will be specific to that classroom. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student/parent may pick up the confiscated telecommunications device for a fee of \$15.00

Confiscated telecommunications devices that are not retrieved by the student's parents will be disposed of after the student may pick up the confiscated telecommunications device from the principal's office for a fee of notice required by law. [See policy [FNCE](#)].

In limited circumstances and in accordance with the law, a student's personal telecommunications device may be searched by authorized personnel. [See *Searches* on page 67 and policy [FNF](#).]

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

### Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by

authorized personnel. [See **Searches** on page 67 and policy [FNE](#)]. 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 Devices**

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

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

District-owned technology resources for instructional purposes; may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at [CQ](#).]

## **Unacceptable and Inappropriate Use of Technology Resources**

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

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

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

## **End-of-Course (EOC) Assessments**

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See **Graduation** on page 47, and **Standardized Testing** on page 69.

## **English Language Learners (All Grade Levels)**

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 67, may be administered to an English language learner 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 English language learners who qualify for services.

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

## Extracurricular Activities, Clubs, and Organizations

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Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; *participation, however, is a privilege, not a right*. Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor. [See **Transportation** on page 70.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League ([UIL](#))—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by [UIL](#), the student and parent are expected to know and follow all rules of the [UIL](#) organization. Students involved in [UIL](#) athletic activities and their parents can access the [UIL Parent Information Manual](#) at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the [UIL](#), please contact the curriculum division of the [TEA](#) at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

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

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district’s records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

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 or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to ten (10) absences not related to district or post-district competition. Students will be allowed an additional three (3) absences to participate in FFA, 4-H, or FCCLA activities and a maximum of (4) absences for state competition. District and post-district competition and stock show days missed due to qualifying for sale will not be considered as part of the ten allowable absences and will be allowed without review. 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.

**Cheerleading:** It is important to note that before trying out for the cheerleading squad, a student must not have an overall cumulative average in any class below 75 for the school year in which the tryouts will take place, and may not have any six week's grade in any class below a 70. There are other rules, policies, and by-laws specified in the Era ISD Cheerleading Bylaws and Guidelines. A copy of the bylaws and guidelines may be obtained from the secondary school principal's office.

**Standards of Behavior:** Sponsors of student clubs and performing groups such as the National Honor Society, Beta Club, cheerleaders, FFA, FCCLA, choir, one act play, [UIL](#) academics, athletic teams, etc. may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the [Student Code of Conduct](#) or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

**Officers and Elections:** Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: FFA, FCCLA, National Honor Society, Beta Club, etc.

## Fees (All Grade Levels)

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Uniform maintenance fees, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books or textbooks.
- Fees for driver training courses, if offered.
  - Fees for optional courses offered for credit that require use of facilities not available on district premises.
  - Summer school for courses that are offered tuition-free during the regular school year.
  - A reasonable fee for providing transportation to a student who lives within two miles of the school. [See *Buses and Other School Vehicles* on page 71.]
  - A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
  - In some cases, a fee for a course taken through the Texas Virtual School Network ([TxVSN](#)).

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

## Fundraising (All Grade Levels)

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Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. Except as approved by the superintendent, fund-raising by non-school groups is not permitted on school property. [For further information, see policies [FJ](#) and [GE](#).]

## Gang Free Zones (All Grade Levels)

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

## Gender Based Harassment

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[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 37.]

## Grading Guidelines (All Grade Levels)

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### Grade Level Classification (Grades 9-12 Only)

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Classification</u>
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## Grades

Achievement or progress in pre-kindergarten and kindergarten shall be reported to parents as Excellent, Satisfactory, Needs Improvement, and Unsatisfactory. In grades 1–12, achievement is reported to parents as numerical percentage grades. In grades 1–5, six-week grades will be determined from 50% of the average of all daily grades and 50% of the average of all test grades. In grades 6 – 12, six-week grades will be determined from 40% of the average of all daily grades, 45% of the average of test grades, and 15% of the score on a cumulative test given at the end of each six-week grading period. Each teacher will establish guidelines for circumstances in which a student will be allowed to redo an assignment or retake an examination in which the student originally made a failing grade. [See *Report Cards/Progress Reports and Conferences* on page 62 for additional information on grading guidelines.]

## Graduation (Secondary Grade Levels Only)

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### Requirements for a Diploma Beginning with the 2014-2015 School Year

Beginning with students who entered grade 9 in the 2014-2015 school year, a student must meet the following requirements to receive a high school diploma from the district:

- complete the required number of credits established by the state and any additional credits required by the district;
- complete any locally required courses in addition to the courses mandated by the state (i.e. Independent Studies in Mathematics—a course in personal finance);
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

### Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U. S. History. A student who has not achieved

sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. **[See the school counselor for more information on the state testing requirements for graduation].**

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations. In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate. [See *Standardized Testing* on page 67 for more information.]

## Foundation Graduation Program

Every student in a Texas public school who entered grade 9 in the 2014-2015 school year and thereafter will graduate under the “foundation graduation program”. Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A **Personal Graduation Plan** will be completed for each high school student, as described on page 48.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgements” that will be acknowledged on a student’s transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the school counselor can provide more information about these acknowledgements.

Additional considerations apply in some course areas, including:

- **Mathematics.** In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student’s transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English.** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student



## Available Endorsements

A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Services
- Arts and Humanities
- Multidisciplinary Studies

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits Foundation Graduation Program	Number of Credits Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3
Physical Education **	1	1
Language other than English***	2	2
Fine Arts	1	1
Locally required courses	1 credit in Independent Studies in Math (This may count as a fourth math credit or as one of the elective credits also), 1 credit in an approved Technology Applications course, and ½ credit in Speech	1 credit in Independent Studies in Math (This may count as a fourth math credit or as one of the elective credits also), 1 credit in an approved Technology Applications course, and ½ credit in Speech
Electives	2 ½	4 ½
Miscellaneous		Available Endorsements****: Science, Technology, Engineering, and Mathematics (STEM)  Business and Industry  Public Services  Arts and Humanities  Multidisciplinary Studies
Total	22 Credits	26 Credits

## Personal Graduation Plans

A personal graduation plan will be developed for each high school student. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please also review [TEA's Graduation Toolkit](#)

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

## Available Course Options for all Graduation Programs

Information regarding specific courses required or offered in each curriculum area, will be distributed to students each spring in order to enroll in courses for the upcoming school year. Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Please be aware that not all courses are offered every school year. A student who wants to take a course not offered at Era High School should contact the school counselor about other alternatives. If the parents of at least 22 students request that a course is offered other than a fine arts or CTE course, the district will offer the course the following year either at the school or by teleconference.

## Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

## Mandated State Performance Testing

EHS withholds diplomas from those students who have not met the state performance standards on EOC. Students who have been denied a diploma may continue to take the EOC tests at designated times even if they are not currently enrolled in high school. Students who pass all portions of the appropriate exit level examination after completing high school coursework shall be granted a diploma. Students will only be allowed to participate in one graduation ceremony. Students who participate in graduation ceremonies receiving certificates of coursework completion and continue to take EOC tests, will not be allowed to participate in a second ceremony should they meet the requirements of EOC at a later date.

## Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy [FMH\(LEGAL\)](#)]

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

## Graduation Activities

Senior **Baccalaureate Services will be held on Wednesday, May 22, 2019 at 6:30 p.m.** at a location to be determined, and **Commencement Ceremonies will be hosted in the high school gymnasium on Friday, May 24, 2019, at 7:00 p.m.** These ceremonies will be coordinated by the principal and assigned senior class sponsors, with input from the senior class. Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments and have not been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation. Keep in mind, students will only be allowed to participate in one graduation ceremony. Also, if a student finishes the school year on a Disciplinary Alternative Education Program (DAEP), he or she will not be allowed to participate in graduation activities.

## Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies. A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. If the student was assigned to a disciplinary alternative education placement (DAEP) at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students will be chosen by the graduating class to give the opening and closing remarks. In addition to the opening and closing remarks, the Valedictorian and Salutatorian of the graduating class will also have speaking roles at the graduation ceremony. Students eligible for speaking roles will be notified by the principal. [See [FNA\(LOCAL\)](#) and the [Student Code of Conduct](#). For student speakers at other school events, see **Student Speakers** on page 69.]

## Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 44.]

## Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the school counselor for information about other scholarships and grants available to students.

## Other Scholarship Information

The counselor has information and applications for numerous scholarships and financial aid opportunities. Students and parents should contact the counselor early in the high school years for information and assistance. Students and parents may also visit the Career and Counseling Center for information on colleges and testing, and for career exploration opportunities. Significant local, state, and federal scholarship information can also be obtained by accessing the district website at [www.eraisd.net](http://www.eraisd.net)

Students and parents should be aware of their responsibilities in completing and submitting the Free Application for Federal Student Aid (FAFSA) in order to have access to financial aid opportunities. This can be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Another helpful website for financial aid help is the Texas Higher Education Coordinating Board's Center for Financial Aid Information found at [www.theccb.state.tx.us](http://www.theccb.state.tx.us). Please contact the counselor for more specific information.

## Harassment

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[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 37.]

## Hazing (All Grade Levels)

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

### Examples Include:

- 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;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to the unreasonable risk of physical or mental harm;

- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student violate the penal code.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the [Student Code of Conduct](#). It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent. [See **Bullying** on page 28 and policies [FFI](#) and [FNCC](#).]

## Health-Related Matters

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### Student Illness (All Grade Levels)

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

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

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

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

### Bacterial Meningitis (All Grade Levels)

*State law requires the district to provide information about bacterial meningitis:*

#### **What is meningitis?**

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

#### **What are the symptoms?**

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

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

#### **How serious is bacterial meningitis?**

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

### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

### **How can bacterial meningitis be prevented?**

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

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

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

You should seek prompt medical attention.

### **Where can you get more information?**

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

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

[See **Immunization** on page 54 for more information.]

## **Food Allergies (All Grade Levels)**

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at the school nurse's office. [See policy [FFAF](#) and **Celebrations** on page 29.]

## Head Lice (All Grade Levels)

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store.

After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. Notice will also be provided to parents of elementary school students in the affected classroom.

More information on head lice can be obtained from the [DSHS](#) website at **Managing Head Lice**. [See policy [FFAA](#)].

## Physical Activity Requirements

In accordance with policies at [EHAB](#), [EHAC](#), [EHBG](#), and [FFA](#), the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for least 30 minutes per day or 135 minutes per week. For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

## Junior High/Middle School

In accordance with policies at [EHAB](#), [EHAC](#), [EHBG](#), and [FFA](#), the district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters or 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

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

## School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council held several meetings. Additional information regarding the district's SHAC is available from the principal and school nurse.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness. [See policies at [BDF](#) and [EHAA](#).]

See **Human Sexuality Instruction** on Page 15 for additional information.]

## Student Wellness Policy/Wellness Plan (All Grade Levels)

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

## Other Health-Related Matters

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### Physical Fitness Assessment (Grades 3-12)

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

## Vending Machines (All Grade Levels)

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. [See policies at [CO](#) and [FFA](#)].

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

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. 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. [See the [Student Code of Conduct](#) and policies at [FNCD](#) and [GKA](#).]

## Asbestos Management Plan (All Grade Levels)

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 **Jeremy Thompson**, the district's designated asbestos coordinator at (940) 665-5961 extension 212.

## Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the 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 prior to pesticide application inside their child's school assignment area may contact, superintendent, **Jeremy Thompson**, the district's IPM coordinator at (940) 665-5961 extension 212.

## Homeless Students

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You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. For more information on services for homeless students, contact the district's homeless education liaison,

- DeAnna Harris, at P.O. Box 98, Era, TX 76238; (940)665-5961 ext. 225; [harrisd@eraisd.net](mailto:harrisd@eraisd.net)

[See **Students Who Are Homeless** on page 20.]

## Homework (All Grade Levels)

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Homework is essential to student understanding and growth. Assignments are made to enhance the teaching process. Homework is usually due the next day. It is definitely due on teacher's call. Any late homework is subject to grade reduction or a grade of zero ("0") depending upon how late it is. Teacher's discretion is applied in each instance. Students are responsible for meeting with the teacher to obtain and complete homework missed due to absences. Students will have three school days upon returning to school from being absent to complete and turn in any assignments missed due to the absence. If a student is given an assignment prior to being absent, then the assignment will be due upon returning to school or on the original due date.

For absences resulting from extra-curricular activities, it is the student's responsibility to gather assignments prior to being absent and, thus, they will be due the day the student returns to school. If the teacher does not have an assignment ready for the student prior to an extra-curricular absence, then the student will be responsible for getting the assignment upon returning to school and it will be due the following day.

At the teacher's discretion, students may be assigned to attend after-school detention for failing to complete assigned class work. If a student does not attend an assigned detention or fails to work or abide by detention rules, the student may be assigned to in-school suspension.

## Illness

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[See **Student Illness** under **Health-Related Matters** on page 50.]

## Immunization (All Grade Levels)

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. 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 life-long condition.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement. [For further information, see policy [FFAB\(LEGAL\)](#) and the [DSHS](#) website: **Texas School & Child Care Facility Immunization Requirements.**]

## Law Enforcement Agencies (All Grade Levels)

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### Questioning of Students

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

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



## Students Taken Into Custody

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

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

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

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

## Notification of Law Violations

The district is required by state law to notify:

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

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

## Leaving Campus (All Grade Levels)

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

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

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

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

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

## **During Lunch**

Era ISD has a closed campus. Students are not allowed to leave campus during lunch, and are not allowed to leave campus to get lunch to bring back to the campus to eat.

Parents may bring lunch to the cafeteria for their children, but may not, under any circumstances, bring lunch for other children. Students are not allowed to share a lunch brought from outside the school with other students.

## **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 (All Grade Levels)**

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A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district 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**

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### **Makeup Work Because of Absence (All Grade Levels)**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within three school days upon returning to school from being absent. A student who does not make up assigned work within three days may receive a grade of zero for the assignment. If a student is at school the day an assignment is given, but absent the day that it is due, he/she will be responsible for turning in the assignment the day he/she returns to school.

The same is true for a test...if a student was at school the day an exam was scheduled, but absent the day of the exam, he/she will be responsible for taking the exam the day he/she returns to school.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page 20.]

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

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

## **DAEP Makeup Work**

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

A student in elementary or middle/junior high school who is removed to a disciplinary alternative education program (DAEP) during the school year will have the opportunity to complete all daily assignments and coursework while in DAEP. The student will be promoted to the next grade level if the student meets all requirements for promotion.

[See **Grades** on page 38 and **Promotion and Retention** on page 61 for more information.]

### **Grades 9-12**

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy [FOCA\(LEGAL\)](#).]

### **In-School Suspension (ISS) Makeup Work (All Grade Levels)**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy [FO\(LEGAL\)](#).]

### **Medicine at School (All Grade Levels)**

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

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

Only authorized employees, in accordance with policy [FFAC](#), may administer:

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

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

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

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

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

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

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

## Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy at [FFAC](#).]

## Non-discrimination Statement

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Jeremy Thompson; P.O. Box 98; Era, TX; 76238; (940)665-2007 ext. 212; [thompsonj@eraisd.net](mailto:thompsonj@eraisd.net)
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: (for children in kindergarten-grade 6): Courtney Stevens; P.O. Box 98; Era, TX; (940) 665-5961 ext. 215; [stevensc@eraisd.net](mailto:stevensc@eraisd.net) (for children in grades 7-12): Todd Jones; P.O. Box 98; Era, TX 76238; (940)665-5961, ext. 214 [jonest@eraisd.net](mailto:jonest@eraisd.net)
- All other concerns regarding discrimination: See the Superintendent, Jeremy Thompson.

[See policies [FB](#), [FFH](#), and [GKD](#).]

## Parental and Family Engagement (All Grade Levels)

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### Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See *Academic Counseling* on page 36.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at (940) 665-5961 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See *Report Cards/Progress Reports and Conferences* on page 62.]
- Becoming a school volunteer. [For further information, see policy [GKG](#) and *Volunteers* on page 72, or contact Courtney Stevens in the elementary office at (940)665-5961 x 215, or Todd Jones in the secondary office at (940)665-5961 x 214.]
- Participating in campus parent organizations. Parent organizations include: Era PTO, Athletic Booster club, etc.
- Serving as a parent representative on the district-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at [BQA](#) and [BQB](#), and contact the principal's office.]
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at [BDF](#), [EHAA](#), [FFA](#), and information in this handbook at *School Health Advisory Council (SHAC)* on page 52.]
- 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. [See policies at [BE](#) and [BED](#) for more information.] Board meetings are generally held in the high school conference room adjacent to the cafeteria and across from the high school office on the third Monday night of each month at 6:30 p.m. Agendas, dates, and times are posted at the central office.

## Physical Examinations / Health Screenings

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### Athletics' Participation (Secondary Grade Levels Only)

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the [UIL](#) must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. This examination is required to be submitted annually to the district.

### Spinal Screening Program

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

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

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

### Other Examinations and Screenings (All Grade Levels)

Students are required to 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. [See policy [FFAA](#).]

### Pledges of Allegiance and a Minute of Silence (All Grade Levels)

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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. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 15.]

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

### Prayer (All Grade Levels)

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

### Promotion and Retention

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

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

## Elementary and Middle/Junior High Grade Levels

In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in at least 75% of the courses taken in the four following areas: language arts (English, reading, writing, and spelling), mathematics, science, and social studies.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.
- If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.
- If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law. [See **Standardized Testing** on page 67].

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

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

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

A Personal Graduation Plan (PGP) will be prepared for any student at the junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student.

[For additional information, see the school counselor or principal and policy [EIF \(LEGAL\)](#).]

For a student receiving special education services, the student’s IEP may serve as the student’s PGP and would therefore be developed by the student’s ARD committee.

[For information related to the development of personal graduation plans for high school students, see **Personal Graduation Plans** on page 48.]

## High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See **Grade Level Classification** on page 45.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 46 and **Standardized Testing** on page 67 for more information about EOC assessments.]

## Release of Students from School

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[See **Leaving Campus** on page 56.]

## Report Cards / Progress Reports And Conferences (All Grade Levels)

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Report cards with each student's grades or performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period parents will receive a progress report of their child's performance in any course/subject area. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 59 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy [EIA\(LOCAL\)](#) and **Grading Guidelines** on Page 45.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 5 days. The district may use an electronic program to communicate academic information about your child, including report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

## Retaliation

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[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 37.]



## Safety (All Grade Levels)

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

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

### Accident Insurance

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

### Insurance for Career and Technical Education (CTE)

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

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

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

### Emergency Medical Treatment and Information

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

### Emergency School-Closing Information

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

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will alert the community by utilizing a callout system which will automatically call two phone numbers for each child enrolled in the district with emergency information. The program will send out information via email to email addresses supplied to the district by the parents. It is essential that all contact information is current, or important information will not make its way to parents. The district will post information on Facebook and the district's website, [www.eraisd.net](http://www.eraisd.net). All delays and closings will be announced by 6:00 a.m. and may be subject to change. (Example: A delay until 10:00 a.m. changes to a closing).

[See **Communications-Automated, Emergency** on page 33 for more information]

## **SAT, ACT, and Other Standardized Tests**

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[See **Standardized Testing** on page 67.]

## **School Facilities**

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### **Use by Students Before and After School (All Grade Levels)**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. The cafeteria and pavilion are open daily to students before school beginning at 7:30 a.m. After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy [FNAB](#), students must leave campus immediately.

### **Conduct Before and After School (All Grade Levels)**

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 practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the [Student Code of Conduct](#) or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Use of Hallways during Class Time (All Grade Levels)**

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](#).

### **Cafeteria Services (All Grade Levels)**

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

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act ([NSLA](#)), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the [NSLA](#) to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program ([CHIP](#)) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the student's eligibility for free and reduced price meals or free milk. See Kristy Holt in the cafeteria to apply for free or reduced price meal services.

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

## Cafeteria Prices for School Year 2018-2019

	<u>Elementary Student Price</u>	<u>Secondary Student Price</u>	<u>Reduced Price</u>	<u>Adult Price</u>
<b>Breakfast</b>	\$1.85	\$1.85	\$0.30	\$2.10
<b>Lunch</b>	\$2.90	\$3.10	\$0.40	\$3.60

\* Leftovers/extras will be sold when available.

### Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during regular school hours with a teacher permit.

### Meetings of Non-curriculum Related Groups (Secondary Grade Levels Only)

Student-organized, student-led non-curriculum 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 policy [FNAB\(LOCAL\)](#). A list of these groups is available in the principal's office.

### Searches

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In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### Students' Desks and Lockers (All Grade Levels)

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students may put a lock on their locker provided that the combination or a spare key is given to the high school office. Students must be certain that the combinations or keys are not available to other students.

Locks for which the office does not have the combination or a spare key will be cut off. Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

### Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy [CQ](#) for more information.] Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy [FNF\(LEGAL\)](#) and **Electronic Devices and Technology Resources** on page 42 for more information.]

### Vehicles on Campus (Secondary Grade Levels Only)

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See the [Student Code of Conduct](#).] Students who will be parking a vehicle in the school parking lot must first register their vehicle(s) in the high school office. Vehicle registration forms are available in the high school office. Please see the parking rules and regulations for Era ISD at [www.eraisd.net](http://www.eraisd.net).

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted. Again, students should have no expectations of privacy in their vehicles while they are on campus. The speed limit on all areas of the campus is 10 mph. Failure to adhere to the speed limit or other vehicle guidelines may result in loss of campus parking privileges.

### **Trained Dogs (All Grade Levels)**

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

### **Drug Testing (9<sup>th</sup> – 12<sup>th</sup> Grade Students Only)**

Any student in grades 9-12 desiring to participate in the district's school-sponsored extracurricular programs must consent to mandatory random drug testing. "School sponsored extracurricular activity" means, without limitation, all interscholastic athletics, cheerleading, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of Era ISD. Provided that the district has received parental consent, students not involved in extracurricular activities will be allowed to enter the program, as well.

All students included in the program will be required to submit to an initial (mandatory) screening at the beginning of each school year and subjected to random testing throughout the course of the school year. Students must provide the district with written consent signed by both the student and parent/guardian. As students enter the program throughout the school year, one mandatory screening will be required. The district will contract with a certified drug-testing laboratory to conduct testing of students' urine samples. The names of students to be tested will be selected randomly by the vendor for each testing occurrence using a Student ID number or Social Security Number. Under no circumstances will human interference be allowed to alter the randomized nature of student selection. Through the use of urine samples, the drug testing vendor will be able to detect the presence of drugs taken prior to the test. If a student has been taking medication, he/she will need to record the type of medication being taken at the time of the test. Should a drug in this medication be detected, the district and/or Medical Review Officer will request a copy of a prescription.

A "chain of custody" procedure will be used to monitor the identity and integrity of the sample throughout the collection, transportation, and testing process. The drug testing vendor will provide the personnel to conduct the collecting, transportation, and testing as well as randomly selecting the participants to be tested. Testing results shall be kept confidential and disclosed only to the student, his or her parents/guardians, and school officials designated by the superintendent. Confidentiality shall be maintained at all levels. Results shall not be placed in student records. No action shall be taken by the school against a student with a positive test result other than suspension from participating in extracurricular activities. Students shall not be restricted from participation in any other student activities or penalized in any other way. A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences.

The penalties for positive test results will be as follows:

#### **Step 1: First Positive Test:**

- The student and parents/guardians will participate in a mandatory conference with the district's administrator and/or Campus Principal.
- The student will be suspended from participation in extracurricular activities for 30 calendar days.
- The student will retest at the end of the period of suspension and must have a negative result, and will also be retested on each of the next 3 random test dates. Consequences from a positive drug test at the end of a school year will be administered at the beginning of the next school year if time is remaining on the suspension. The student will be allowed to participate in practices, but not in any competitive activities or performances.

### **Step 2:Second Positive Test:**

- The student and parents/guardians will participate in a mandatory conference with the district’s administrator and/or Campus Principal.
- The student will be suspended from participating in extracurricular activities for 180 calendar days.
- The student will retest at the end of the period of suspension and must have a negative result, and will also be retested on each of the next 3 random test dates. Consequences from a positive drug test at the end of a school year will be administered at the beginning of the next school year if time is remaining on the suspension. The student will not be allowed to participate in any practices.

### **Step 3:Third Positive Test:**

- The student is permanently suspended from participation in the district’s extracurricular activities.

Students desiring to appeal the consequences of a positive test shall follow the appeals procedures outlined in board policy [FNG \(Legal\)](#) and [FNG \(Local\)](#). For more information regarding the Era ISD drug testing program, please contact the superintendent or high school principal. [For further information, see policy [FNF\(LOCAL\)](#). Also see **Steroids** on page 68.]

## **Sexual Harassment**

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[See **Dating Violence, Discrimination, Harassment, and Retaliation** on Page 37.]

## **Special Programs**

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

## **Standardized Testing**

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### **Secondary Grade Levels**

#### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test ([ACT](#)) or the Scholastic Aptitude Test ([SAT](#)) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary [SAT](#) (PSAT) and [ACT](#)-Aspire are the corresponding preparatory and readiness assessments for the [SAT](#) and [ACT](#), and more information can be obtained on these assessments from the school counselor.

**Note:** Participation in these assessments may qualify a student to receive performance acknowledgement on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student’s performance at a certain level on the [ACT](#) or [SAT](#) also makes the student eligible for automatic admission to a Texas public institution of higher education.

The [ACT](#) or [SAT](#) may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the school counselor for details.

#### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative ([TSI](#)) assessment.

The purpose of the [TSI](#) assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

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

### **Grades 3–8**

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

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student's individual education plan (IEP). [See **Promotion and Retention** on page 61 for additional information.]

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

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

### **High School Courses—End-of-Course (EOC) Assessments**

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

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

An 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.

[See **Graduation** on page 38 for additional information.]

## **Steroids (Secondary Grade Levels Only)**

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State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Bodybuilding, 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.

## **Students in Foster Care (All Grade Levels)**

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In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district. Please contact Deanna Harris, who has been designated as the district's foster care liaison, at (940) 665-5961 extension 225 with any questions. [See **Students in the Conservatorship of the State** on page 20 for more information.]

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

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The district provides students the opportunity to introduce the following school events: 1) Football games; and 2) Opening announcements and greetings for the school day. Students are eligible to introduce these events if they are captains of the football team, and National Honor Society officers.

If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy [FNA\(LOCAL\)](#).

[See policy [FNA\(LOCAL\)](#) regarding other speaking opportunities and **Graduation** on page 38 for information related to student speakers at graduation ceremonies.]

## **Suicide Abuse and Prevention and Intervention**

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

## **Suicide Awareness and Mental Health Support (All Grade Levels)**

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

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

## **Summer School**

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Elementary and Junior high students failing two or more core subject classes must complete summer school for promotion. High school students failing a class may attend summer school, where available, in order to make up credits. Era ISD may not provide summer school opportunities every year.

In the event that Era ISD does not provide a summer school at the end of a particular school year, it will be the responsibility of the parents to locate a summer school program and enroll their child. The program must be pre-approved by the Era ISD campus principal before ensuring that credit will be granted for any course(s) completed. Information regarding summer school classes will be made available in the spring semester.

## **Tardies (All Grade Levels)**

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A student is considered tardy if they are not in their seat when the bell has rung designating the beginning of class. Oversleeping, car trouble, and missing the bus are not acceptable excuses for being late to school. A student who is tardy to class may be assigned to detention during activity period. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the [Student Code of Conduct](#).

### **Please note:**

A student absent from school for more than half the day, other than for a documented health care appointment, may not be allowed to participate in school-related activities on that day or evening. Exceptions will be made only at the discretion of the principal.

In Secondary, a student who is tardy to class by more than 20 minutes will be counted absent.

In Elementary, students are considered absent after 9:10 a.m. If they are tardy after this time, it will be an unexcused absence. Elementary students will be required to make up tardy time during recess, P.E., or music.

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)**

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Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day. It is also important to note that educational records may not be released until all fines or monies owed to the district are paid.

## **Transfers (All Grade Levels)**

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

[See **Safety Transfers/Assignments** on page 19, **Bullying** on page 28, and **Students Who Have Learning Difficulties or Who Need Special Education Services** on page 17, for other transfer options.]

## **Transportation (All Grade Levels)**

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### **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 two or more miles from school. This service is provided at no cost to students (under some circumstances, involving student safety, the district may permit students who live within two miles of the school to use school transportation).

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.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Jeremy Thompson at (940) 665-5961 ext. 212, or either campus secretary. [See the [Student Code of Conduct](#) for provisions regarding transportation to the DAEP.]

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

- Follow the driver'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 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.
- No eating, drinking, or chewing gum on the bus without driver approval. Water bottles will be permitted.
- 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](#); the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

## Vandalism (All Grade Levels)

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The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the [Student Code of Conduct](#).

## Video Cameras (All Grade Levels)

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For safety purposes, video and audio recording equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the [Student Code of Conduct](#).

Upon written request of 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, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom.

The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal, the superintendent, or the district's technology coordinator for further information or to request the installation and operation of this equipment. [See [EHBAF\(LOCAL\)](#)].

## Visitors to the School (All Grade Levels)

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### General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Principals and other designated authorities are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school, or to request an unauthorized person or any person engaging in unacceptable conduct to leave the school grounds.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first. Students from other school districts are generally not allowed on campus, unless they are here as a result of a planned activity which requires their attendance. From time to time, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Student visitors are expected to comply with the Era [Student Code of Conduct](#) and Dress Code rules.

### Unauthorized Persons

In accordance with [Education Code 37.105](#), a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with [FNG\(LOCAL\)](#) or [GF\(LOCAL\)](#). [See also [Student Code of Conduct](#)].

## Visitors Participating in Special Programs for Students

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### Business, Civic, and Youth Groups

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

### Career Day

On certain 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.

## **Volunteers (All Grade Levels)**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus secretary for more information and to complete an application. The elementary campus secretary is Mrs. Melinda Dean, (940) 665-5961 extension 220, [deanm@eraisd.net](mailto:deanm@eraisd.net). The secondary campus secretary is Mrs. Ann Myers, (940) 665-5961 extension 210, [myersa@eraisd.net](mailto:myersa@eraisd.net).

## **Voter Registration (Secondary Grade Levels Only)**

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A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

## **Withdrawing from School (All Grade Levels)**

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A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

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

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**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT-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.

**EOC Assessments** are state-mandated and 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 United States History.

**ESSA** is the federal Every Student Succeeds Act passed in December 2015.

**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 district-wide 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](#).

**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 Academics Readiness, the state's system of standardized academic achievement assessments.

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

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

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

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

**TAC** stands for the Texas Administrative Code

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

**TSI 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.