

**Temple ISD**  
**Middle School and High School**  
**Parent and Student Handbook**

202~~5~~4–202~~6~~5 School Year



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

*Our Vision*

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

*Our Mission*

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

# TEMPLE INDEPENDENT SCHOOL DISTRICT

Physical Address: 401 Santa Fe Way, Temple, Texas 76501

Mailing Address: P.O. Box 788, Temple, Texas 76503

(254) 215-TISD (8473)

## Board of Trustees

Dan Posey, President

Ronnie Gaines, Vice-President

Virginia Suarez, Secretary

~~Linell Davis, Member~~

Shannon Gowan, Member

Shannon Myers, Member

Dawn Cook, Member

Bre'Layshia Alexander



**Temple High School**  
**415 North 31<sup>st</sup> Street**  
**Temple, TX 76504**  
**(254) 215-7000**

Jason Mayo	Principal	
<del>Katy Waller</del> <u>Barbara Epperson</u>		Associate Principal
Courtney Mitchell	Assistant Principal	
Jennifer Davis	Assistant Principal	
Stephen Cole	Assistant Principal	
Ike Hernandez	Assistant Principal	
<u>Allison Bennett</u>	<u>Assistant Principal</u>	
Jaima Ferguson	Special Education Coordinator	
Steve Prentiss	Director of Athletics	
<del>RaShonta LeBlanc</del>	<del>Assistant Director of Athletics</del>	
Robyn Buro	AP Advanced Academics	
Kaliegh Verett	IB Advanced Academics	
<del>Katie Doughty</del>	<del>Lead Counselor</del>	
Kevin Wilburn	School Counselor	
Natalie Krumnow	School Counselor	
Leslie Madrid	School Counselor	
<del>Melanie Suarez</del>	<del>School Counselor</del>	
Allison Medrano	School Counselor	
<u>Kristy Burke</u>	<u>College Career Advisor</u>	
Sherry Alblinger	Nurse	
Brenda Flores	Nurse	
Shelia Revees	LSSP	
Kelly Ford	ARD Facilitator	
<del>Stephanie Berg</del> <u>Sue Coon</u>	ARD Facilitator	
<u>Lance Jordy</u>	<u>ARD Facilitator</u>	
<u>Gretchen Bickham</u>	<u>ARD Facilitator</u>	
<u>Kassandra Haro</u>	<u>ARD Facilitator</u>	
Becky Olson	Transition Specialist	

**Fred Edwards Academy High School**  
**1414 West Barton**  
**Temple, TX 76504**  
**(254) 215-6944**

Tricia Mitchell	Principal
-----------------	-----------

Traci Dennis-Witter  
Blanca Diaz

Assistant Principal  
Secretary

**Bonham Middle School**  
**4600 Midway Drive**  
**Temple, TX 76502**  
**(254) 215-6600**

Michael Hobbs  
Pedro Hernandez  
Anitra Ball  
Meredith Cole  
Aldo Ortiz

Principal  
Assistant Principal  
Assistant Principal  
Counselor  
Counselor

~~Marti Woning~~ Erin Kanelos

Registrar

**Lamar Middle School**  
**2120 North 1<sup>st</sup> Street**  
**Temple, TX 76501**  
**(254) 215-6444**

~~Yvette Bradford~~ Michelle Rhodes

Principal

~~Cynthia Gonzales~~ Sabrina Reynolds

Assistant Principal

LaRon Slay

Assistant Principal

Leah McGuire

Counselor

~~Knisi Williams~~ Liliana Rodriguez

Registrar

**Travis Science Academy**  
**1551 South 25<sup>th</sup> Street**  
**Temple, TX 76504**  
**(254) 215-6300**

Kasey Blomquist

Principal

~~Candace Martin~~ Clayton Rushing

Assistant Principal

Matthew Fitzsimmons

Assistant Principal

Joannie Caraballo-Lopez

Assistant Principal

~~Roberto Trejo~~ Yulissa Rosa Hernandez

Counselor

~~Kim Vaughn~~ Tina Pricer  
~~Yolanda Gonzales~~ Tara Williams

Counselor  
 Registrar

## Table of Contents

<b>Table of Contents</b>	<b>5</b>
<b>Preface</b>	<b>15</b>
<b>Section I: Parental Rights</b>	<b>17</b>
Consent, Opt-Out, and Refusal Rights	17
Consent to Conduct a Psychological Evaluation	17
Consent to Human Sexuality Instruction	17
Annual Notification	17
Consent Before Human Sexuality Instruction	18
Opting Out of Human Sexuality Instruction	18
Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking	18
Annual Notification	18
Consent to Provide a Mental Health Care Service	19
Consent to Display a Student's Original Works and Personal Information	19
Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14	19
Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law	19
Opting Out of Advanced Mathematics in Grades 6-8	20
Limiting Electronic Communications with Students by District Employees	20
Objecting to the Release of Directory Information	20
Objecting to the Release of Student Information to Military Recruiters and Institutions of High Education	21
Participation in Third-Party Surveys	22
Consent Required Before Student Participation in Federally Funded Surveys, Analysis, or Evaluation	22
"Opting Out" of Participation in Other Types of Surveys or	

Screenings and the Disclosure of Personal Information . . . . .	22
Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction . . . . .	23
Reciting a Portion of the Declaration of Independence in Grades 3-12 . . . . .	23
Reciting the Pledges of the U.S. and Texas Flags . . . . .	23
Religious or Moral Beliefs . . . . .	23
Tutoring or Test Preparation . . . . .	23
Right of Access to Student Records, Curriculum Materials, and District Records/Policies . . . . .	24
Parent Review of Instructional Materials . . . . .	24
District Review of Instructional Materials . . . . .	24
Notices of Certain Student Misconduct to Noncustodial Parent . . . . .	24
Participation in Federally Required, State-Mandated, and District Assessments . . . . .	25
Student Records . . . . .	25
Accessing Student Records . . . . .	25
Authorized Inspection and Use of Student Records . . . . .	25
Teacher and Staff Professional Qualifications . . . . .	29
Students with Exceptionalities or Special Circumstances . . . . .	29
Children of Military Families . . . . .	29
Parental Role in Certain Classroom and School Assignments . . . . .	29
Multiple Birth Siblings . . . . .	29
Safety Transfers/Assignments . . . . .	30
Service Animal Use by Students . . . . .	30
A Student In Conservatorship of the State (Foster Care) . . . . .	30
A Student Who Is Homeless . . . . .	31
A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services . . . . .	32
Special Education Referrals . . . . .	32
Contact Person for Special Education Referrals . . . . .	33
Section 504 Referrals . . . . .	33
Contact Person for Section 504 Referrals . . . . .	34
Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Student in General Education . . . . .	34
Texas Driving with Disability Program . . . . .	34
A Student Who Receives Special Education Services with Other School-Aged Children in the Home . . . . .	34

A Student Who Speaks a Primary Language Other than English . . . . .	35
A Student with Physical or Mental Impairments Protected Under Section 504 . . . . .	35
<b>Section II: Other Important Information for Students and Parents . . . . .</b>	<b>36</b>
Absences/Attendance . . . . .	36
Compulsory Attendance . . . . .	36
Ages 6 and 18 . . . . .	36
Age 19 and Older . . . . .	36
Compulsory Attendance – Exemptions . . . . .	37
All Grade Levels . . . . .	37
Secondary Grade Levels . . . . .	37
Compulsory Attendance – Failure to Comply . . . . .	38
All Grade Levels . . . . .	38
Students with Disabilities . . . . .	38
Ages 6 and 18 . . . . .	38
Age 19 and Older . . . . .	39
Attendance for Credit or Final Grade . . . . .	39
Extracurricular and Co-curricular Absences . . . . .	40
Official Attendance-Taking Time . . . . .	40
Documentation after an Absence . . . . .	40
Doctor’s Note after an Absence . . . . .	41
Certification of Absence Due to Severe Illness or Treatment . . . . .	41
Driver License Attendance Verification . . . . .	41
Accountability under State and Federal Law . . . . .	41
Academic Achievement Record – Transcripts . . . . .	42
Academic Dishonesty . . . . .	42
Armed Services Vocational Aptitude Battery Test . . . . .	42
Awards and Honors (Temple High School) . . . . .	43
Valedictorian and Salutatorian . . . . .	43
Senior Honors . . . . .	43
Top 10% Guidelines . . . . .	43
Awards and Honors (Middle Schools) . . . . .	44
Honors Awards . . . . .	44
Perfect Attendance Award . . . . .	44
National Junior Honor Society . . . . .	44



## Temple ISD Middle School and High School Parent and Student Handbook

Middle School Top 10%	46
Bullying	46
Career and Technical Education (CTE) and Other Work-Based Programs	48
Celebrations	48
Change of Address	49
Child Sexual Abuse, Neglect, Trafficking and Other Maltreatment of Children	49
Duty to Report	49
Sexual Abuse	49
Emotional Abuse	50
Neglect	50
Description and Warning Signs of Trafficking.	50
Reporting and Responding to Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children	51
Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children	52
Class Rank/Highest-Ranking Student (Temple High School)	52
GPA Calculation	53
Class Schedules	54
Closed Campus Policy	54
Junior / Senior Lunch Exception for THS	54
College and University Admissions and Financial Aid	54
College Credit Courses	55
College Visits	56
Communications	56
Parent Contact Information	56
Automated Emergency Communications	57
Automated Nonemergency Communications.	57
Complaints and Concerns	57
Conduct	57
Applicability of School Rules	57
Campus Behavior Coordinator	58
Backpacks	58
Display of Affection	58
Disruptions of School Operations	58
After-School Detention / Saturday School	59
In-School Suspension and Out-of-School Suspension	59

# Temple ISD Middle School and High School Parent and Student Handbook

Field Trips / Extracurricular Events	. . . . .	<del>60</del>
Food and Drinks	. . . . .	<del>60</del>
Gangs	. . . . .	<del>60</del>
Hall Passes	. . . . .	<del>60</del>
Hall Sweeps	. . . . .	<del>60</del>
Restrooms	. . . . .	<del>61</del>
Skateboards	. . . . .	<del>61</del>
Smoking and Tobacco	. . . . .	<del>61</del>
Social Events	. . . . .	<del>61</del>
Counseling	. . . . .	<del>61</del>
Academic Counseling	. . . . .	<del>62</del>
Middle School Grade Levels	. . . . .	<del>62</del>
High School Grade Levels	. . . . .	<del>62</del>
Personal Counseling	. . . . .	<del>63</del>
Course Credit	. . . . .	<del>63</del>
Credit by Examination – If a Student Has Taken the Course / Subject	. . . . .	<del>64</del>
Credit by Examination for Advancement / Acceleration – If a Student Has		
Not Taken the Course / Subject	. . . . .	<del>64</del>
Dating Violence, Discrimination, Harassment, and Retaliation	. . . . .	<del>64</del>
Dating Violence	. . . . .	<del>65</del>
Discrimination	. . . . .	<del>65</del>
Harassment	. . . . .	<del>65</del>
Sexual Harassment and Gender-Based Harassment	. . . . .	<del>66</del>
Pregnancy or Related Conditions	. . . . .	<del>66</del>
Retaliation	. . . . .	<del>66</del>
Reporting Procedures	. . . . .	<del>66</del>
Investigation of Report	. . . . .	<del>67</del>
Distance Learning	. . . . .	<del>67</del>
Texas Virtual School Network (TxVSN)	. . . . .	<del>68</del>
Distribution of Literature, Published Materials, or Other Documents	. . . . .	<del>68</del>
School Materials	. . . . .	<del>68</del>
Nonschool Materials	. . . . .	<del>68</del>
From Students	. . . . .	<del>68</del>
From Others	. . . . .	<del>69</del>
Dress and Grooming	. . . . .	<del>69</del>
Edwards Academy Enrollment Process	. . . . .	<del>71</del>

# Temple ISD Middle School and High School Parent and Student Handbook

Identification . . . . .	71
Application . . . . .	72
Electronic Devices and Technology Resources . . . . .	72
Safe Use of Technology . . . . .	72
Electronic Communication Devices and State Testing . . . . .	73
Possession and Use of Personal Telecommunication Devices, Including Cell Phones, and Other Electronic Devices . . . . .	73
Instructional Use of Personal Telecommunications and Other Electronic Devices . . . . .	74
Acceptable Use of District Technology Resources . . . . .	74
Temple ISD Technology Use Agreement . . . . .	74
Unacceptable and Inappropriate Use of Technology Resources . . . . .	77
Emergent Bilingual Students. . . . .	77
Extracurricular Activities, Clubs, and Organizations . . . . .	78
Standards of Behavior . . . . .	79
Office and Elections . . . . .	79
Family / Student Access to Skyward . . . . .	79
Fees . . . . .	80
Fines . . . . .	81
Fundraising . . . . .	81
Gang-Free Zones . . . . .	81
Grade-Level Classification . . . . .	81
Grading Guidelines . . . . .	81
Zeros . . . . .	82
Computing Grades . . . . .	82
Temple High School . . . . .	82
Middle School . . . . .	83
Makeup Work Due to Absences . . . . .	83
Late Work / Makeup for Failing Grades . . . . .	84
Semester Exams for Middle Schools . . . . .	84
Semester Exams for Temple High School . . . . .	84
Semester Exam Exemption Policy for Temple High School . . . . .	84
Graduation . . . . .	86
Requirements for a Diploma . . . . .	86
Testing Requirements for Graduation . . . . .	86
Foundation Graduation Program . . . . .	86

Credits Required . . . . .	87
Available Endorsements . . . . .	89
Financial Aid Application Requirement . . . . .	89
Personal Graduation Plans . . . . .	90
Available Course Options for All Graduation Programs . . . . .	90
Certificates of Coursework Completion . . . . .	90
Students with Disabilities . . . . .	90
Graduation Activities . . . . .	91
Graduation Cords and Medals . . . . .	92
Graduation Speakers . . . . .	92
Graduation Expenses . . . . .	92
Scholarship and Grants . . . . .	92
Early Graduation . . . . .	93
Hazing . . . . .	93
Health-Related Matters . . . . .	94
Illness . . . . .	94
Bacterial Meningitis . . . . .	94
Chronic Medical Problems . . . . .	95
Diabetes . . . . .	95
Temporary Restriction from Participation in Physical Education . . . . .	95
Food Allergies . . . . .	95
Head Lice . . . . .	96
Medical Guidelines . . . . .	96
Physical Activity Requirements . . . . .	97
Middle School . . . . .	97
Health-Related Resources, Policies and Procedures . . . . .	97
Physical and Mental Health Resources . . . . .	97
Policies and Procedures that Promote Physical and Mental Health . . . . .	97
School Health Advisory Council (SHAC) . . . . .	98
Student Wellness Policy / Wellness Plan . . . . .	98
Other Health-Related Matters . . . . .	98
Physical Fitness Assessment . . . . .	98
Seizures . . . . .	98
Vending Machines . . . . .	99
Tobacco, E-Cigarettes, and Nicotine Products Prohibited . . . . .	99

# Temple ISD Middle School and High School Parent and Student Handbook

Asbestos Management Plan . . . . .	99
Pest Management Plan . . . . .	99
Homeless Students . . . . .	100
Homework . . . . .	100
Immunization . . . . .	100
Law Enforcement Agencies . . . . .	102
Questioning of Students . . . . .	102
Students Taken Into Custody . . . . .	103
Notification of Law Violations . . . . .	103
Leaving Campus . . . . .	104
During Lunch . . . . .	105
At Any Other Time During the School Day . . . . .	105
Loitering . . . . .	105
Student Location / Unsupervised Area . . . . .	105
Lost and Found . . . . .	105
Makeup Work . . . . .	106
Makeup Work Because of Absence . . . . .	106
Opportunity to Complete Courses . . . . .	106
Medicine at School . . . . .	107
Asthma and Severe Allergic Reactions . . . . .	108
Unassigned Medication for Respiratory Distress . . . . .	108
Mental Health Support . . . . .	109
Nondiscrimination Statement . . . . .	109
Parent and Family Engagement . . . . .	110
Working Together . . . . .	110
Parking and Parking Permits . . . . .	111
Physical Examinations / Health Screenings . . . . .	113
Athletics' Participation . . . . .	113
Examinations and Screenings . . . . .	114
Spinal Screening Program . . . . .	114
Pledges of Allegiance and a Minute of Silence . . . . .	114
Prayer . . . . .	115
Promotion and Retention . . . . .	115
High School Grade Levels . . . . .	115
Repeating a High School Credit Course . . . . .	116
Report Cards / Progress Reports and Conferences . . . . .	116

# Temple ISD Middle School and High School Parent and Student Handbook

Safety	116
Accident Insurance	117
Articles: Lost or Stolen	117
Articles: Money, Valuables, Etc.	117
Drug and Safety Information Tip Line	117
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies	118
Preparedness Training: CPR and Stop the Bleed	118
Emergency Medical Treatment and Information	118
Emergency School-Closing Information	118
Schedule Changes	119
School Facilities	120
Use by Students Before and After School	120
Library	120
Food and Nutrition Services	120
Meal Charge Policy	121
Community Eligibility Provision	121
Deliveries	122
Meeting of Noncurriculum-Related Groups	122
Searches and Investigations	122
District Property	122
Searches in General	123
Metal Detectors	123
Lockers	123
Telecommunications and Other Electronic Devices	123
Trained Dogs	124
Vehicles on Campus	124
Random Drug Testing	124
Special Programs	124
Standardized Testing	124
SAT / ACT (Scholastic Aptitude Test and American College Test)	124
TSI (Texas Success Initiative) Assessment	125
STAAR (State of Texas Assessment of Academic Readiness)	125
Grades 3-8	125
Standardized Testing for a Student Enrolled Above Grade Level	125
Requesting Administration of STAAR / EOC in Paper Format	126

## Temple ISD Middle School and High School Parent and Student Handbook

Standardized Testing for a Student in Special Programs	.	.								<del>126</del>
Personal Graduation Plans – Middle School Students	.	.								<del>126</del>
High School Courses – End of Course (EOC) Assessments	.	.								<del>127</del>
Steroids	.	.	.	.	.	.	.	.	.	<del>127</del>
Student Speakers	.	.	.	.	.	.	.	.	.	<del>127</del>
Suicide Awareness	.	.	.	.	.	.	.	.	.	<del>127</del>
Tardies	.	.	.	.	.	.	.	.	.	<del>128</del>
Textbooks, Electronic Textbooks, Technological Equipment, and Other										
Instructional Materials	.	.	.	.	.	.	.	.	.	<del>128</del>
Transfers	.	.	.	.	.	.	.	.	.	<del>128</del>
Transportation	.	.	.	.	.	.	.	.	.	<del>128</del>
School-Sponsored Trips	.	.	.	.	.	.	.	.	.	<del>128</del>
Buses and Other School Vehicles	.	.	.	.	.	.	.	.	.	<del>129</del>
Vandalism	.	.	.	.	.	.	.	.	.	<del>130</del>
Video Cameras	.	.	.	.	.	.	.	.	.	<del>130</del>
Visitors to the School	.	.	.	.	.	.	.	.	.	<del>130</del>
General Visitors	.	.	.	.	.	.	.	.	.	<del>130</del>
Unauthorized Persons	.	.	.	.	.	.	.	.	.	<del>131</del>
Visitors Participating in Special Programs for Students	.	.	.	.	.	.	.	.	.	<del>131</del>
Registered Sex Offenders on District Premises	.	.	.	.	.	.	.	.	.	<del>132</del>
Volunteers	.	.	.	.	.	.	.	.	.	<del>132</del>
Voter Registration	.	.	.	.	.	.	.	.	.	<del>132</del>
Withdrawing from School	.	.	.	.	.	.	.	.	.	<del>132</del>
<b>Glossary</b>	.	.	.	.	.	.	.	.	.	<b><del>133</del></b>
<b>Appendix: Freedom from Bullying Policy</b>	.	.	.	.	.	.	.	.	.	<b><del>136</del></b>

## **Preface**

To Students and Parents:

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

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

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

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

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

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

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



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

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

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

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

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

The District's official policy manual is available for review in the district administration office and an unofficial electronic copy is available at [www.tisd.org](http://www.tisd.org).

### **Accessibility**

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

## Section I: Parental Rights

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

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

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

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

#### ***Consent to Human Sexuality Instruction***

##### **Annual Notification**

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

In accordance with state law, a parent may:

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

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

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

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

### **Consent Before Human Sexuality Instruction**

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

### **~~Opting Out of Human Sexuality Instruction~~**

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

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

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

### **Annual Notification**

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

In accordance with state law, a parent may:

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

### ***Consent to Provide a Mental Health Care Service***

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

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

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

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

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes artwork, special projects, photographs, original videos or voice recordings and other original works.

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

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

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

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

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

- School safety
- Classroom instruction or a co-curricular or extracurricular activity

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

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

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

### ***Opting Out of Advanced Mathematics in Grades 6-8***

The District will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 40 percent on the grade 5 mathematics STAAR or a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

The student's parent may opt the student out of automatic enrollment in an advanced mathematics course.

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

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

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

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

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

The Family Educational Rights and Privacy Act, or FERPA, permits the District to disclose appropriately designated "directory information" from a student's education records without written consent. "Directory information" is information, that, if released, is generally not considered harmful or an invasion of privacy. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for

publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the District to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

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

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

As allowed by state law, the District has identified two directory information lists—one for school-sponsored purposes and a second for all other requests. For district publications and announcements, the District has designated the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of student; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. If a parent does not object to the use of your child's information for these school-sponsored purposes, the school will not ask permission each time the District wishes to use the information for the school-sponsored purposes listed above.

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

### ***Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education***

Unless a parent has advised the District not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the District to comply with requests by a military recruiter or an institution of higher education for students' names, addresses, and telephone listing.

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the District not to release this information.

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

### **Consent Required Before Student Participation in a Federally Funded Survey**

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

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

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

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

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

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

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;

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

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

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

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

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

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

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

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

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

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

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



If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

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

### ***Parent Review of Instructional Materials***

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

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

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

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

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

### ***District Review of Instructional Materials***

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

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

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

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

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

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

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

## ***Student Records***

### **Accessing Student Records**

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

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

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

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

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

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

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

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

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

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

- Legitimate educational interest may include"
  - Working with the student;
  - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
  - Compiling statistical data;

- Reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- School officials may include
  - Board members and employees, such as the superintendent, administrators, and principals;
  - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
  - A person or company with whom the District has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
  - A person appointed to serve on a team to support the district's safe and supportive school program;
  - A parent or student serving on a school committee; or
  - A parent or student assisting a school official in the performance of his or her duties.
- FERPA also permits the disclosure of personally identifiable information without written consent to authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which the student is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details.

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

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

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

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

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

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

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

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

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

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

### **Students with Exceptionalities or Special Circumstances**

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

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

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Enrollment in virtual or hybrid courses offered by the district or another district or school ~~the Texas Virtual School Network (TXVSN).~~
- Graduation requirements.

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

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

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

#### **Multiple Birth Siblings**

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

## **Safety Transfers/Assignments**

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

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

Transportation is not provided for a transfer to another campus.

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

The Board will honor a parent's request for the transfer of his or her student to another district campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. In accordance with policy FDE, if the victim does not wish to transfer, the District will transfer the assailant.

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

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

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

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

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

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

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

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

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

- Assist the student with the completion of any application for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

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

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

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

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



- Awarding partial credit when a student passes only one half of a two-half course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

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

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

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

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

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

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

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

### **Special Education Referrals**

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

evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

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

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

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

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

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

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

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

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

### **Section 504 Referrals**

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

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

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

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

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

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

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

### **Texas Driving with Disability Program**

In accordance with state law, the District will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21<sup>st</sup> birthday and to the student's parents.

The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

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

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

***A Student Who Speaks a Primary Language Other than English***

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

***A Student with Physical or Mental Impairments Protected Under Section 504***

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

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

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

### **Absences/Attendance**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Parents should call the school or enter an absence request through Skyward's Family Access when their student is absent.

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

### ***Compulsory Attendance***

#### **Ages 6 and 18**

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

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

#### **Age 19 and Older**

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student incurs 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.

## ***Compulsory Attendance – Exemptions***

### **All Grade Levels**

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

- Religious holy days;
- Required court appearances;
- Appearing at a governmental office to obtain U.S. citizenship;
- Taking part in a US naturalization oath ceremony;
- Serving as an election clerk;
- Health-care appointments for the student or a child of the student, including absences including absences related to autism services and mental health appointments~~for recognized services for students diagnosed with autism spectrum disorders~~;
- Absences resulting from a serious life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician on the District's form;
- Absences for attendance in a released time course in religious instruction; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

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

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

### **Secondary Grade Levels**

The District will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the Board has

authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of his or her visit to the driver's license office for each absence and must make up any work missed.

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university if the following conditions are met:

- The board has authorized such excused absences under policy FEA(LOCAL).
- The principal has approved the student's absence.
- The student follows campus procedures to verify the visit and makes up any work missed.

The District will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in a branch of the U.S. armed services or Texas National Guard, provided the student verifies these activities to the District.

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 student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- An election clerk, if the student makes up any work missed.

The District will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

### ***Compulsory Attendance – Failure to Comply***

#### **All Grade Levels**

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

#### **Students with Disabilities**

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

#### **Ages 6 and 18**

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

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the District will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitators for the District are

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

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

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

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

### **Age 19 and Older**

After a student age 19 or older incurs a third unexcused absence, the District is required by law to send the student a letter 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.

### ***Attendance for Credit or Final Grade***

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

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the attendance review committee will determine whether



there are extenuating circumstances for the absences and how the student can regain credit or a final grade.

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

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

The student or parent 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. After reviewing the case, the Appeals Committee will make their recommendation. Each Appeals Committee may grant credit for the course(s); grant credit with stipulations; or deny credit for the course(s).

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

Notification of absences will be done as a courtesy and shall not be a condition of students not receiving credit.

### ***Extracurricular and Co-curricular Absences***

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

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

### ***Official Attendance-Taking Time***

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

### ***Documentation after an Absence***

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

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

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

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

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

Within five days of returning to school, a student with an extended absence because of a personal illness must bring an official statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

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

### ***Certification of Absence Due to Severe Illness or Treatment***

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

### ***Driver License Attendance Verification***

A currently enrolled student seeking a driver’s license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus office at least 10 days before it is needed. The District will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available through the Texas Department of Public Safety (DPS).

## **Accountability under State and Federal Law**

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

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

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

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

## **Academic Achievement Record – Transcripts**

Transcripts for current students are processed through [templetx.scriborder.com](http://templetx.scriborder.com) located on the district website under the Student Services Department. Requests for transcripts must be made 7 days in advance to allow processing time. The first 10 copies for current students are at no charge. Cost per additional copies is in accordance with district policy.

## **Academic Dishonesty**

Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties on assignments or tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students who have engaged in academic dishonesty on a specific class assignment or test are not eligible to redo that class assignment or test for which the student received a failing grade.

## **Armed Services Vocational Aptitude Battery Test**

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Contact the campus principal for information about this opportunity.

## **Awards and Honors (Temple High School)**

### ***Valedictorian and Salutatorian***

No high school senior shall be eligible for valedictorian or salutatorian honors who have not taken as many as four (4) academic courses each year of high school. The high school valedictorian and salutatorian shall be determined on the basis of the ranking system. The ranking period shall end after the fifth six-week grading period of the senior year, and students who enroll after the second week of the spring semester of their junior year shall not be eligible for these awards.

Final ranks, valedictorian, and salutatorian will be determined by the final class rank. The ranking period shall end after the fifth six-week grading period of the senior year. The final class rank becomes a permanent record of the Academic Achievement Record (AAR); no re-ranking will occur after graduation for transcript purposes.

The student with the highest accumulated GPA is named the valedictorian, and the student with the second highest GPA is named the salutatorian. In figuring grade averages for valedictorian and salutatorian, the grade average shall not be limited to the hundredths place. In case of a tie, both or all students who are tied shall receive the honor of valedictorian or salutatorian. The highest-ranking graduate for purposes of the state first year scholarship is not subject to any residency requirement and will be the student or students who ranks highest in the class, mathematically. Students graduating earlier than they would normally graduate will not be eligible for valedictory or salutatory status.

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

### ***Senior Honors***

To be eligible for senior honors, a GPA or ranking average of 4.0 or above is required. Additionally:

1. The top 25 percent of those honor graduates shall be designated as graduating "with highest honors."
2. Those comprising the second 25 percent shall be designated as graduating "with high honors."
3. The remaining 50 percent of those students shall be designated as graduating "with honors."

### ***Top 10% Guidelines***

Students in the designated top 10% in each grade level will be recognized on an annual basis. The Top 10% is determined by the student's cumulative average of the core academic courses

of English/language arts, math, science, social studies, and languages other English. The cumulative average will be comprised of a student's semester averages during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade year. High school credit core academic courses taken in middle school will also be calculated in the student's cumulative class rank GPA. Weighted points will only be given to high school credit courses that qualify (EIC Local). The ranking period shall end after the fifth grading period for all grade levels.

Inclusion is determined by weighted grade averages earned in a minimum of three credits in core courses taken from at least the second through the fifth six-weeks grading period each year. Core courses are considered to be the same "Core Courses" as designated for class rank. The number of students per grade level is defined as the number of students enrolled each grade level at the close of school on the day fifth six weeks report cards are distributed.

## **Awards and Honors (Middle Schools)**

### ***Honor Awards***

At the end of each six weeks grading period a student must:

1. Earn A's in all subjects (All A Honor Roll)
2. Earn a combination of A's and B's (A-B Honor Roll) in all academic subjects.

At the end of the school year, awards are presented to those students who make A's and B's all year. In order to receive an award a student must:

1. Earn all A's (academics) (30) for five (5) grading periods (All A Honor Roll)
2. Earn all A's and B's in the remaining classes.

Grades up to the final three-week progress report will be used to determine eligibility for Honor Awards. Grades from a previous school will be counted in determining eligibility for the award.

Please refer to the *2021-2022 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District's website at [www.tisd.org](http://www.tisd.org), through the "Students" tab under "Handbooks".

### ***Perfect Attendance Award***

This award is presented to students who have attended every class period during the year. They must have entered the first day of school for yearly recognition.

### ***National Junior Honor Society***

The National Junior Honor Society chapters at each of the Temple ISD middle school campuses are duly chartered and affiliated chapters of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, character and citizenship. Standards for selection are

established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected for membership by a five-member faculty council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty each spring.

Students in the grades 6, 7 and 8 are eligible for membership. They must have been a student in TISD for one semester. For the scholarship criterion, a student must have a cumulative grade point average of 90 or better. This average will be based on the student's semester grades. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides information to assist in the selection process. Candidates will then be evaluated in the areas of leadership, service, character, and citizenship. A four-point system will be used, with four being high, and one being low. At least three of the student's teachers must submit an evaluation to the Faculty Council. A history of leadership experiences and participation in school or community service is required.

Several forms of input will be used to evaluate the candidates. First, documentation from the student's submitted Student Activity Form is necessary. School disciplinary records and conduct grades will also be reviewed, as well as professional reflections of the faculty.

Following notification, a formal induction ceremony will be held at the school to induct all newly selected members. Once inducted, new members are required to maintain the same level of performance in all five criteria (or better) that led to selection. This obligation includes regular attendance at chapter meetings held at least once a month and participation in the chapter service projects. Members are also expected to complete at least one hour of individual community service per semester, which must be documented for the NJHS advisor.

Students and parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

Once selected, NJHS members must maintain the standards that were the basis of selection. It is the responsibility of the chapter advisor to regularly review each member for compliance with society standards and obligations. When the advisor determines that a member is not in compliance, the advisor will notify the member in writing. The Faculty Council determines when an individual has exceeded a reasonable number of warnings, thus warranting dismissal. At that time, the member will have the right to a hearing before the Faculty Council before dismissal is final. If the advisor does not receive a request for the hearing within one week of notification, dismissal will be finalized. In cases of flagrant violation of the school rules or law, a member does not have to be warned.

Semester grade averages will determine compliance or non-compliance when looking at the scholarship criterion. For purposes of dismissal, a majority vote of the Faculty Council is required. Disciplinary measures other than dismissal may be required of the member for minor offenses. The National Council and the NASSP shall hear no appeals in dismissal cases.

### ***Middle School Top 10%***

Students in the designated top 10% on each middle school campus will be recognized on an annual basis. The Top 10% is determined by the cumulative average of the core academic courses of English/ language arts, math, science, social studies, and languages other English. The Top 10% will be comprised of the cumulative average of the student's 17 grades from the first through fifth grading periods of the current academic school year. To qualify for the Top 10%, a student must be enrolled at a Temple ISD middle school consecutively from the first through fifth grading periods of the current academic year. Weighted points will only be given to high school credit courses that qualify (EIC LOCAL). The ranking period shall end after the fifth grading period for middle school.

### **Bullying**

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

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

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

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

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

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

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

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

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. The administration will investigate any allegations of bullying or 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 through the District website at [www.tisd.org](http://www.tisd.org).

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

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

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

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



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

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

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

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

## **Career and Technical Education (CTE) and Other Work-Based Programs**

The District offers career and technical education programs in the following areas: Human Services, Technology, Health Science, Agriculture, Education, Industrial Arts, and Law.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination 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 Acts of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA / Section 504 coordinator.

## **Celebrations**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for students in the classroom for his or her birthday, please be aware that individuals in the school may have severe allergies to certain food products. Discuss this with the student's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food.

The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

### **Change of Address**

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

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

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

### ***Duty to Report***

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

### ***Sexual Abuse***

Possible warning signs to sexual abuse include:

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

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

### ***Emotional Abuse***

Possible warning signs of emotional abuse include:

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

### ***Neglect***

Possible warning signs of neglect include:

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

### ***Description and Warning Signs of Trafficking***

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

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

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;

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

Additional warning signs of labor trafficking in children include:

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

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

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

A child who has experienced any type of abuse or neglect should be encouraged to seek out a parent or trusted adult. Children may be reluctant to disclose abuse and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

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

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

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

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

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

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

### **Class Rank/Highest-Ranking Student (Temple High School)**

Class ranking shall be on the basis of designated core course averages. Designated core classes are:

English courses — Levels I–IV, ESOL I and II, Integrated Reading and Writing, Debate III.

Mathematics courses — Algebra I–II, Geometry, Precalculus, Calculus, Math Models, College Prep Math, Statistics, and IB Math Topics.

Science courses — Integrated Physics and Chemistry, Biology, Chemistry, Anatomy and Physiology, Astronomy, Medical Microbiology, Physics, Environmental Systems, AP Environmental Science, IB Environmental Systems, Advanced Animal Science, Advanced Plant and Soil Science, Food Science, and Forensic Science.

Social Studies courses — World History, U.S. History, Government, Economics, World Studies, Regional Studies, IB Psychology and Global Perspectives in Society.

Languages other than English — Levels I–V.

Graduating seniors shall be ranked within the graduating class upon the basis of weighted grade averages for the four-year program, excluding the last six weeks of the senior year. A graduating student who withdraws from THS in the final grading period of the school year shall receive grades as of the date of withdrawal and be included in the ranking for that senior Class.

Courses of study taken from non-accredited institutions shall be subject to District evaluation prior to the approval of credit and grade.

Evaluation of effort shall be by numerical grades. Numerical grades earned shall appear on the official transcript and reporting forms. The final numerical ranking average shall be the weighted sum of all designated core course numeric grades divided by the number of core courses attempted.

All designated core courses, including those with failing grades, taken in middle school, summer school, and credit recovery shall be computed in grade point average (GPA) and class ranking.

Grades from the following courses/sources shall count toward high school credits; however, these courses shall not be considered in determining GPA and class ranking: traditional correspondence courses; credit by examination, with and without instruction; distance learning courses; and independent study. Core and foreign language courses taken at the middle school level for high school credit shall be calculated in class rank and grade point average.

The basis of the ranking system shall be a bi-level academic curriculum. Courses shall be designated as Advanced Placement (AP), International Baccalaureate (IB), Advanced, or regular. For the purposes of class rank and grade point average, a six-point scale shall be used.

Each semester grade in Advanced mathematics, AP mathematics, or IB mathematics course in grades 7–8 shall be weighted with the addition of ten points. All Advanced, AP, or IB courses in grades 9–12 shall be weighted with the addition of ten points. All semester grades in core academic dual credit courses shall be weighted with the addition of seven points for students entering the 9<sup>th</sup> grade. These courses shall be coded on the student's transcript.

### ***GPA Calculation***

A student's Grade Point Average (GPA) is updated at the end of each semester by averaging the final grades for each course taken (see yearly average calculation). Students' cumulative GPA and class rank will be calculated according to the following timeline:

- January – Rank Run for all grade levels
- End of 5<sup>th</sup> Grading Period – Rank Run for all grade levels
- June – Final Transcript for Seniors ONLY (transcript updates for school records and to send to post-secondary institutions as requested)
- July / August – Rank Run for Juniors ONLY, transcript updates for grades 9 and 10.

If a student is enrolled in a course considered by the District to meet advanced measures, the course receives an additional grade point for calculating GPA. Courses designated as advanced can be found in the *TISD High School Course Catalog*. Courses that have been modified shall not earn the same number of grade points as regular or advanced.

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

## **Class Schedules**

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.

Ninth, tenth and eleventh grade students are not allowed an open period, and twelfth grade students are not allowed an open period in the middle of the day.

Students who have reduced or shortened schedules, because of academic or vocational need, are to exit the campus immediately following their final class each day. Students remaining on campus after their classes have ended are subject to disciplinary action or enrollment in additional courses. Students who have written permission to remain on campus for a specified reason must be in a supervised classroom, the library, or the office. Students are not allowed to sit in the student center, parking lot, front steps, or any other unsupervised area. Parents should pick up students in front of the student center.

## **Closed Campus Policy**

Temple ISD campuses will be closed from the time the student comes on campus until the final dismissal. Students may not leave the campus during the school day except for sanctioned school trips, vocational class jobs, special excuses for approved appointments, dual credit courses at a different campus, or end of their school day. Any student leaving campus during school hours must present a student ID card and an appropriate pass in order to exit campus. The following exceptions will be made: 1) school-related matters; and 3) students checked out by parents.

### ***Junior/Senior Lunch Exception for THS***

THS juniors and seniors have the privilege of leaving campus at lunch by showing their ID. This privilege may be suspended due to excessive absences or as a result of disciplinary action. Seniors who owe hours may not be allowed this privilege until all hours are made up.

## **College and University Admissions and Financial Aid**

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

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

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

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

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

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

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

## **College Credit Courses**

Students in grades 10–12 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 courses taught in conjunction and in partnership with Temple College which may be offered on or off campus; and
- Enrollment in courses taught at other colleges or universities.



Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The District will determine eligibility upon the student's enrollment in the dual credit course. See the high school counselor for more information.

A student may also be eligible for subsidies based on financial need for AP or IB exam fees, A student may also earn college credit for certain CTE courses.

For dual credit purposes, 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.

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.

## **College Visits**

The District will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided:

- The Board has authorized such excused absences;
- The principal has approved the student's absence; and
- The student follows campus procedures to verify the visit and makes up any work missed.

## **Communications**

### ***Parent Contact Information***

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

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

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

### ***Automated Emergency Communications***

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

### ***Automated Nonemergency Communications***

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

### **Complaints and Concerns**

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

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

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

### **Conduct**

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

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

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

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

### ***Backpacks***

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

### ***Display of Affection***

At the high school campuses, anything other than a casual hug or holding hands may be considered an unnecessary display of affection, and disciplinary action may result.

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

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

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

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

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

### ***After-School Detention / Saturday School***

Students who violate school policies (attendance, tardy, behavior) may be required to attend after-school detention or Saturday School. Students are responsible for their own transportation to and from after-school detention or Saturday School.

Serious personal illness or deaths in the immediate family are the only acceptable reasons for an excused absence from after-school detention. Extenuating circumstances will require parents to notify the principal before the assigned date or on the following day after the assignment to the detention would have begun. Failure to attend an after-school detention may result in more serious disciplinary action. While the student has been placed in the after-school detention for a designated number of days, it is possible that the student may be in the class longer than the assigned period. The length of stay will depend on the student's behavior while in the class.

While in after-school detention, students will work on school assignments and/or related work. Students will bring to class sufficient books and materials to remain busy the entire time. Reference materials will not be available.

### ***In-School Suspension and Out-of-School Suspension***

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

The following guidelines exist for students who are assigned ISS:

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

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

### ***Field Trips / Extracurricular Events***

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

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

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

### ***Food and Drinks***

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

### ***Gangs***

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

### ***Hall Passes***

In an effort to maximize instructional time it is expected that students will remain in class for the entire class period. Students should continue to utilize the passing period in order to take care of needs as they arise. Medical conditions will be documented through the nurse's office. Emergencies will be handled on a case by case basis.

### ***Hall Sweeps***

Hall sweeps may be conducted randomly throughout the day. The purpose for hall sweeps is to get students into class where the instruction occurs in a timely manner. If a student is found in the hallways after the tardy bell, that student will be directed to a designated area as determined by the campus. The student will be documented and given a pass to class with the date and time indicated.

### ***Restrooms***

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

### ***Skateboards***

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

### ***Smoking and Tobacco***

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

### ***Social Events***

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Anyone leaving before the official end of the event will not be readmitted.

All school-sponsored activities and social functions are under the direct supervision of teacher-sponsors and principals. They shall give final approval of all social activities, authorize money to be spent and determine the place and time of the event. School social activities will not be continued beyond 12:00 midnight. For secondary schools, activities will be confined to grades 9, 10, 11 and 12 unless otherwise specified by the campus administration. For middle schools, activities will be confined to grades 6, 7, and 8 unless otherwise specified by the campus administration. No school-sponsored activities may be planned without first receiving permission from the sponsor and principal and placing the date for the event on the school calendar.

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

### ***Counseling***

The District has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;

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

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

## ***Academic Counseling***

### **Middle School Grade Levels**

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

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 Levels**

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 each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admissions to state-funded Texas colleges and universities;

- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher learning to veterans and military service members for military experience, education, and training.

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***

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

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

### **Course Credit**

A student at any grade level enrolled in a high school course will earn credit for a course only if the final grade is 70 or above. For a two-part (two-semester, 1 credit course), the student's grades from both halves (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 awarded credit only for the half (semester) with the passing grade.

Students earning a grade of 70 or above in a course that counts for high school credit will not be allowed to repeat the course without the campus principal's permission. Repeating semester credit will become a local credit.



### **Credit by Examination—If a Student Has Taken the Course/Subject**

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 or a final grade by passing an examination approved by the district's Board of Trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery".

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

### **Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction for advancement or to accelerate to the next grade level. The examinations offered by the District are approved by the District's Board of Trustees. Testing windows for these will be published in district publications and on the District's website. A student may take a specific examination only once per testing window.

The only exceptions to the published dates will be for any examinations administered by another entity or to accommodate 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.

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.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 50 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP examination, 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**

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

offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

### ***Dating Violence***

Dating violence will not be tolerated at school. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if 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 ~~die by~~ commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

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

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

### ***Discrimination***

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

### ***Harassment***

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for

accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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

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

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

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

### ***Pregnancy or Related Conditions***

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

### ***Retaliation***

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

### ***Reporting Procedures***

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

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

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

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

Allegations of prohibited conduct, which included dating violence, discrimination, harassment, and retaliation, will be promptly investigated. To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. If a law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

### **Distance Learning**

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

~~If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), 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.~~

### **Virtual and Hybrid Instruction Texas Virtual School Network (TXVSN)**

A student has the option, with certain limitations, to enroll in virtual or hybrid instruction through virtual or hybrid courses offered by the District or by another district or school to earn course credit for graduation.

~~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 virtual or hybrid TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. In addition, for a student who enrolls in a virtual or hybrid TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a virtual or hybrid course offered by the District TXVSN course by contacting the school counselor. ~~Unless an exception is made by the campus 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 the policy 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 campus principal.

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

### ***School Materials***

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

### ***Non-school Materials***

#### **From Students**

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

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

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

### **From Others**

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

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

Prior review will not be required for:

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

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

### **Dress and Grooming**

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

campus. Teachers have the authority to enforce the dress code and are instructed to do so. The principal is the final authority regarding decisions about dress and grooming violations.

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

#### High School

- Articles of clothing with conspicuous or suggestive writing, pictures, or inappropriate advertising, slogans, or symbols will be considered in violation of the dress code.
- Students must wear shoes.
- Hats, caps, sunglasses or visors may not be worn inside the school building during the school.
- Students may wear scarves, wave caps, or headbands for hair restraint. Bandanas, hoods covering the head and ear buds in the ears are not allowed in the classroom.
- Undergarments must be covered.
- Inappropriate appearance will not be allowed. Clothes should be worn appropriately (i.e. pants worn at the waist). Excessively tight or baggy clothing will not be allowed. The decision on whether a style is appropriate will be at the discretion of the principal or his/her designee.
- All shirts/tops must have straps no less than two inches wide. Shirts/tops revealing the midriff or excessive cleavage are not allowed.
- See-through, open-knit, or mesh shirts are not allowed unless worn over a t-shirt/blouse or with a jacket.
- Hemlines of all garments must not be shorter than mid-thigh.
- Clothing with holes above the stated hemline allowable length may only be worn with leggings. No skin or undergarments should be visible.

#### Middle School

No clothing, make up, jewelry, accessories, tattoos, or paraphernalia will be allowed that:

- Are lewd, vulgar, morbid, slanderous, offensive, incite disruptive behavior or depict violence.
- Advertise or depict tobacco products, alcoholic beverages, guns, gambling, drugs, or any other substance prohibited under legal requirements.
- Refer to satanic, cult, gang, or drug behavior.
- Extremes of any fashion (clothing, facial piercing, tongue barbs, body piercing, hair styles, etc.) that hinder a positive learning atmosphere will not be allowed.
- No facial piercings are allowed.
- Students must wear shoes to school. "Heelie" tennis shoes and house-shoes (shoes not meant to be worn outside) are prohibited.
- Slides are not allowed.

- Caps, hats, rags, bandanas, hoods or other head attire are not allowed and may be confiscated if displayed or worn inside the building.
- Spiked accessories such as collars, necklaces, bracelets, belts, and other items are not permitted. Chains made of links with diameters larger than ½ inch are not allowed to be worn.
- See-through shirts are not allowed.  
Shirts and tops must cover the midriff.
- Shirts must have sleeves that cover shoulders.
- Dresses need to cover the shoulders or have straps at least two inches wide.
- Split sleeves are not allowed.
- Pajama style pants are not allowed.
- No baggy or over-sized pants are allowed.
- Hemlines of all garments must not be shorter than 5 inches above the knee.
- Pants/slacks/shorts must be worn at the waist at all times.
- Spandex, leggings and yoga pants must be worn with shorts, skirts, long dresses or dresses that cover the buttocks.
- Clothing with holes above the stated hemline allowable length may only be worn with leggings. No skin or undergarments should be visible.
- Trench coats or dusters are not allowed.
- Sunglasses are not allowed to be worn inside the building.
- Items of clothing, towels, straps, or strings may not be hanging or displayed over shoulders, around the neck, or from pockets.

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

## **Edwards Academy Enrollment Procedures**

### ***Identification***

Edwards Academy provides accelerated instruction for incoming or current high school students who are determined as at-risk and in danger of dropping out or has already dropped out. Students accepted to Edwards Academy must be committed to graduate and a current Temple ISD student. This campus does not serve middle school students. Incoming or current high school students meeting the following profile are eligible for the application process:

- Lack sufficient amount of credits for grade levels and behind 3 or more credits towards graduation year



- Accelerated to an age-appropriate environment
- Had experienced personal, family, or other issues which have hindered academic success and/or attendance in the traditional school setting
- Has a job or adult responsibilities that require a flexible schedule
- Any student who may require an alternate setting for learning

### ***Application***

- An application for Edwards Academy may be picked up at the THS Counseling Department.
- A completed application will be submitted to the THS Counseling Department. A parent's signature is required for an application to be accepted.
- THS Counselor sends the application to the Edwards Review Committee.
- 
- 
- Edwards Review Committee meets to determine denial of application, placement on the waiting list or scheduling of an interview / orientation for approval or denial.
- Student and parent attend scheduled interview with Edwards Academy Principal.
- Enrollment approval/denial determined after the interview by Edwards Academy Principal.

THS Administration and Edwards Academy can nominate students with extenuating circumstances to be considered for direct enrollment to Edwards Academy.

## **Electronic Devices and Technology Resources**

### ***Safe Use of Technology***

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

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

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)

- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students.

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

### ***Electronic Communication Devices and State Testing***

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

### ***Possession and Use of Personal ~~Telec~~Communications Devices, Including Cell Phones, and Other Electronic Devices***

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

~~The District permits students to possess personal mobile telephones; however, at the high school level, these devices must remain turned off during the instructional times of the day, including during all testing. At the middle school level, these devices must remain turned off during the school day.~~

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

~~Teachers and other staff will collect these devices if the staff member determines that the above rules were not followed or that instruction is being hindered in any way including repeatedly having to redirect students who have these devices out or in use. Following standard classroom management, the device will be confiscated and brought to the campus administrative office. Students may also receive a disciplinary referral for failure to follow the Student Code of Conduct. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. After multiple violations, as communicated by the campus administration, or during STAAR or End of Course exams, confiscation of a personal telecommunication device may result in a \$15.00 fine.~~

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

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

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

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

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

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

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

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

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

### ***Temple ISD Technology Use Agreement***

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

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

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

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

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

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

Temple Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages including loss of data resulting from service interruptions, negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The District specifically denies any responsibility for the accuracy or quality of such information.

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

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

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

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

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

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

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

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

## **Emergent Bilingual Students**

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

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

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

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

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

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

### **Parental Consent**

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

Some extracurricular activities may include off-campus events. students are required to use the transportation provided by the District to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

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

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

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

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

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

### ***Offices and Elections***

Certain clubs, organizations, and performing groups will hold elections for student officers.

At the beginning of each school year, each Temple High School class is organized and assigned advisors. Each class elects a president, vice-president, secretary and treasurer. In order to hold



an office, a student desiring to run for office must be carrying a full class load and meet all University Interscholastic League (UIL) regulations. In order to run for a senior class office, a student must have been enrolled at that respective TISD high school campus for one calendar year prior to the election. Sophomore and junior class officers must have been in attendance at least one semester at that respective TISD high school campus before running. Each person elected to office is allowed to hold only one office in any election. Each candidate's discipline record will be reviewed. Any serious breach of discipline may prevent a student from being a candidate. Any class officer guilty of major misconduct will be removed from office in accordance with the Extracurricular Code of Conduct.

### **Family/Student Access to Skyward**

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

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

### **Fees**

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

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

- Fees for lost, stolen, damaged, or overdue library books and / or issued technology.
- Restitution.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A maximum fee of \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a District-provided request form.
- Personal grooming and hygiene supplies
- After-school API credit recovery
- In some cases, a fee for a virtual or hybrid course ~~taken through the Texas Virtual School Network (TXVSN).~~

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

## Fines

Students who damage, lose, or fail to return school property or materials (textbooks, library books, calculators, uniforms, equipment, etc.) or who are assessed fines (~~parking, cell phones, etc.~~) will be placed on the Fine List. Students with unpaid fines may be restricted from attending extracurricular events or activities.

## Fundraising

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

## Gang-Free Zones

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

## Grade-Level Classification

After the ninth grade, students are classified according to the number of credits earned toward graduation. Grade classification for the 2021-2022 school year are as follows:

Credits Earned	Classification
6.5	Grade 10 (Sophomore)
13	Grade 11 (Junior)
19.5	Grade 12 (Senior)

## Grading Guidelines

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

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

Grades will be posted numerically from 0-100. Any grade below 70 is failing. Passing grades are 70-100. Grades assigned shall reflect student achievement of the curriculum and the student's relative mastery of an assignment. Teachers shall require the student to redo any failing assignment as outlined in the District's grading guidelines after appropriate re-teaching has occurred either in class or in another setting. Then a grade for the assignment shall be entered that reflects the student's relative mastery of the assignment.

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

## ***Zeros***

Missed tests or missing assignments do not offer data about the level of learning. Missing work should first be handled by the teacher through conferences with the student and/or his or her parents. Continued missing assignments will become a discipline issue, and the office will assist teachers in resolving the situation.

## **Computing Grades**

### ***Temple High School***

There are two categories of grades used in computing student averages. Grades that are primarily based on the student's practice of academic skills constitute the minor grade category. Grades that measure a student's academic achievement constitute major grades. Assignments that are typically considered minor grades may include homework, weekly notebook checks, warm-ups, etc. Assignments that are typically considered major grades may include projects, major papers, tests, presentations, labs, unit projects, and notebooks.

When computing final averages for the report card, teachers must do the following:

- Averages for each grading period are based on class participation, homework, daily work, unit tests, and any other instructional projects or assignments. A minimum of 2 major grades (tests, major projects, formal assessments, etc.) shall be recorded in the grade book per grading period. Courses must use the same approved formula for student evaluation each grading period. No single assignment shall account for more than 20% of the marking period grade. Students who receive a grade below 70 at the end of a grading period will be suspended from extra-curricular activities for at least the following three-week period.
- Semester Grade Averaging – Eighty-five percent of the semester grade will be the average of the grades from the three grading periods within that semester. The remaining 15% of the semester grade is the semester exam.
- Final Year Grade – For all courses, the final yearly grade is an average of the two semester grades. A student must have a grade average of 70 for the year to pass and receive one full credit. One-half credit may be awarded on a semester basis.

### ***Middle School***

When computing final averages for the report card, teachers must do the following:

- The daily grades of a student shall represent at least 40% of the report card grade given at the end of the six-week period or grading period, 50% will be based on tests/major projects and 10% on homework. A minimum of ten grades on daily work shall be recorded in the grade book for each subject. A minimum of three major grades (tests, major projects, formal assessments, etc.) shall be recorded in the grade book per grading period. Students who receive a grade below 70 at the end of a grading period will be suspended from extra-curricular activities for at least the following three-week

period. (Senate Bill 1, Chapter 33) No single grade shall account for more than 20% of a student's grade. Supporting documentation for grades of 68 or 69 will be required.

- Semester Grade Averaging – Eighty-five percent of the semester grade will be the average of the previous three grading period's grades. The remaining 15% of the semester grade is the semester exam.
- Final Year Grade – For all courses, the final yearly grade is an average of the two semester grades.

### **Makeup Work Due to Absences**

Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the time allotted for completing make-up work after an absence; however, the student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. Maximum time for completion is three days. The campus principal may review extenuating circumstances.

Teachers may assign a late penalty to any project turned in after the due date provided the teacher has notified parents and students in advance of expectations and due date. Students shall receive a zero for any assignment or test not made up within the allotted time.

Teachers may assign additional work to assure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work. The District may impose a grade penalty for make-up work after an unexcused absence or after an absence due to suspension.

### **Late Work/Makeup of Failing Grades**

Teachers shall allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade as outlined in the District's grading guidelines. Students who choose not to complete their assignments will first be held accountable by their teachers through conferencing with the student and/or his or her parents. Specific guidelines regarding point penalties for late work will be established by subject area and grade level teams and communicated to students and parents through a syllabus at the beginning of the year. These guidelines must be approved by the principal prior to inclusion in the syllabus.

### **Semester Exams for Middle Schools**

Students are not permitted to take semester exams earlier than the date(s) set by the school. Permission to miss an examination may be granted by the campus principal, and consideration is given in extreme circumstances only. All classes will give a semester exam unless permission is granted by the campus principal to exempt the class.

## **Semester Exams for Temple High School**

All semester exams must be taken during the assigned exam time. Students may not take semester exams early. If an exam must be missed, the exam must be made up after the assigned time. First semester make-up exams must be made up within the first two weeks of the second semester by scheduling with the course teacher. Second semester exams must be scheduled during the summer by calling Temple High School. Exams must be completed within the first two weeks of summer. Grades of "0" will be entered on report cards for all missed exams and grade change forms will be required after exams are made up. Extenuating circumstances must be documented and exceptions approved by a THS Administrator.

## **Semester Exam Exemption Policy for Temple High School**

Students may be exempt from their fall and spring semester exams according to the guidelines below.

To be exempt from a semester exam in a class, the student must meet one of the following qualifications.

- An average of 90 or better for the semester and no more than 3 absences in the class for the semester, OR
- An average of 80 or better for the semester and no more than 2 absences in the class for the semester

For classes that have a performance or project as their final exam - In cases where the final exam is a performance or project to be presented during the designated final exam time and class preparation time was provided during the weeks prior to the exam, the teacher reserves the right to grant the exemption. This is noted in the course syllabus.

Absences that do not affect exemption status are:

- Medical appointments which are documented with a doctor's note furnished to the attendance office upon return to school (E-ME or V-DR)
- Parent notes as allowed by TISD policy (students are allowed 3) (E-PN)
- Funeral for immediate family members up to 3 days (E-FN) • School functions (V-EX, V-KC, V-OF)
- Religious holy days (V-RE)
- Military deployment of an immediate family member (V-MI)
- College visits up to 2 days (per year for Juniors and Seniors only) (V-CL)
- Required court dates (V-CO)

For the purposes of exam exemption only, three (3) tardies count as one (1) absence.

No early testing is allowed. Students can make up a semester exam without penalty.

Make-up exams must be completed within two (2) weeks for the Fall exams and within six (6) weeks for the Spring exams.

Exemptions are determined on a period by period basis; therefore, students will be notified by each class period of their exemption status on –

- December 13, 2022 (9th-12th) - Fall Semester Exams
- May 12, 2023 (Seniors) - Spring Semester Exams
- May 23, 2023 (9th-11th) Spring Semester Exams At that time, teachers will communicate any specific information regarding the exam.

Exam exemptions do not excuse students from attending school during the period that exams are being administered. An unexcused absence will result in a “0” for the Semester Exam grade on the student’s report card. • NOTE: Students who do not report to class during the exam period are given a “0” for the Semester Exam grade even if they qualified for an exemption.

All exemptions must be applied consistently to all students in the course and communicated to students and parents in advance. To appeal your exemption status, submit your request with an explanation in writing to the Associate Principal.

## **Graduation**

### ***Requirements for a Diploma***

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by law;
- 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;
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE); and
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

### ***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 allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized

assessments or on the state-developed assessment used for entrance into Texas public universities.

If a student fails to perform satisfactorily on an EOC assessment, the District will provide remediation in the applicable content area. This may require participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two 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.

### ***Foundation Graduation Program***

Every Texas public school student will graduate under the “foundation graduation program.” The foundation graduation program features 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.

A student can complete the foundation graduation program with a “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.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student’s sophomore year, the student and student’s parent may request that the student graduate without an endorsement. The District will advise the student and the student’s parent 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. The student and the student’s parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments 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 acknowledgments are



prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

### Credits Required

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	3	3
Physical education	1	1
Language other than English	2	2
Fine arts	1	1
Electives	5	7
<b>Total</b>	<b>22 credits</b>	<b>26 credits</b>

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 four-year Texas 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.
- **Language other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. A student may satisfy one of the two required credits by successfully completing a dual language immersion program in elementary school. 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 which endorsement he or she wishes to pursue:

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

### ***Financial Aid Application Requirement***

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the District indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the District indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

Please contact the school counselor for more information.

- To confirm that a student has completed and submitted a TASFA, the student must submit a screenshot that includes the processed date field of the FAFSA Apply Texas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFAS;
- A copy or screenshot of the FAFSA acknowledgement page;
- A screenshot of the TASFA submission acknowledgement page (from those institutions that offer an electronic form);
- An acknowledgement receipt from an institution of higher education (IHE); or
- A copy of a financial aid award letter from an IHE.

### **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 is a requirement for 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***

Each spring, the District will update students on the courses required or offered in each curriculum area so students each spring in order to enroll for the upcoming school year. The District may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the District. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the

District will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### ***Certificates of Coursework Completion***

A certificate of coursework completion will not 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.

### ***Students with Disabilities***

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

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

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

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. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

### ***Graduation Activities***

The commencement ceremony is a school-sponsored, school-related activity; therefore, any student misbehavior that requires an administrative response or failure to follow school rules and regulations may result in exclusion from extracurricular activities, such as field trips and commencement exercises/award ceremonies. Participation in graduation is considered a privilege, not a right.

Seniors who are failing a course required for graduation, or who have unpaid fines will not be eligible to attend senior activities.

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 will be allowed to participate in graduation activities, provided the student meets the following criteria:

1. A student must receive credit in each course taken during the final year of enrollment.
2. A student must have an attendance record for the final year of enrollment indicating no referrals for enforcement of compulsory attendance laws, or have an attendance record for the final year of enrollment that would not place the students in violation of compulsory attendance requirements.
3. A student shall have participated in 85 percent of the District's state testing tutorials.

However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Students that have not met the state testing requirements will be issued a certificate or coursework completion. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Graduation exercises shall be held at the end of the school year. Each student who completes all of the graduation requirements shall be eligible to participate in graduation exercises. A student wishing to graduate in three years must have written permission from the high school principal prior to beginning his or her final year.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### ***Graduation Cords and Medals***

Graduation cords are limited to approved academic organizations, endorsements as noted on the student's transcript, and confirmed military enlistments.

Approved academic organizations include International Baccalaureate Anticipated Diploma Recipients, National Honor Society Members, Mu Alpha Theta, and the Texas BioScience Associate Degree Recipients. Endorsements as noted in Texas statute include STEM, Public Service, Business and Industry, Arts and Humanities, and Multidisciplinary. Students who have officially enlisted in the military will receive a sash from their military branch.

The only additional approved attire for graduation includes a Temple High School Medal with the official crest received by all students the morning of graduation, medals for the TOP TEN graduates, and medals received by state UIL winners.

### ***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. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

### ***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.

### ***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, Teach for Texas Grant Program and Future Texas Teachers Scholarship Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

Contact the school counselor for information about other scholarships and grants available to students.

### ***Early Graduation***

Students wishing to graduate in three years must have written approval from the high school principal prior to the beginning of their final year. Potential three-year graduates will be reclassified at the end of first semester of their last year if their credits and petition for graduation plan warrant such an action. Early graduates may be extended senior privileges at the beginning of the spring term of approved graduation year. There will not be an early graduation ceremony held in December. Early graduates may participate in the graduation ceremony in May/June but will not be eligible for Valedictorian or Salutatorian honors. Early graduates' class ranks and GPAs will be determined at time of graduation.

### **Hazing**

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

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics, or consumption of food, liquids, drugs, or other substances;
- Any activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and

- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The District will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal, superintendent or law enforcement official.

## **Health-Physical and Mental**

### **Health-Related Services**

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

The following health related services are offered:

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

### ***Illness***

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

1. Fever over 100 degrees or greater. (May return to school if fever free for 24 hours without the use of fever reducing medication)
2. Vomiting (May return to school when free of vomiting for 24 hours without the use of medication to prevent vomiting)
3. Diarrhea (May return to school when free of diarrhea for 24 hours without the use of diarrhea preventing medication)
4. Rash of unknown origin (May return to school when rash subsides or written documentation from physician stating student is non-contagious)

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

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

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

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

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

### ***Bacterial Meningitis***

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

Entering college must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### ***Chronic Medical Problems***

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

### ***Diabetes***

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

### ***Temporary Restriction from Participation in Physical Education***



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

### ***Food Allergies***

Parents should notify the District when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or possibly life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your student has a known food allergy or as soon as possible after any diagnosis of a food allergy.

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

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

### ***Head Lice***

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

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

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent lice from returning.

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

### ***Medical Guidelines***

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

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

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

#### **Middle School**

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 at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

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

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

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

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

### ***Policies and Procedures that Promote Student Physical and Mental Health***

The District has adopted board policies that promote student physical and mental health. Local policies on the topics below can be found in the District's policy manual available at the central administration office and online at [www.tisd.org](http://www.tisd.org)

- Food and Nutrition Management: CO, COA, COB;
- Wellness and Health Services: FFA;
- Physical Examinations: FFAA;
- Immunizations: FFAB;
- Medical Treatment: FFAC;
- Communicable Diseases: FFAD;
- School-Based Health Centers: FFAE;
- Care Plans: FFAF;
- Crisis Interventions: FFB;
- Trauma-Informed Care: FFBA;
- Student Support Services: FFC;
- Student Safety: FFF;
- Child Abuse and Neglect: FFG;
- Freedom from Discrimination, Harassment, and Retaliation: FFH;
- Freedom from Bullying: FFI.

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

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

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

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

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

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

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

### ***Other Health-Related Matters***

#### **Physical Fitness Assessment**

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

#### **Seizures**

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

#### **Vending Machines**

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

#### **Tobacco, E-Cigarettes, and Nicotine Products Prohibited**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at

any time or while attending an off-campus school-related activity. With limited exceptions for medication, students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

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

### **Asbestos Management Plan**

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

### **Pest Management Plan**

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

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

### **Homeless Students**

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

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings not designed for or ordinarily used as a regular sleeping accommodation for human beings; and
- migratory children who qualify as homeless because the children are living in circumstances described above.

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

## **Homework**

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

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

## **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347. The form must be notarized and the original copy submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

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

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

### **Immunization Requirements Reference Guide for the 2024-2025 School Year**

3 year olds and 4 year olds (PRE K) ✓*HIB and PCV not routinely administered to children  $\geq$  5 years of age.*

4 doses of DTP, DTaP, DT

3 doses of Polio

1 dose of MMR<sup>1</sup> on/after 1<sup>st</sup> birthday

3 doses of HIB with the 3<sup>rd</sup> dose given on/after 1<sup>st</sup> birthday and at least 2 months since dose #2  
OR 1 dose on/after 15 months of age

4 doses of PCV<sup>2</sup> with one given after 1<sup>st</sup> birthday OR 1 dose on/or after 24 months of age

3 doses of Hepatitis B<sup>1</sup>

1 dose of Varicella<sup>1, 4</sup> on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)

2 doses of Hepatitis A<sup>1</sup> on/after 1<sup>st</sup> birthday (must allow 18 months between doses\*)

#### Kindergarten – Sixth Grade

✓*Ages 7 years and older, 3 doses of DTP containing vaccine with one dose on/after 4<sup>th</sup> birthday.*

5 doses of DTP, DTaP, DT with one on/after 4<sup>th</sup> birthday OR 4 doses if one dose is on/after the 4<sup>th</sup> birthday

4 doses of Polio with one on/after 4<sup>th</sup> birthday OR 3 doses if one dose is on/after 4<sup>th</sup> birthday

2 doses of MMR<sup>1</sup> on/after 1<sup>st</sup> birthday

3 doses of Hepatitis B<sup>1, 3</sup>

2 doses of Varicella<sup>1, 4</sup> on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)

2 doses of Hepatitis A<sup>1</sup> on/after 1<sup>st</sup> birthday (must allow 18 months between doses\*)

#### Seventh Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4<sup>th</sup> birthday, AND 1 dose of Tdap within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

4 doses of Polio with one on/after 4<sup>th</sup> birthday OR 3 doses if one dose is on/after 4<sup>th</sup> birthday

2 doses of MMR<sup>1, 6</sup> on/after 1<sup>st</sup> birthday

3 doses of Hepatitis B<sup>1, 3</sup>

2 doses of Varicella<sup>1, 4</sup> on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)

2 doses of Hepatitis A<sup>1</sup> on/after 1<sup>st</sup> birthday (must allow 18 months between doses\*)

1 dose of quadrivalent meningococcal conjugate vaccine (MCV or MenACWY) on or after the student's 11<sup>th</sup> birthday

#### Eighth – Twelfth Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4<sup>th</sup> birthday, AND 1 dose of Tdap is required within the last 10 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

4 doses of Polio<sup>5</sup> with one on/after 4<sup>th</sup> birthday OR 3 doses if one dose is on/after 4<sup>th</sup> birthday

2 doses of Measles, 1 dose of Mumps and 1 dose of Rubella on/after the 1<sup>st</sup> birthday

3 doses of Hepatitis B<sup>1, 3</sup>

2 doses of Varicella<sup>1, 4</sup> on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)

1 dose of quadrivalent meningococcal conjugate vaccine (MCV or MenACWY) on or after the student's 11<sup>th</sup> birthday

## **Law Enforcement Agencies**

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

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

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

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

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

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



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

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

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

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

The District is required by state law to notify:

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

## **Leaving Campus**

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

Parental consent is required before any student leaves campus for any part of the school day. For students in middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required. The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.

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

if the student is 18 years of age or is an emancipated minor, the student may sign him or herself out of school. Documentation regarding the reason for the absence will be required.

## ***During Lunch***

The THS campus is considered as "closed" for all students except juniors and seniors. Juniors and seniors must present a student ID card showing their grade level and have a valid parking sticker on their vehicle to leave at lunch time.

### ***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.

### **Loitering**

Loitering on school property, after being warned to leave, constitutes trespassing. Students that are not under the direct supervision of a teacher, who do not have an assigned class or who do not have a scheduled activity after school must be off campus within a reasonable time after the last class. Students are asked to move from one class to another in an orderly and efficient manner. Students who loiter will be subject to disciplinary action and/or truancy. The parking lots are off-limits for students except when arriving at school, leaving and returning from lunch (juniors and seniors only), and leaving in the afternoon. Visiting or loitering in the lot will not be allowed. There will be a TISD staff person on duty during and after school hours having the delegated authority to handle problems. Avoid leaving valuable objects or items in unlocked cars.

### ***Student Location/Unsupervised Area***

After arriving at school, students must be in the student center, cafeteria, or in an area supervised by a teacher or other school employee. Students should not be in areas that are not supervised. This would include, but not limited to parking lots, fields, athletic facilities, or vocational areas.

### **Lost and Found**

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

### **Makeup Work**

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

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

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

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be

excused or unexcused, all absences account for the 90 percent threshold in regard to the state laws surrounding “attendance for credit or final grade.”

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

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

Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the time allotted for completing make-up work after an absence; however, the student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. Maximum time for completion is three days. The Principal may review extenuating circumstances.

Teachers may assign additional work to assure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

Please refer to the *2021-2022 TISD District Policies, Procedures and Guidelines for Grading Promotion, Retention, and Placement* that is a separate document from the Temple ISD Parent and Student Handbook. This document is assessable on the District’s website at [www.tisd.org](http://www.tisd.org), through the Secondary Education Department under “Students” tab under “Handbooks”.

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

A student removed from the regular classroom to ISS or another setting, other than 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 the 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.

### **Medicine at School**

Medication that must be administered to a student during school hours must be provided by the student’s parent and transported to and from school by the parent. All medication(s) to be administered during the school day must have orders written by a qualified health care provider. A form from the student’s health care provider requesting administration of medication by school personnel must be on file in the nurse’s office. This form must include a written and signed request by the parent/guardian indicating permission for the District to administer the requested medication. **The Physician’s Request for Administration of Medication by School Personnel** and the **Parent’s Request for Administration of Medication**

**by School Personnel** forms are available in the nurse's office and on the Temple ISD Health Services web page. All medication given during the school day or school related activity will be administered exactly as written on the **Physician's Request for Administration of Medication by School Personnel** form. The written request form must be dated for the current school year and expires at the end of the current school year. A new completed form is required if there is a change in the way or how the medication is to be administered (i.e. dose, time, medication). These forms will be kept in a confidential secure location in the nurse's office and ultimately filed in the student's Cumulative Health Folder. All health records will be stored as per the District's records retention policy.

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

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

- Prescription medication must be in the original, properly labeled container containing the student's name, physician's name, date, name of medication, and dosage instructions. Medication is provided by the parent along with a written request from a qualified health care provider. All medication given during the school day or school related activity will be administered exactly as written on the **Physician's Request for Administration of Medication by School Personnel** form.
- Prescription medication transferred to a properly labeled container by a registered nurse from the original medication filled from the original, properly labeled container with the student's name, physician's name, date, name of medication, and dosage instructions.
- Treatments such as essential oils or herbal supplements are not **FDA Drug Approved** and will not be administered at school.

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

### ***Asthma and Severe Allergic Reactions***

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has

written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

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

### **Unassigned Medication for Respiratory Distress**

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

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

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

### ***Mental Health Support***

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

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

- Positive behavior interventions and supports;
- Positive youth developments; and
- Safe, supportive, and positive school climates.

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

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

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

## **Nondiscrimination Statement**

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

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

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

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

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

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Amanda Necessary, Director of 504 and Counseling, (254) 215-7280, 401 Santa Fe Way, Temple, Texas 76501;
- For all concerns regarding discrimination, see the Superintendent: Dr. Bobby Ott, (254) 215-6760, 401 Santa Fe Way, Temple, Texas 76501.

## **Parent and Family Engagement**

### **Parental Rights and Options**

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

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

### ***Working Together***

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

- Encouraging your student to put a high priority on education and working with your student every day to make the most of the educational opportunities the school provides.
- Ensuring that your student completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your student's school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your student.
- Reviewing the requirements and options for graduation with your student in middle school and again while your student is enrolled in high school.



- Monitoring your student's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. The District will provide at least two opportunities for in-person conferences during each school year for each parent of a child enrolled in the District with the child's teachers. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction, human sexually instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Monday of each month at 6 P.M. at the Temple ISD Administration Building. An agenda for a regular or special meeting is posted no later than 3 business days ~~72 hours~~ before each meeting at the Administration Building and on the District's website.

## **Parking and Parking Permits**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicion exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that their keys are not given to other students. Students will be held responsible for any prohibited objects or substances, such as alcohol, illegal drugs, drug paraphernalia, tobacco products, guns or other weapons, ammunition that are found in their cars and will be subject to disciplinary action.

A student's parking privileges may be suspended at any time for vehicle operation issues deemed to be excessively reckless or that result in a major disruption of the educational environment.

All student vehicles must have a parking permit. The only designated student parking lot is located in front of the student center. Students are not permitted to park in lots designated for faculty or staff. Students are not permitted to park anywhere else on campus unless written arrangements have been made with campus administration.

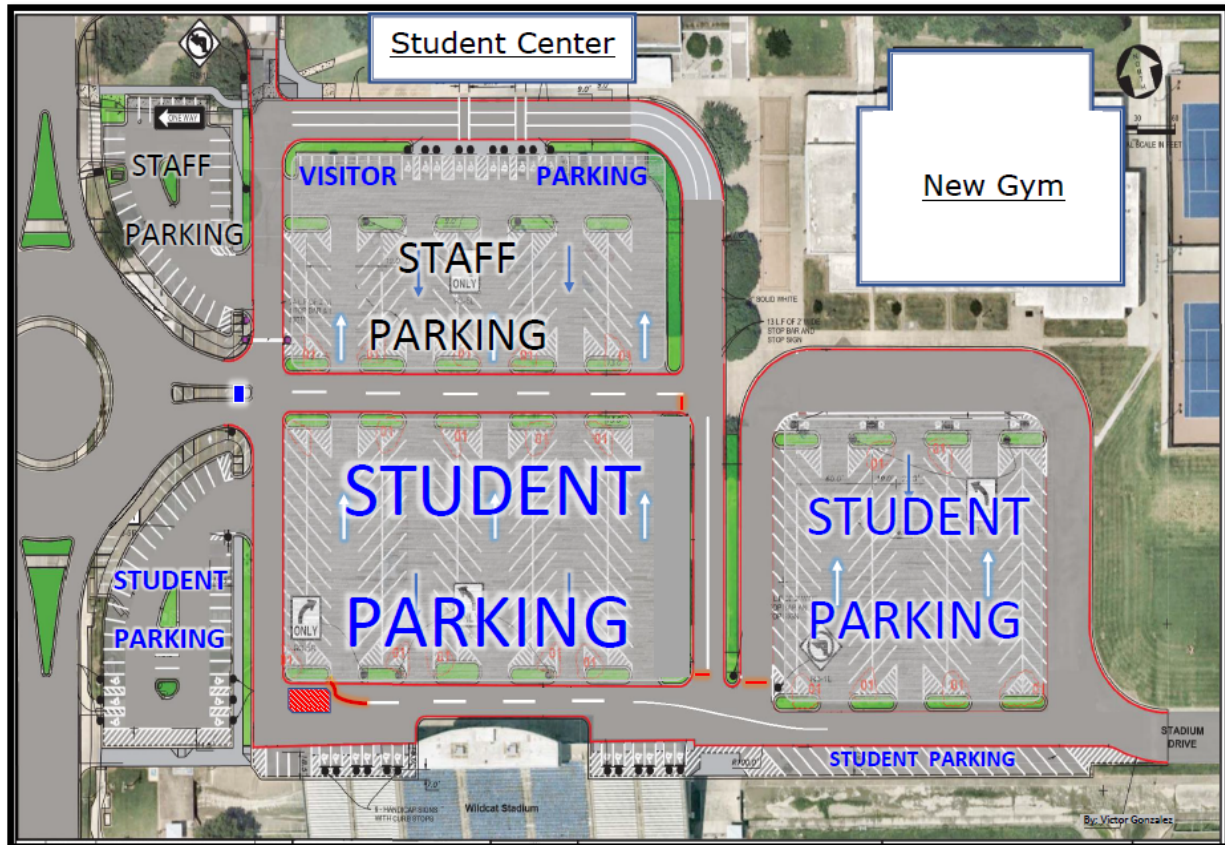
The initial parking ticket for no parking permit or an expired parking permit will be a warning ticket. This will be a good opportunity to purchase a valid parking permit without a penalty. Parents will be contacted when a student receives a parking ticket.

Violations include, but not limited to, the following:

- Unsafe operation of a motor vehicle as determined by a security officer, teacher, or administrator.
- Failing to stop when instructed to do so by a security officer, teacher, or administrator.
- Non-moving parking violations, such as parking in faculty, visitor, or shop (around the career center) parking spaces, or in fire or bus lanes between zero period and the last period of the day, or anywhere not designated student parking.
- No parking permit or an expired parking permit.
- Parking a vehicle facing the wrong way.

On the first offense, students may be assigned a disciplinary consequence by an assistant principal. On the second offense during the course of the school year, students will be assigned an appropriate disciplinary consequence or fined \$5.00. On the third offense, students will be assigned an appropriate disciplinary consequence or a \$10.00 fine. On the fourth offense, the student's parking privileges will be revoked.

If a student is not permitted to park on school property during the school day and chooses to park a vehicle on school property during this time period, the student's vehicle will be towed away at the owner's expense or mechanically detained using a "boot". Parents will be contacted.



## Physical Examinations/Health Screenings

### ***Athletics' Participation***

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including a district athletic program, district marching band and any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the District to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination. See the UIL website for more information.

### ***Examinations and Screenings***

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

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

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

### ***Spinal Screening Program***

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

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

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

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance

of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

## **Prayer**

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

## **Promotion and Retention**

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

- Teacher recommendations;
- Grades;
- Scores on criterion-referenced or state-mandated assessments; and
- Any other necessary academic information as determined by the district.

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.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school 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 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.

## ***High School Grade Levels***

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards. A student in grades 9–12 will be advanced a grade level based on the number of course credits earned.

Students will also have multiple opportunities to retake EOC assessments.

### ***Repeating a High School Credit Course***

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

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

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

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

All grades will be recorded numerically on report cards and on permanent records. Grades will be recorded as follows: A - 90 to 100; B - 80 to 89; C - 70 to 79; F- below 70 is failing.

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

### **Safe Storage of Firearms**

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

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

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

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

## **Safety**

Student safety on campus, at school-related events, and in District vehicles is a high priority of the District. Cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns through the district website.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## ***Accident Insurance***

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

## ***Articles: Lost or Stolen***

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

### ***Articles: Money, Valuables, Etc.***

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

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

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

### ***Drug and Safety Information Tip Line***

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

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

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

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

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

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

### ***Emergency Medical Treatment and Information***

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



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

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

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

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

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

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

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your student's school when a phone number previously provided to the District has changed. State law requires parents to update contact information with two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the District will also alert the community in the several ways. In the event of bad weather, local radio or television stations will announce if school is cancelled. Please do not call the schools or administration offices. Telephone calls will hamper officials as they are gathering information to determine if school can be held. As soon as a decision is made, the media will be informed and TISD will provide information to parents on the District's website at [www.tisd.org](http://www.tisd.org). For parents who are subscribers to the District's mass notifications system, a text message about the school-closing will be sent to the e-mail address or mobile phone number provided by the subscriber.

### **Schedule Changes**

A student may exit a course which enrolled and move to another course by submitting a change request form within the first 5 days of class during the first semester. Any schedule change request requires written permission from a parent. In addition, space must be available in the

course to be added. Permission must be received from the principal or designee after the deadline.

Students enrolled in Pre AP, Advanced and/or, AP/IB will have the first six weeks of the first semester to request the schedule change to a regular level course. In addition, the student must have the written permission of parent, counselor, and currently assigned teacher. The student will take the previous grade to their new assigned class. The student will not receive any weighted points when changing his or her schedule to a regular course. After the first six weeks of each semester, students may not make any schedule changes and must remain in the original course until the end of the semester.

A student may exit a full year course at the end of the semester following the same guidelines as above.

Exception to schedule change procedures for extreme situations requires principal's approval. 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 schedule.

## **School Facilities**

### ***Use by Students Before and After School***

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

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

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

### ***Library***

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

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

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

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

### ***Food and Nutrition Services***

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

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

<b>Adult Meal Prices:</b>	<b>Breakfast</b>	<b>Lunch</b>
	\$3.30	\$5.00

### **Meal Charge Policy**

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

### **Community Eligibility Provision**

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

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

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

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

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

1. mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

2. fax:

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

3. email:

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

“This institution is an equal opportunity provider.”

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

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

## **Deliveries**

No deliveries will be accepted at THS unless approved by campus administration. Gifts, balloons, flowers, or food deliveries will remain in the front office. THS front office staff will not accept deliveries of any items for Valentine’s Day.

There will be no selling of foods or special items on the campus for any reason without prior approval from the administration.

## **Meetings of Non-Curriculum Related Groups**

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 board policy.

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

## **Searches and Investigations**

### ***District Property***

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

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

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

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

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

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

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

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

### ***Metal Detectors***

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

### ***Lockers***

At Temple High School, students will be assigned a locker upon student request through the Assistant Principal's Secretary. One lock will be provided at no-charge to each student. There will be a \$5.00 charge to replace any lost, stolen, or damaged locks. Signs may be displayed on the outside of the door so long as the messages are in good taste and signs are attractively maintained.

### ***Personal ~~Tele~~Communications and Other Electronic Devices***

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

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

### ***Trained Dogs***

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

### ***Vehicles on Campus***

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the District will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may turn the matter over to law enforcement. The District may contact law enforcement even if permission to search is granted.

### ***Random Drug Testing***

The District requires random drug testing of any student in grades 7-12 who chooses to participate in school-sponsored extracurricular activities.

### ***Special Programs***

The District provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual

students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal, director or coordinator.

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

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

## **Standardized Testing**

### ***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. These assessments are usually taken at the end of the junior year. 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.

These assessments may qualify a student to receive a performance acknowledgment 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 SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### ***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 first-year students need 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
- Science in grades 5 and 8
- Social Studies in grade 8

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

### **Standardized Testing for a Student Enrolled Above Grade Level**

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

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

### **Requesting Administration of STAAR / EOC in Paper Format**

STAAR and EOC assessments are administered electronically.

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

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

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

### **Standardized Testing for a Student in Special Programs**

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



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

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

### **Personal Graduation Plans – Middle School Students**

For a middle school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a middle school student who is determined by the District to be unlikely to earn a high school diploma within five years of high school enrollment. 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 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.

### **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
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless 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. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

### **Steroids**

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

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

### **Student Speakers**

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

### **Suicide Awareness**

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

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

### **Tardies**

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

A student who is 15 minutes or more late to a class will be counted as absent.

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

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

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

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

All textbooks/electronic equipment will be accounted for electronically. At the end of the year, students will return their books/electronic equipment. Students can pay the next year's usage

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

## **Transfers**

The principal is authorized to transfer a student from one classroom to another. Students will have the absences accumulated in the class from which they transferred carried forward into the class they enter. Students transferring from our campus who have exceeded the number of absences allowable for credit will not receive credit. Transcripts sent to other school districts will reflect no credit has been awarded because of absences. Transfer of credits from a non-accredited school will be based on a student's successful completion of the credit by examination process for all courses that are being transferred in grades 9-12.

## **Transportation**

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

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

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

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

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

SMART tag badges are required.

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

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

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

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

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

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

## **Vandalism**

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **Video Cameras**

For safety purposes, The District uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The administrator will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

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

## **Visitors to the School**

### ***General Visitors***

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

- Request entry to the school at the primary entrance unless otherwise directed by a district employee.
- Report to the main office.
- Be prepared to show identification.
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee.
- Comply with all applicable district policies and procedures.

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

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

### ***Unauthorized Persons***

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

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

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

### ***Visitors Participating in Special Programs for Students***

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

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

### ***Registered Sex Offenders on District Premises***

The Temple Independent School District strictly forbids registered sex offenders (RSO) from entry on property, vehicles, equipment, or facilities owned, leased or operated by or on behalf of the Temple ISD except for school board meetings, voting in elections or attending a scheduled parent-teacher or administrator meeting regarding their student (which they are the parent, guardian, or person having lawful custody).

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

### ***Volunteers***

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

## **Voter Registration**

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**

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

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

## Glossary

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

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

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

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

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

**CPS** stands for Child Protective Services.

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

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

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

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

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

**ESSA** is the Every Student Succeeds Act.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Appendix: Freedom from Bullying Policy**

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

### **BULLYING PROHIBITED**

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

### **DEFINITION**

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

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

### **RETALIATION**

The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or otherwise participates in an investigation under this policy.

### **FALSE CLAIM**

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

### **TIMELY REPORTING**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly re-report may impair the District's ability to investigate.

### **REPORTING PROCEDURES**

### **STUDENT REPORT**

To obtain intervention and assistance, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District professional employee.

#### EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.

#### REPORT FORMAT

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

#### INVESTIGATION OF REPORT

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

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

#### CONCLUDING THE INVESTIGATION

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

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

#### NOTICE TO PARENTS

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

#### DISTRICT ACTION

## BULLYING

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

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

## STUDENTS WITH DISABILITIES

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

## COUNSELING

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

## TRANSFERS

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

## IMPROPER CONDUCT

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

## CONFIDENTIALITY

To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.

## APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

## RECORDS RETENTION

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

## ACCESS TO POLICY AND PROCEDURES

## Temple ISD Middle School and High School Parent and Student Handbook

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