



Thorndale Elementary School
2008-2009
Student Handbook
&
Student Code of Conduct

Thorndale Elementary School
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ATTENDANCE

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

Compulsory Attendance

- I. **A child between the ages of 6 and 18-depending on when his or her birthday falls-is required to attend school each day during the instructional year unless otherwise legally exempted or excused.**

School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to discipline action.

2. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

To receive credit in a class, a student must attend at least 90% of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a full semester or for a full year. A student who attends fewer than 90% of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- * An extracurricular activity or public performance, subject to approval by the District's Board of Trustees
- * Required screening, diagnosis, and treatment for Medical eligible students.

1.

- * A documented health care appointment-if the student

begins classes or returns to school on the same day as the appointment.

- * A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness; or illness or death in the immediate family.
- * A juvenile court proceeding documented by a probation officer
- * An absence required by state or local welfare authorities.
- * Family emergency or unforeseen or unavoidable instance requiring immediate attention.

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

ABSENCES AND CREDIT APPEALS

A Saturday morning class or before school or after school class may be provided for students who need to replace clock hours due to absences totaling more than 10% of the days in each semester.

Appeal Process: A student, after incurring more than eight (8) absences may be granted course credit upon recommendation by the local district credit appeals committee, if he/she has fulfilled the required clock hours, completed all assignments required by the teacher, and has extenuating circumstances, Student Appeal Form: At the end of the nine weeks in which the 8th or 9th absence occurs, a student who wishes to appeal his/her case. must obtain the form, "Student Request for Credit Review" from the office, fill it out completely and return the form to his/her principal, who will provide a copy to the Credit Appeals Committee when it is convened to review the case.

Appeals Committee: The Credit Appeals Committee may be composed of the Superintendent, the campus principal, the counselor and a teacher. The committee will review the appeal request and determine whether the student should be eligible for credit. Some of the items the appeals committee may take into consideration in determining their recommendations are:

- * Doctor's note
- * Prior arrangements with the school administration
- * Extenuating circumstances
- * Attendance in clock hour classes

Options of the Appeals Committee: After the review of the case, the Credit Appeals Committee will make their decision. Their options are as follows:

- * Grant credit for the course
- * Grant credit with stipulations
- * Deny credit for courses

2.

Transfers: Students who enter class late because of a transfer from another school district or other reason, will be allowed absences pro-rated on the basis of days remaining in the semester. Students already enrolled will have the absences accumulated in the class they transferred from carried forward into the class they enter. Students transferring out of the district who have exceeded the number of absences allowed for credit will not receive credit. They may petition for credit by mail or

in person with the same opportunities to present their case as do all students. Transcripts sent to other school districts will reflect no credit because of excessive absences.

IF YOUR CHILD MUST BE ABSENT FROM SCHOOL, YOU WILL NEED TO SEND A WRITTEN NOTICE, SIGNED AND DATED, TO THE CHILD'S TEACHER EXPLAINING THE REASON FOR HIS/HER ABSENCES. IF THE REASON FOR YOUR CHILD'S ABSENCE IS THAT OF ILLNESS, PLEASE EXPLAIN THE NATURE OF THE ILLNESS ON THE NOTICE YOU SEND. IF A NOTE IS NOT RECEIVED, THE ABSENCE WILL AUTOMATICALLY BE UNEXCUSED. IF THE ABSENCE IS REPORTED AS UNEXCUSED ON THE REPORT CARD, IT WILL BE PERMANENT.

Note: Student(s) leaving at 9:15 a.m. (or after) will be counted present.

Good attendance is essential to satisfactory progress in Thorndale Elementary School. Please make every effort to assure your child will be in school.

BAND

Thorndale I.S.D. has a band it is very proud of. In order to maintain a well organized program, students will be expected to remain in band until the end of a school semester. Therefore, students should make a definite decision whether to join or not before the first semester begins.

COMMUNICABLE DISEASES/CONDITIONS

BACTERIAL MENINGITIS

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

3.

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshman living in forms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

4.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination privileges and other disciplinary action.

CONDUCT

Students are expected to;

- * Behave in a responsible manner, demonstrating courtesy and respect the rights of other students and district staff. Student cooperation and respect for the property of others, including District property and facilities, is essential to the maintenance of facilities, safety, order, and discipline.
- * Attend all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class.
- * To be well-groomed and appropriately dressed each day.

As required by law, the District has developed and adopted a Student Code of Conduct that establishes prohibited behavior standards- both on and off campus- and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse needs. The counselor may also make available information about community resources to address personal concerns.

CREDIT BY EXAMINATION

With Prior Instruction: A student who has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60, may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 80 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use these examination to regain eligibility to participate in extracurricular activities.

5.

Without Prior Instruction: A student will be permitted to take an examination to advance to a higher grade level (at the elementary level) or to earn credit for an academic course (at the secondary level) for which the student has no prior instruction. Students are required to score 90 or above in order to receive credit.

Call the elementary office for testing dates.

DISTRIBUTION OF MATERIALS

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a nonstudent without the prior approval of the principal. Materials displayed without

authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student or nonstudent will have a reasonable period of time to present his or her viewpoint. Any student who posts material without prior approval will be subject to disciplinary action.

DRESS CODE

We would suggest that steps be taken at home to assure that the student's dress not be extreme or particularly unusual. It is the desire of the school that the student's appearance will not call undue attention to him/her.

1. While participating in P.E. and recess, girls are encouraged to wear shorts under their skirt.
2. No tank tops, See through garments, bare midriff, shoulderless tops, garments with slogan relating to alcoholic beverages, drugs, unacceptable topics or language should be worn at anytime.
CAPS - No caps of any kind will be worn by girls or boys while on the school porch or inside the building.
3. **Student's (k-2) may wear shorts with the following restrictions.**
 - a. No racing/bicycle/leotard shorts allowed
 - b. No tight fitting shorts or tops.
 - c. Shoes – Heels no higher than 1 1/2"
4. **Student's (3-5) may wear shorts with the following restrictions**
 - a. Shorts no shorter than fingertips when arms are straight by the student's side
 - b. No racing/bicycle/leotard shorts allowed.
 - c. All shorts must be hemmed/cuffed.
5. No visible body piercing other than ears; no visible permanent tattoos.

NOTE: All skirts (3-5) must be no shorter than fingertips when arms are straight by the student's side.

6.

DRUG AND ALCOHOL USE

The Thorndale I.S.D. believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

The district's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol-and-drug related offenses. Students may be suspended for up to six school days or expelled for a period of time ranging from seven school days to the end of the school year; in addition, they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements

for the imposition of suspension and expulsion are set out in the district's policies at FOA(I),FOD, FOD(L). The principal of the school will be glad to provide you access to, or a copy of these policies.

NOTE: DRUG DOGS WILL DO RANDOM CHECKS DURING THE SCHOOL YEAR.

EMERGENCY MEDICAL TREATMENT

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone number, allergies to medications, etc.) up-to-date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The District is not responsible for medical costs associated with a student's injury.

EXTRACURRICULAR ACTIVITIES

A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than identified honors or advanced class). This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70 as per No Pass – No Play State Guidelines.

7.

FEES

MATERIALS THAT ARE PART OF THE BASIC EDUCATIONAL PROGRAM ARE PROVIDED WITHOUT CHARGE TO A STUDENT. A STUDENT IS EXPECTED TO PROVIDE HIS OR HER OWN SUPPLIES OF PENCILS, PAPER, ERASERS, AND NOTEBOOKS, AND MAY BE REQUIRED TO PAY CERTAIN OTHER FEES OR DEPOSIT, INCLUDING:

- * The materials for a class project the student will keep
- * Membership dues in clubs or student organizations and admission fee to extracurricular activities.
- * Security deposits.
- * Personal P.E. and athletic equipment and apparel.
- * Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
- * Voluntary purchases of student insurance.
- * Musical instrument rental and uniform maintenance, when provided by the district.
- * Personal apparel used in extracurricular activities that becomes the property of the student.

* Fees for damaged library books and school-owned equipment

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 school principal.

FIRE DRILL

Fire drills are conducted several times during the school year. They may be announced or unannounced. Students accompanied by the teacher will go to a designated area outside of the building. .

FREE LUNCH PROGRAM

Free lunches are provided for children of families who meet the eligibility standards for the program. Application forms will be sent home with students at the beginning of school. Completed application forms must be returned to the lunchroom manager within 10 days. **Students who do not qualify for free lunches may qualify for reduced price lunches.**

GRADING SYSTEM

Grades K-5 - All grades shall be recorded as numerical grades in the content areas of language arts, mathematics, science and social studies.

Six weeks grades will be determined by the formula of 2/3 daily, 1/3 tests, with a minimum of 2 test per subject.

- | | | |
|------|---|---|
| Band | - | 4th grade will be letter grades
5th grade will be numerical grades |
| P.E. | - | Kindergarten - 5th grade will be numerical grades |

8.

HAZARDOUS MATERIALS

Students will not be allowed to use or keep Liquid Paper/Correction fluid while on the Thorndale Elementary Campus or while representing the Thorndale Elementary at various school events.

HEALTH SERVICE

If a child becomes ill at school, he/she may need to be sent home. The name of a reliable emergency person, and his or her phone number, if available, needs to be recorded in the main elementary office. In the event of an emergency, this person will be contacted if the parents cannot be reached.

When recovering from an illness, children should be free from fever for at least 24 hours before returning to school. (1) Prescription medication must be in original container with clearly defined directions. (2) Over the counter medication must be in the original container and have the child's name. Written permission from parent/guardians must accompany medications, and specific problem(s) defined.

NOTE: Thorndale I.S.D. will not be stocking or administering any over-the-counter medication.

HOMEWORK

Homework is given when a teacher feels it can be helpful and meaningful. When practice at home is necessary, the homework is a carefully planned activity. Homework should be turned in on the due date set by the teacher. Note: After returning from an absence, students will have 5 days to complete assignments. Failure to do so will result in a grade of zero for the assignment(s).

HONOR AND MERIT ROLL

At the end of each six week reporting period, all teachers in grades 1-5 will determine the names of students who have earned honor roll or merit roll recognition.

In order to make the Honor Roll, a student must have 90 or higher in all subjects receiving a numerical grade. In order to make the Merit Roll; a student must make 85 or higher in all subjects receiving a numerical grade.

IMMUNIZATION

All students entering Thorndale I.S.D. for the first time, in any grade, shall provide evidence of having received a tuberculosis(TB) skin test within the past two year/complete the TB questionnaire.

No person may be admitted to any school in the District unless he/she has been fully immunized according to the Texas Department of Health. This includes: (1) Diphtheria, pertusis, tetanus (DPT or DtaP); (2) Measles, mumps, rubella (MMR); (3) Poliomyelitis (OPV or IPV); (4) Haemophilis influenza b conjugate virus (HibCV); (5) Varicella (Chicken Pox); and (6) Hepatitis B (Hep.B)

Exclusions may be given for religious conflict and/or medical reasons (as stated in board policy FFAB).

9.

INSURANCE – SUPPLEMENTAL ACCIDENT

Insurance is available at the beginning of each year for those who want to buy it. The school is only the service agency, all claims must be processed by the parties involved.

Please return the form and indicate whether you plan to take the insurance or not. This insurance is offered only one time during the year, and we need to know that you have received the form.

PRE-KINDERGARTEN REGISTRATION

Children who are four years of age, on or before September 1, are eligible to attend Pre-K.

Tuition: (1) No fee for students who are identified as ESL, at risk (free/reduced lunch), and homeless.

KINDERGARTEN REGISTRATION

Children who are five years of age, on or before September 1, are eligible to attend kindergarten.

Kindergarten attendance is voluntary at five years of age, but once enrolled, the student **must** satisfactorily achieve the skills instructed in kindergarten to be promoted to the first grade.

Kindergarten registration is usually held in the late spring. Announcement of the dates scheduled for pre-registration will be published several times in the Thorndale Champion prior to the time of pre-registration.

Parents need to bring an Official copy of their child's birth certificate, (with a visible seal), all current immunization records, and social security card, with them at the time they register their child.

Note: A student will not be enrolled unless all documents and immunization records have been turned in, or we have received verification from the previous school.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or lawful authorities wish to question or interview a student at school:

- * 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.
- * The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- * The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- * The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

10.

LOST AND FOUND

Parents can assist in reducing the number of items lost by writing the child's name and grade on all sack lunches, and label all coats, packets, and other clothing items. All items found should be turned into the office.

LUNCH PROGRAM

Menu: The lunch menu for the upcoming year is distributed at the beginning of school.

It is recommended that parents pre-pay meals for their child. This helps reduce the possibility of children losing money when buying daily. Meals may be pre-paid in the cafeteria by cash or check.

Allowing for the possibility of cost increases due to factors beyond our control, the following prices are currently in effect at the elementary school.

Grade K-3	\$1.50 a meal
Grade 4-5	1.75 a meal
Adults	2.50 a meal
Reduced lunch	.40 a meal
Breakfast	1.00
Reduced Breakfast	.30
Milk	.25

Lunchroom Charges: It is very important for students to have lunch money or a lunch ticket everyday. Students are allowed to have only ONE charge. ***A sandwich and milk will be provided to students with a charge.**

Lunchroom Conduct: Students should be on their best behavior when eating in the lunchroom. They may talk to each other, but it should be in a moderate tone of voice. No food should be put on the floor or chairs, and the tables should be cleared of food and litter before the students return to class. Each student is responsible for his or her own eating area. No food should be placed in the trash cans. Food to be discarded should be carried to the dish washing window. Cutting in line on the service line is prohibited and may lead to disciplinary action.

Lunchroom Guests: Parents are welcome to have lunch with us at anytime. Advance notice of your visit would be appreciated.

MAKE-UP WORK

Students absent for any reason are required to make up specific assignments and or complete in-depth study assigned by the teacher to meet subject or course requirements.

After returning from an absence, failure to make up assigned work within 5 days will result in a grade of zero.

11.

PARENT CONFERENCE DAYS

There will be a parent conference day schedule for this school year. Notification will be sent once the date has been set.

PARENT - TEACHER CONFERENCES

Parents may schedule conferences by sending a note to the teacher by your child, or by contacting the office and requesting that a conference be scheduled for you.

If you choose to send a note, please do so a few days before the day you wish to have the conference. This advance notice will give the teacher time to resolve any time conflicts he/she may have in her daily schedule.

You are encouraged to request a conference at any time during the teacher's conference time. We welcome the opportunity to work with you for your child's best interest. Your visits will help the teacher(s) to know your child better, and should help him/her do better in school.

Should your child's teacher request to have a conference with you, please make every effort to come to school. If your child is having problems of any kind, the best solution is always a clear understanding between parent, teacher and student of the nature/cause of the problems and the measures that are to be used in attempting to resolve the problem.

PARENT TEACHER ORGANIZATION

The P.T.O. and the school work together cooperatively to benefit all children in Thorndale schools. A fall membership drive is held each year and you are encouraged to participate. All money earned through the various activities conducted by the P.T.O. are used to provide services, materials, and equipment for students on all school campuses.

PARTIES

The Board of Education for the Thorndale I.S.D. has authorized two (2) parties each year. The two parties will be at Christmas and the end of school. Room mothers will be asked to assist in the planning and preparation of all parties.

PARTY INVITATIONS

Party invitations may be handed out at school with the following conditions:

- (1) Everyone in the class receives an invitation
- (2) Party invitations are to be turned in to the teacher & the teacher will determine when & where the invitations may be given out.
- (3) The school office will not supply information for party invitations.

12.

PESTICIDE SPRAYING

This school periodically applies pesticides. Thorndale ISD uses a variety of pesticides sprays to control ants, roaches and other insects. These pesticides are applied on a monthly basis under a contract with A-Swat Pest Control of Thorndale. Application is made by a certified technician on the first Friday of each month immediately after school is dismissed.

Information regarding the application of pesticides is available from the Superintendent, at (512) 898-2538 and/or A-Swat Pest Control.

PHYSICAL EDUCATION

Physical Education is a daily required subject - we ask that all student (k-5) dress appropriately;(1) no heels, (2) girls should wear shorts under their dresses, (3) All personal items must be labeled, (4) jewelry, money, and all other personal items are the responsibility of the student and should not be brought to P.E.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

PRAYER

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

PROGRESS REPORTS

At the end of three weeks of a given grading period, the parent will be notified if the student's average is 75 or below. The parent will be asked to schedule a conference with the teacher.

Parents are asked to sign this notice and have their child return it to the teacher.

Teachers may indicate on this notice that they desire to hold a conference with you regarding your child's work and grades.

PROMOTION AND RETENTION

1. To be promoted from one grade level to the next in grade 1 and above, a student shall attain, for the year, an overall average of 70 or above. The overall average shall be derived by

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averaging the final numerical score for Language Arts composite, mathematics, social studies, and science. In addition, a student must attain an average of 70 or above in Language Arts composite, reading, and mathematics. Below grade 1, the District may grant promotion using assessment methods other than numerical scores.

2. Please be aware that, effective in the school year set out below, a student's satisfactory performance will be based on state exams, called the Texas Assessment of Knowledge and Skills (TAKS)

- ** **Third grade TAKS Reading in the 2008-2009 School Year.**
- ** **Fifth grade TAKS Reading and Math in the 2008-2009 School Year.**

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal, or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

RADIOS, CD PLAYERS, CELL PHONES & OTHER ELECTRONICS

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras or telecommunication devices/cell phones at school.

Unless prior permission has been obtained from the principal, the teacher will collect such items and turn in to the principal's office.

- (1) **First Offense:** The parent may pick up the item in the office.
- (2) **Second or more offenses:** A fee of \$10 (cash not check) will be charged to reclaim such items(s)

REPORT CARDS

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every two weeks. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject. The report card will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours (except with the principal's permission or according to the campus sign-out procedures). The teacher will determine if permission has been granted before allowing the student to leave.

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SAFETY/ACCIDENT PREVENTION

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

A student should:

- Avoid conduct that is likely to put the student or other students at risk
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- 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.
(See the section on Emergency Medical Treatment on page 5)

SCHOOL BUS TRANSPORTATION

Transportation to and from school is a privilege provided by the Texas Education Agency and the local school district. The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Superintendent at 898-2538.

Because riding a bus is a privilege, violation of guidelines, school rules, and/or general misconduct, can cause the privilege to be removed. To assure the safety of all riders, it is very important that these rules be followed.

1. The bus driver's instructions should be followed to the letter. He or she has complete authority.
2. Students stay in your seat at all times.
3. Students' arms, head, and other material shall not be stuck out of the windows.
4. Do not eat or drink on the bus (without bus driver's permission)
5. Be courteous; do not use profanity.
6. Do not use tobacco
7. Respect the rights of others and be helpful to students who are smaller and may need your assistance.

NOTE: **BUSES WILL BE EQUIPPED WITH VIDEO CAMERAS.**

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SCHOOL FACILITIES-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 the activity is scheduled to take place.

The following areas are open to students before school begins at 8:00a.m.

- * **Lunchroom (Breakfast students only) 7:30 a.m.**
- * **Elementary Porch 7:45 a.m.**

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

After dismissal of school in the afternoon, and unless involved in an activity under the supervisions of a teacher, students must leave the campus.

Note: Students should not arrive at school prior to 7:45 a.m.

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents in the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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

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

SEXUAL HARASSMENT

Sexual Harassment by student: Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including request for sexual favors.

Violations: A substantiated charge against a student shall result in disciplinary action. (See FO,FOA, FOD)

Notice to Parents: The District shall notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor. The District shall notify parents of all incidents of sexual harassment or sexual abuse by an employee. Notice shall include providing the parents a copy of JNCJ (EXHIBIT)

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Reports of Lawful Authorities: Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect, shall make the reports to appropriate authorities, as required by law. (See FFG (Legal)).

Investigations: All reports of sexual harassment, that are not minor, shall be referred to the Title IX coordinator. Oral complaints shall be reduced to writing to assist in the District's Investigation. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

SMOKING

Students may not possess, smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property.

SPECIAL PROGRAMS

The District provides special programs for handicapped, gifted and talented, bilingual, and dyslexic students. Students or parents with questions about these programs should contact the elementary principal. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

STERIODS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, 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 COMPLAINT

Students or parents who have a complaint should follow these steps:

- (1) first, go to the teacher. If the outcome of that discussion is not satisfactory
- (2) request a conference with the principal. If not satisfied at that level
- (3) request a conference with the Superintendent or designee and, ultimately, appear before the Board of Trustees, in accordance with Board Policy.

The student may be represented by an adult at any level of the complaint.

If the complaint involves a problem with a teacher, the student shall, in most circumstances, be expected to discuss the matter with the teacher before requesting a conference with the principal (Level One).

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A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have know, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days.

Student and/or parents who have a complaint regarding possible discrimination on the basis of sex, should contact the elementary principal.

Complaints or concerns, regarding handicapped students in the District's program for handicapped students, should be brought to the elementary principal.

Student or parent complaints, regarding the special education program, shall be handled in accordance with the procedures set out in the parent's rights handbook provided to the parents of all students referred to special education hearing officers, not District employees of the Board.

STUDENT RECORDS

NOTICE OF PARENT AND STUDENT RIGHTS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. SEC. 1232g.

The Thorndale School District maintains general education records required by law. A student's school records are private and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records

The address of the principal's office is:

James Dreyer
P.O. Box 870
Thorndale, Texas 76577

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests include any employee, agents, or Trustees of the District, of which the District contracts for placement of handicapped students, as well as their attorneys and consultants, who (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan (IEP); (3) compiling statistical data; or (4) investigating or evaluating programs.

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Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or 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 teacher's personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District, do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost. Parents may be denied copies of a student's record (1) after a student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

The District's complete policy regarding student records is available from the principal's or Superintendent's office.

THE INFORMATION IN THIS NOTICE SHOULD BE TRANSLATED FOR, OR EXPLAINED TO, THE PARENTS OF STUDENTS WHO'S PRIMARY OR HOME LANGUAGE IS NOT ENGLISH.

STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home

before such a survey, analysis, or evaluation is administered, and parent consent will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- * Political Affiliations.
- * Mental and psychological problems potentially embarrassing to the student or family.
- * Sex behavior and attitudes.
- * Illegal, anti-social, self-incriminating, and demeaning behavior.

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- * Critical appraisals of other individuals with whom the student or the student's family relationship.
- * Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
- * Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

TARDINESS

It is important that students learn the responsibility of getting to places on time. Hours are lost each year due to interruptions caused by tardiness. There are very few acceptable reasons for being tardy.

If a student is tardy to class, he/she must come to the office for an admittance slip to class.

Three (3) tardies will be considered excessive and the student will be sent to the office for discipline.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests:

- * K-2: State Mandated Reading Assessment (TPRI)
- * 3rd Gr: Reading and Math TAKS Test
- * 4th Gr: Reading, Math and Writing TAKS Test
- * 5th Gr: Reading, Math and Science TAKS Test

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and students with limited English proficiency are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

TRAVEL-SCHOOL SPONSORED

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances: 1) The parent personally requests that the student be permitted to ride with the parent; or 2) On the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

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TORNADO DRILLS

Several times during the school year, one long continuous bell will ring signaling a tornado drill. Students will go with their teacher to the hallway and line up facing the interior walls with their arms covering their heads. Students are instructed to stay away from windows and doorways. Those students who are in a classroom having no windows may remain in their room facing an interior wall.

Continual bell.....Evacuation

2 Bells.....Return to Room

TUTORIAL PROGRAM

Every public school in the state of Texas is required to provide tutorial programs for 90 minutes each week to students in grades one through twelve. The elementary tutorial program will be held during school hours and after school as prescribed.

Students will automatically be assigned tutoring for a period of six weeks if they earn a grade below 70 in any of the four basic subject areas. If a student earns a grade below 70 in more than one of the four areas, language arts will be tutored first.

If the student's grade below 70 is not in language arts, then the area of math will be tutored before the areas of social studies or science.

Tutoring is open to all students. Parent requests will always be considered. Teachers will indicate the recommendation for tutoring on progress reports or report card.

If a student who is receiving tutorial help raises his/her grade to 70 or above on the report card following the tutorial period, his/her name will be removed from the tutorial list for the subject.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and in the coming years-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.

VISITORS

Parents or other adults are always welcome to visit our school. All visitors are to report to the office before going to a classroom.

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WITHDRAWALS

If a pupil is going to move to another school district, it is necessary that the office be notified at least one day in advance so that pupil records can be cleared and information prepared for the receiving school. In an emergency, a phone call will do. Before final clearance, the student must:

1. Turn in all textbooks (students will be required to pay for lost or damaged books).
2. Clear all library books and fines with the librarian.
3. Check with lunchroom manager for clearance of all meal charges.

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

