



*ORE CITY ELEMENTARY SCHOOL*

*PARENT/STUDENT HANDBOOK*

*2016-2017*

**ORE CITY ELEMENTARY SCHOOL**

**1000 US Hwy 259 S**

**ORE CITY, TEXAS 75683**

**PHONE: 903-968-3300**

**FAX: 903-968-6903**

**[www.ocisd.net](http://www.ocisd.net)**

**LYNN HEFLIN, SUPERINTENDENT**

**LOUANN ORMS, PRINCIPAL/CAMPUS BEHAVIOR COORDINATOR**

**MELISSA STRUTTON, ADMINISTRATIVE ASSISTANT/SECRETARY**

**KAY FERGUSON, COUNSELOR**

**MARY HALL, NURSING SERVICES**

**BOARD OF TRUSTEES**

**SUSAN CAMP, PRESIDENT BOBBY CLAWSON, V. PRESIDENT**

**VIRGINIA HARRIS, SECRETARY**

**TRACY DEAN, TRACY BERRYMAN**

**SUSAN GOAD, LYLE POTTER**

**Ore City I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.**

**As a condition of receiving assistance under Title I, Part A of the ESEA (20 U.S.C. 6301 et seq), the District shall, at the beginning of each school year, notify the parents of each student attending any school receiving such funds that the parents may request, and the**

District shall provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A school that receives such federal funds shall also provide to each individual parent timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The following District staff members have been designated to coordinate compliance with these requirements:

Lynn Heflin, Superintendent  
Ore City I.S.D.  
P. O. Box 100  
Ore City, TX. 75683  
(903) 968-3300

Ray Deason, 504 Title I Coordinator  
Candy Scott, Special Education Director

## **To Students and Parents:**

The Ore City ISD Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Ore City ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found as an attachment to this handbook and posted in the Elementary Office.

The Student Handbook is designed to be in harmony with Board Policy and the Student Code of Conduct that was adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of conduct most recently adopted by the Board shall prevail.

Parents/guardians must acknowledge receipt of the Code of Student Conduct and the consequences to students who violate District disciplinary policy. Parents/guardians should also let the district know, within 10 days of receipt of the handbook, if they object to the release of directory information on their child(ren). Please sign, date, and return the parent acknowledgement page found at the back of the handbook.

## **ORE CITY ELEMENTARY SCHOOL** **CAMPUS MISSION**

The Mission of Ore City Elementary School is to be a total learning center providing successful educational experiences in which students develop essential academic and social skills. These skills will provide a knowledge base to encourage lifelong learning. All students will be taught a core curriculum of English language arts, mathematics, science, social studies, and technological literacy. All students will acquire knowledge in citizenship and economics. Students will be taught to think logically, independently, creatively, and to communicate effectively. This will be done with maximum parent and community interaction, cooperation, and support.

## Table of Contents

ACCOUNTABILITY.....	3
ADVANCED PLACEMENT.....	3
ARRIVAL AT SCHOOL.....	3
ASBESTOS.....	3
ATTENDANCE.....	4
BIRTHDAYS.....	5
BULLYING.....	5
CAFETERIA SERVICES.....	6
CELL PHONES.....	7
CHILD SEXUAL ABUSE.....	7
CLASSROOM PARTIES.....	7
COMMUNICABLE DISEASES.....	8
COMPLAINTS BY STUDENTS / PARENTS.....	8
COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT.....	8
CONDUCT.....	9
CORPORAL PUNISHMENT.....	11
DIRECTORY INFORMATION.....	12
DISRUPTIONS BY STUDENTS OR OTHERS.....	12
DISTRIBUTION OF MATERIAL.....	12
DRESS AND GROOMING.....	13
DRILLS-FIRE, TORNADO, AND OTHER EMERGENCY DRILLS.....	14
EMERGENCY SCHOOL CLOSING INFORMATION.....	14
ENTRANCE REQUIREMENTS.....	15
FEES.....	15
FIELD TRIPS.....	15
FOOD ALLERGIES.....	16
FUND RAISING.....	16
GIFTED/TALENTED PROGRAM.....	16
GOVERNMENTAL AUTHORITIES.....	16
GRADING.....	17
HEAD LICE.....	18
HOMELESS.....	18
HOMEWORK.....	18
HONORS.....	18
IMMUNIZATION.....	19
INSURANCE.....	19
LEAVING CAMPUS.....	19
LIVE ANIMALS.....	19
LOST AND FOUND.....	20
MEDICAL TREATMENT.....	20
MEDICINE AT SCHOOL.....	20
PARENTAL INVOLVEMENT AND RESPONSIBILITIES.....	20
PEST CONTROL INFORMATION.....	20
POSTERS.....	21
PRAYER/PLEDGE.....	21
PROMOTION.....	21
PROTECTION OF STUDENT RIGHTS.....	22
SCHOOL BUS.....	22
SCHOOL FACILITIES.....	24
SEARCHES.....	24
SPECIAL PROGRAMS.....	24
STUDENT RECORDS.....	25
STUDENT SERVICES.....	26
STUDENT TRANSPORTATION.....	26
STUDENT WELL-BEING.....	26
SUICIDE AWARENESS.....	27
SUMMER SCHOOL - OPTIONAL EXTENDED YEAR PROGRAMS.....	27
SURVEYS.....	27
TARDIES.....	28
TELEPHONE.....	28
TESTING.....	28
TEXTBOOKS.....	29
TOBACCO.....	29
TOYS.....	29

VIDEO CAMERAS.....	29
VISITORS.....	30
WITHDRAWAL FROM SCHOOL.....	30

## ACCOUNTABILITY

Ore City 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;

- \*The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and

- \*Information compiled by TEA for the submission of a federal report card that is required by the federal law.

Information about all of these can be found on the district's website at [www.ocisd.net](http://www.ocisd.net). Hard copies of any reports are available upon request to the district's administrative office.

TEA also maintains additional accountability and accreditation information at <http://www.texaschoolaccountabilitydashboard.org> and <http://www.tea.texas.gov>.

## ADVANCED PLACEMENT

Students in all grades may use advanced placement examinations to advance one grade level or gain credit for a subject. Students or parents who have questions about advanced placement examinations may discuss them with the principal. Advanced placement exams are only administered at specific dates during the school year as indicated on district testing calendar. (Board Policy Manual: Policy EEJD, EEJD (Local))

## ARRIVAL AT SCHOOL

Students arriving at school in the mornings should **enter the front of the building between 7:30 a.m. and 7:55. Buses will drop students off at the back of the building. Teachers will monitor students in the hallways before entering the classrooms at 7:45.** Students who eat breakfast should go directly to the cafeteria and clear the cafeteria as soon as possible. Students who do not eat breakfast should not go to the cafeteria and are expected to go directly to their hallway.

## ASBESTOS

The Asbestos Management Plan can be reviewed in the superintendent's office.

## ATTENDANCE

In Texas, children between the ages of 6 and 18 -- depending on when the child's birthday falls -- are required to attend school unless otherwise exempted by law. However, when a child is enrolled in a public school, from prekindergarten to 12<sup>th</sup> grade, that student is required to abide by compulsory attendance laws. School employees 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 disciplinary action. (Board Policy Manual: Policy FDC {Legal})

In order to receive credit in a class, students must be in attendance for at least 90 percent of the days during a semester. Students who are in attendance for less than 90 percent of the days during a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances.

In elementary school the semesters will be combined for the purpose of counting absences so that a student must have fewer than 90 percent days of attendance before credit is denied. (Board Policy Manual: Policy FDD (Local)).

When a child is enrolled in a public school, from pre-kindergarten to 12<sup>th</sup> grade, that student is required to abide by compulsory attendance laws. Regular attendance is a valuable and important habit for students to form. The reasons for the excused absence must be stated in writing, signed by the parent/guardian and presented in the office when the student returns to school. If a student misses four (4) or more consecutive days, a note from a licensed physician is required for documentation.

The District accepts the following as extenuating circumstances for the purpose of granting credit for a class:

- An excused absence based on personal sickness, or death in the family, quarantine, weather or road conditions making travel dangerous, and any other unusual cause acceptable to the superintendent, teacher, or principal.
- Medical and dental appointments should be made **after 10:00 a.m.** if possible. They will be considered excused absences if the student brings a note from the doctor verifying the appointment; however, all missed schoolwork must be completed.
- Days of suspension. If a student is suspended, the absences shall be considered as excused absences if the student satisfactorily completes the assignments for the period of suspension within a reasonable time determined by the District. The highest grade for satisfactory make-up work after a suspension shall be a grade of 70. (Board Policy Manual: Policy EIA (Local)).
- Participation in court proceeding or child abuse/neglect investigation. The reason for the absence must be stated in writing by the probation officer or caseworker.
- The late enrollment or early withdrawal of a migrant student as defined by 34 CFR 201.3.
- Days missed as a runaway as defined by Family Code 51.03.
- Completion of a competency-based education program for students identified as at-risk.
- The late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission.
- Participation in a substance abuse rehabilitation program. Absences for any other reasons



will be considered unexcused absences, whether or not the student has the parent's permission to be absent.

Students who have lost credit because of unexcused absences may regain credit by fulfilling the requirement established by the attendance committee. (Board Policy Manual: Policy FDD (Local). If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent.

Students who have been absent for any reason are encouraged to make up the work they missed within 5 days. The student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. (Board Policy Manual: Policy FDD (Local).

Students who are absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

A student who must leave school during the day must bring a note from his/her parent/guardian that morning, or the parent must call the principal's office **before 2:00 p.m.** A parent/guardian must sign the student out in the office. (*See pg. 10, Leaving Campus*)

Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

When returning to school after an absence, a student must bring a note, signed by the parent that describes the reason for the absence. Students who are late to class from the office will be considered unexcused tardy. **Three tardies in a six weeks period will be counted as one absence for compulsory attendance purposes.** (*See pg. 15, Tardies*)

### BIRTHDAYS

Birthday parties/celebrations are not allowed during the school day. If invitations to birthday parties are distributed at school, all students in the class should receive an invitation.

### BULLYING

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

Results in harm to the student or the student's property,

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

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

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

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

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom

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

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

### CAFETERIA SERVICES

Prices for grades Pre-K through 5 are as follows:

	Lunch	Breakfast	
Full Pay	2.55	1.50	
Reduced Pay	.40	.30	Extra milk is \$.50 a carton

## CELL PHONES

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

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

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student/parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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. [See policy FNCE.]

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

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

## CHILD SEXUAL ABUSE

Any faculty or staff member who suspects that a child has been or may be abused or neglected has a legal responsibility under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protected Services (CPS) at 1-800-252-5400 or <http://www.txabusehotline.org>. Texas Education Agency references the website <http://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf> [http:// kidshealth.org/en/parents/child-abuse.html](http://kidshealth.org/en/parents/child-abuse.html) as a resource.

## CLASSROOM PARTIES

In March 2003, the Texas Department of Agriculture issued the Texas Public School Nutrition Policy to promote a healthier environment in schools. In compliance with this policy, an elementary campus is required to designate three parties during the school year when cookies, cupcakes, cakes, ice cream, etc. can be served to students during the school day. The three parties will be Christmas, Valentine and Easter. These classroom parties will begin at 2:15 p.m. and end by 3:00 p.m. Parents are allowed to enter the building at 1:45 in order to set up for parties.

## COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious.

### These diseases include:

Amebiasis	Infectious mononucleosis	Scabies
Campylobacteriosis	Influenza	Shigellosis
Chickenpox	Measles (Rubeola)	Streptococcal
Common cold with fever (100.4 or greater)	Meningitis, Bacterial	Tuberculosis, Pulmonary
Fifth disease (Erythema Infectiosum)	Mumps	Whooping Cough (Pertussis)
Gastroenteritis, Viral	Pinkeye (Conjunctivitis)	
Giardiasis	Ringworm of the scalp	
Head Lice (Pediculosis)	Rubella (German Measles), including congenital	
Hepatitis, Viral, Type A	Salmonellosis, including typhoid fever	
Impetigo		

**A STUDENT MUST BE FEVER FREE AND/OR DIARRHEA FREE 24 HOURS BEFORE RETURNING TO SCHOOL (WITHOUT THE USE OF MEDICATION).** (Board Policy Manual: Policy FFAD(E))

## COMPLAINTS BY STUDENTS / PARENTS

Students or parents who have a complaint should **first bring the matter up with the teacher.** If the outcome of that discussion is not satisfactory, they can request a conference with the principal. If not satisfied at that level, they can request a conference with the Superintendent or designee and, ultimately, appear before the Board, in accordance with Board policy. (Board Policy Manual: Policy FNG (Local))

## COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated district employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or phone numbers - either their own or another person's; or using the network in a way that would disrupt use by others.

## CONDUCT

One of the most important lessons education should teach is self-discipline. Self-discipline is the training that develops character, orderliness, and proper consideration for other people. Students in One City Schools will be expected to conduct themselves at all times according to established rules and regulations. Teachers will strive to develop wholesome self-discipline in each student through the use of both positive and negative reinforcement.

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly attired.
- Exhibiting respect toward others.
- Conducting themselves responsibly while willingly responding to school staff with dignity.
- Paying required fees and fines, unless they are waived.
- Obeying all school rules, including safety rules.
- Refraining from violations of the code of student conduct.
- Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

The District has authority and control over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, within 300 ft. of school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. (Board Policy Manual: Policy FNC (Local), Code of Conduct.)

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus.

Students at school or school-related activities are prohibited from:

- Throwing objects that can cause bodily injury or damage property, except when throwing a specific object as part of a supervised school activity.
- Leaving school grounds or school-sponsored events without permission.
- Directing profanity, vulgar language, or obscene gestures toward other students.
- Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, or visitors.

- Playing with matches or fire, or committing arson.
- Stealing from students, staff, or the school.
- Damaging or vandalizing property owned by the District, other students, or District employees.
- Disobeying school rules about conduct on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Verbal abuse; that is, name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual conduct directed toward employees, other adults, or students in the school environment.
  - Engaging in offensive verbal or physical conduct of a sexual nature directed toward another student.
  - Assaulting a teacher or other individual.
  - Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug; abusable glue, aerosol paint, or other volatile chemical; or an alcoholic beverage. Such conduct is wrong and harmful.
  - Possessing any weapon prohibited by law or by school policy. A complete list of prohibited weapons can be obtained from the principal.
  - Smoking or using tobacco products.
  - Hazing
  - Possession of a paging device or cellular telephone. (These items will be taken from the student and will be subject to the following: 1<sup>st</sup> offense verbal warning & picked up by the teacher for the day, 2<sup>nd</sup> offense item will be turned in to office and \$7.50 fine, 3<sup>rd</sup> offense item will be turned in to office and \$15.00 fine. 4<sup>th</sup> offense item will remain in principal's office until school dismisses for the year.)
  - Behaving in any way that disrupts the school environment or educational process.
  - Engaging in any conduct constituting felony criminal mischief as defined by law.
  - Membership or participation in any secret society, fraternity, sorority, or gang.

Students who violate the code of student conduct shall be subject to disciplinary action. The disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary procedures are applied depending on the nature of the offense. The District's Discipline Management Plan details all options. (Board Policy Manual: Policy FO (Local), Code of Conduct)

### CORPORAL PUNISHMENT

Corporal punishment, utilized as a last resort, shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:

- The student shall be told of the reason corporal punishment is being administered in the presence of a professional, certified witness.
- The school principal or designee may administer corporal punishment.

- The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
- When corporal punishment is administered, it shall be done in the presence of one other District professional employee and shall take place in a designated place out of view of other students.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment. (Board Policy Manual: Policy FOBI (Local), Code of Conduct)

### DIRECTORY INFORMATION

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

### DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

### DISTRIBUTION OF MATERIAL

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapproval 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 will have a reasonable period of time to present his or her viewpoint.

## DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. **If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.** A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action. (Board Policy Manual: Policy FNCA (Local), Code of Conduct).

Student dress shall conform to the following rules:

### I. General (Hair, Hats, Etc.)

- Students are required to attend school with their bodies and clothing clean. In extreme cases, school officials are authorized to clean bodies and clothes.
- Male students are not to wear earrings.
- Elementary students are not to wear facial makeup.
- No students are to wear hats/caps, headbands, bandannas, or headgear to class or inside the buildings. Staff is authorized to collect such apparel worn inside.
- Sunglasses are not to be worn in the buildings.
- Hair must be kept clean and well groomed.
- **Unusual or bizarre cutting or shaving (initials, lightning bolts, logos, mohawks etc.) of the hair is not acceptable.**
- No extreme coloring of the hair is permissible.
- Students in all grades PK-5 should not have visible tattoos at school - including temporary ones.
- **Dress Code stipulations are not intended to be all-inclusive. Instances not addressed by the code will be left to the judgment of the principal.**

### II. Clothing



- Any type of dress that would tend to cause comment or be a source of distraction is not acceptable.
- In grades 3-5 all clothing such as skirts and walking shorts must come to the top of the kneecap with a 3-inch variance.
- Articles of clothing advertising or depicting self-destruction or morbid pictures or words such as blood and weapons will not be allowed. ***\*\*Examples are not intended to be all inclusive. \*\*\****
- Bike pants are not to be worn as outer garments.
- Pants with holes from the knee up are not allowed.
- Sweat suits/pants are permissible in elementary.
- Abbreviated clothing designed for play, which reveals too much skin and distracts from normal school activity is prohibited. This includes fishnet clothing, tank tops, midriff tops, etc.
- No leotard or stirrup pants that reveal the body form are to be worn as outer garments.
- No apparel advertising, depicting, or implying sex, drugs, alcohol, tobacco, or profanity is to be worn.
- No shirts are to be worn unbuttoned (layering allowed).
- Sleeveless shirts, blouses, and sweaters may be worn as long as no post-adolescent hair is exposed. With sleeveless apparel, girls' undergarments are not to be exposed.
- Students are not permitted to wear apparel with the shoulders exposed. Younger students - pre-kindergarten, kindergarten, first, and second - may wear sundresses except those with spaghetti straps and backless.
- Tank tops and tops with spaghetti straps are not to be worn.
- No clothing items that advertise or suggest racially motivated supremacy or inferiority is allowed.
- All students will wear appropriate underwear.

### III. Shoes

- Shoes with cleats should not be worn to school
- Shoes are to be worn at all times; we highly recommend no flip flops or rubber pool shoes to be worn.

### IV. Exclusively PK- 2<sup>nd</sup>

- Younger students - grades pre-kindergarten, kindergarten, first, and second - are permitted to wear shorts to school. The shorts must be long enough so as not to be a source of distraction.

## DRILLS-FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other District employees will participate in drills of emergency procedures. An Emergency Response Plan is posted in each classroom. When the alarm is sounded, students should follow the direction of teachers quickly, quietly, and in an orderly manner.

## EMERGENCY SCHOOL CLOSING INFORMATION

During times of natural weather disaster or other emergency situations, please listen to the following stations for instructions as to whether school will be dismissed or when it will resume

after a dismissal:

KYKX - 105 FM (radio) Longview  
KFRO - 1270 AM (radio) Longview  
KWKH - 94.5 FM (radio) Shreveport  
1130 AM (radio) Shreveport  
KOOI - 106.5 AM (radio) Jacksonville/Tyler  
KEES - 1430 AM (radio) Longview  
KLTU - Channel 7 (TV) Tyler  
KSLA - Channel 12 (TV) Shreveport  
KTBS - Channel 3 (TV) Shreveport  
KTAL - Channel 6 (TV) Shreveport/Texarkana  
KLMG - Channel 51 (TV) Longview  
KETK - Region 56

School officials are not to be called during these times, as their phones will be needed for official use. The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

### ENTRANCE REQUIREMENTS

Pre-Kindergarten students must be four years of age on or before September 1. Kindergarten students must be five years of age on or before September 1. First graders must be six years old on or before September 1.

Pre-Kindergarten, Kindergarten, and first graders new to the district must present a birth certificate and current immunization verified by a medical doctor.

Students enrolling from another school district must provide an immunization record and a cleared checkout report from that school.

### FEES

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

### FIELD TRIPS

Field Trips are considered an educational tool that ties with the curriculum taught in the grade level. Field trips are a privilege. Parents can accompany their child's class on field trips in their

own vehicle. It is recommended that younger siblings not attend with the parent. A child must ride the school bus to the field trip destination. However, a parent may take a student from the field trip by signing the release form obtained from the teacher in charge. This will allow a student to ride home with the parent.

### FOOD ALLERGIES

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed by contacting our nurse at 903-968-3300 ext. 4239. Also see policy FFAF.

*Ore City Elementary is a Nut Free Campus. No nut or nut products are allowed on our campus due to the number of life-threatening allergies we have in our school.*

### FUND RAISING

Student clubs, classes, organizations and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal for subsequent approval by the Superintendent.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. Board Policy Manual: Policy FJ (Local)

### GIFTED/TALENTED PROGRAM

The OCISD is committed to an educational program that recognizes the unique value, needs and talents of the individual student. A program for academically excellent students is an integral part of this commitment. The Gifted and Talented Program shall reinforce and be compatible with other programs within the district. Elementary students (1-5) will be screened during the spring semester. Kindergarten students will be screened by March 1.

### GOVERNMENTAL AUTHORITIES

#### **1) Questioning of Students:**

When law enforcement officers or other 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 effort 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.

## **2) Students Taken into Custody:**

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

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

Before a student is delivered 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. Since the principal does not have the authority to block a custody action; notification will most likely be after the fact.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency. [Board Policy Manual: Policy *GRA* (Legal), *GRA* (Local)]

## **3.) Students in Protective Custody of the State:**

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

## **GRADING**

Students, grades 1 through five, will receive numerical grades. Pre-Kindergarten and K students will use E/excellent, S/satisfactory, N/needs work, and U/unsatisfactory. The grade of 70 or above indicates that satisfactory or passing progress is being achieved. Students will no longer receive a minimum grade of 50 on their report cards. Students' report cards will be sent home each six weeks and a progress report will be sent home each three weeks. These must be signed by the

parent and returned the following day.

Students will be provided an opportunity to redo a failing grade within 5 school days in order to bring the grade up to a 70. Six weeks tests and semester tests are NOT allowed to be redone per OCISD district decision. If you wish to visit with your child's teacher about your child's grades, feel free to call 903- 968-3300 for an appointment.

### HEAD LICE

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

### HOMELESS

For more information on services, contact the district's liaison for Homeless Children and Youths, Ray Deason, at 903-968-3300 ext. 2204

### HOMEWORK

A student that does not turn in homework twice during any six week period is required to make a phone call to the parent/guardian.

### HONORS

Honor Roll recognition will be given to students each six weeks who meet the following grade requirements in all subjects (excluding physical education and music):

Regular Honor Roll: All grades in academic subjects must be 85 or above.

Academic Honor Roll: All grades in academic subjects (excluding music and physical education) must be 90 or above.

Academic certificates will be given at the end of the year for students who have no academic grade on their report card below 85 for the year. Perfect attendance certificates will be given to those students who have no absences during the school year.

## IMMUNIZATIONS

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubeola), mumps, varicella, hepatitis, rubella, Haemophilus influenza poliomyelitis, pneumococcol conjugate and hepatitis A.. The school nurse can provide information on the required doses of these vaccines. Proof of immunization may be personal records by a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

If a student's religious belief conflicts with the requirement that the student be immunized, the student must present a statement signed by the parent that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. (Board Policy Manual: Policy FFAB {Legal}). This statement must have the name of the church on the form and must be renewed yearly.

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

## INSURANCE

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

## LEAVING CAMPUS

Permission to leave school will be granted for illness, school activities, and emergencies only. Parents should send a signed note stating the time and with whom the student is to leave. No one leaves without checking out in the office! Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Students must attend school until 3:15 p.m. to receive the local perfect attendance award.

## LIVE ANIMALS

No student or teacher shall bring living animals in the school building without written permission from the building principal or designee.

## SERVICE ANIMALS

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

request in writing to the principal at least ten district business days before bringing the service animal on campus.

### LOST AND FOUND

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

### MEDICAL TREATMENT

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

### MEDICINE AT SCHOOL

A student who must take prescription or nonprescription medicine during the school day must provide the nurse with written documentation from the physician, a written request from his or her parent and the medicine, in its properly labeled, original container. The nurse will either give the medicine at the proper times or give the student permission to take the medication as directed. (Board Policy Manual: Policy, FFAC {Legal}).

### PARENT AND FAMILY ENGAGEMENT AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents or guardians may schedule a conference with a teacher by calling the office at 903- 968-3300 or by sending a note to the teacher. Conferences should be held during the teachers' conference period, before school, or after school. The school asks parents to:

- Sign and return to the school the written statement that the parent understands and consents to the responsibilities outlined in the Parent/Student Handbook and Student Code of Conduct. Parents with questions are encouraged to contact the principal.
- Encourage their children to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides.
- Stay informed on school activities and issues. The monthly calendar, Rebel newsletter, "Back to School" night in the fall, and Open House in the spring, provide good opportunities for learning more about the school.
- Become a school volunteer. For further information, contact the Central Office at 903-968-3300.
- Monitor their children's progress and contact teachers as needed.
- Attend Board meetings to learn more about District operations, including the procedure for

addressing the board when appropriate.

- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a co-curricular or extracurricular activity; or relates to media coverage of the school as permitted by law

### PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Information regarding the application of pesticides is available from Billy Billingsley. (Board Policy Manual: Policy {LB {Legal}}). Parents with further questions, or who wish to be notified directly about upcoming pesticide applications on their children's campus, can contact the District IPM Coordinator at 903-916-9755.

### POSTERS

The Principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action. (Board Policy Manual: Policy FMA {Local})

### PRAYER/PLEDGE

Students are required by section 25.002 of the Texas Education Code to recite the pledge of allegiance to the United States and Texas Flags. During each school day, one minute of silence will follow the recitation of the pledges during which students may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students. As a parent, you may request that your child be excused from participation in the daily recitation of the pledges. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

### PROMOTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards. In addition, students at certain grade levels will be required to pass the State of Texas Assessment of Academic Readiness (STAAR) as a further requirement for promotion:

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Reading sections of the grade 5 STAAR in English or Spanish. Students must also perform at a satisfactorily level in Math in order to be promoted.
- Students in 3-5 may be required to participate in special instructional programs designed to



improve performance after normal school hours (HB-3)

- Parents of a student in grades 3-5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

In addition, students in grade K-5 must meet promotion standards established by the District in order to be promoted. Those standards state that promotion to the next grade level shall be based on:

- A grade of satisfactory or above for kindergarten students.
- An overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas **and a grade of 70 or above in mathematics and reading for students in 1-5.** (*Board Policy*)

### PROTECTION OF STUDENT RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has close family relationship.
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
- Income, except when the information will be used to determine eligibility to participants in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

### SCHOOL BUS

Any student who lives in the district is eligible for bus transportation. Students inside the two mile limit will be the last riders picked up in the morning and should be ready to load the bus around 7:20 A.M. In the afternoon they will be the first off the bus. Buses leave the school at approximately 3:25 P.M.

**Any student who fails to comply with the established rules of conduct while on school transportation shall be subject to disciplinary action and may be denied transportation services.** Restitution will be made by the parents of any student that is responsible for damage to a bus.

The following rules shall apply to student conduct on school transportation:

- **Each student will have an assigned seat on the bus.** The driver will make this assignment.
- Students must at all times sit in their assigned seats. Any damage done to a bus is chargeable to the parent/guardian of the student responsible for the damage. Marking, cutting, defacing, or otherwise damaging the bus is strictly prohibited.
- Students will not ride the bus other than the one to which they are assigned without written permission from the **office**. Permission will be granted only for emergency situations. Rules for regular passengers will apply to visitors. Visitors on a bus will be assigned a temporary seat by the driver.
- Passengers on buses **will not** be allowed to eat, drink, use tobacco in any form, or smoke on buses.
- Throwing trash on the floor and out the windows is prohibited.
- Students should always be at designated stop when the bus arrives. Driver will not wait for students who are habitually late.
- After boarding a bus, either morning or afternoon, students will not be allowed to leave the bus until their designated stop unless parent/guardian picks them up. Students must board buses in the afternoon at their designated campus.
- Passengers will remain seated and will not be allowed to stand while the bus is in motion.
- Passengers will not be allowed to sit anywhere except in a student seat.
- Passengers will not stick fingers, hands, arms, heads, or any other part of the body outside of the bus windows.
- Students will allow oncoming students to board the bus without a hassle or hindrance.
- Student behavior not acceptable on the bus usually falls into one of the following categories (These are examples of **unacceptable behavior**):
  - vulgar language
  - loud talk, loud laughter, or loud noises
  - radios or tape players being used
  - disrespectful attitude to the driver
  - defacing or damaging the bus
  - failure to follow the driver's instructions
  - throwing objects through the air
  - Students will not touch the emergency door lever (located in the rear of the bus) except in accordance with emergency procedure.
  - Hitting other students.

#### **Penalty for Misconduct:**

It should be pointed out that riding a bus is a privilege - not a right. Students who fail to comply with the school bus rules will be forbidden the privilege of riding the bus. Drivers will refer uncooperative students to the principal for discipline as follows:

**\*First Referral:** For minor first offenses, the principal will conduct a verbal counseling session. For more serious offenses, the principal will take appropriate action. Parents/guardians will receive written notification of the student's first offense.

**\*Second Referral:** For minor second offenses, the principal will assign 1 days of ISS. Parents/guardians will receive written notification of the student's offense and consequences. The principal may take appropriate action of a more severe nature, if necessary.

**\*Third Referral:** For minor third offenses, the principal will revoke the privilege of riding the school's transportation system for a period of three (3) or more school days. For more serious offenses, the principal will take appropriate action.

\*Fourth Referral: For minor fourth offenses, the principal may revoke the privilege of riding the school's transportation system for a period of one semester or longer. For more serious offenses, the principal will take appropriate action.

### SCHOOL FACILITIES

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 make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

### SEARCHES

Buildings, lockers, cars, backpacks, desks, food and beverage containers are subject to search by school officials on the property of the Ore City ISD. (Board Policy Manual: Policy FNF)

### SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. Students or parents with questions about these programs should contact the principal.

#### *Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education:*

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or

a referral for evaluation for special education is:

Contact Person: **Candy Scott**  
Phone Number: **903-968-3300 extension 2202**

## STUDENT RECORDS

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 a parent has access to the education records concerning his or her child. A "parent" includes a natural parent, guardian, or "any individual acting as a parent in the absence of a parent or guardian". The parent retains the right of access to his or her child's educational records even if he or she no longer has custody of the child. Therefore, even when one parent asks the district not to provide the student's records and report cards to the other parent, the school district is required to provide the requested information to either parent, without regard to custody, unless there is a court order terminating the parental rights of one parent.

The parent has:

- the right to inspect student records;
- the right to consent to disclosure of personally identifiable information in most circumstances;
- the right to challenge the accuracy or the content of the records and to request an amendment to the education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- the right to file a complaint with the U.S. Department of Education regarding the student records;
- the right to obtain copies of the policy on student records and where the copies of the policy are located; and,
- A list of what the district considers to be "directory information" and the fact that the district will release any and all directory information upon request, unless an objection to its release has been filed with the school district. (see Parent Acknowledgement at the end of the handbook)

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

### **Special Education Records:**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be

maintained until the time has expired.

### STUDENT SERVICES

There is a full-time counselor on campus to work with the students. The school will not conduct a psychological examination, test or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. There is also a school nurse available from 7:45 a.m. to 3:15 p.m. each day. For students requiring medication, see Medicine at School.

### STUDENT TRANSPORTATION

Parents who bring students to school should let them out and pick them up in front of the school. Staff will be on site to supervise students beginning at 7:15 AM. If someone other than the parent or guardian is to pick up your child, let the school know in advance either by sending a note or calling the Elementary Office. Transportation arrangements must be made by 2:00 p.m. If you call after this time, we cannot guarantee that the information can be relayed to your child. Students who ride bikes or walk should come straight to school and go straight home at the end of each school day.

### STUDENT WELL-BEING

In March 2003, the Texas Department of Agriculture (TDA) issued the Texas Public School Nutrition Policy to promote a healthier environment in school. In compliance with this policy there are additional guidelines we are required to follow.

- Elementary school campuses may not serve or provide access for students to Foods of Minimal Nutritional Value (FMNV) and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class.
- Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff, students or student groups, parents or parent groups, or any other person, company or organization.
- Elementary classrooms may allow one nutritious snack per day under the teacher's supervision.
- The snack must comply with the fat and sugar limits of the Public School Nutrition Policy and may not contain any FMNV's or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts).
- Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year. These 3 days will be Christmas, Valentines, and Easter parties.
- School and parents may provide one additional nutritious snack per day for students taking the TAKS tests. The snack must comply with the fat and sugar limits of Public School Nutrition Policy.

We appreciate your assistance in addressing this policy when sending classroom snacks to school.

### **Physical Activity:**

In accordance with policies, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

#### **Physical Fitness Assessment:**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year.

#### SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

<http://www.texassuicideprevention.org>

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

#### SUMMER SCHOOL - OPTIONAL EXTENDED YEAR PROGRAMS

Students in grade 3-5 who need remediation during the school year, will be offered Extended Day Services. If funding is available, Extended Day will begin during the spring semester. **Summer school is provided for students in need of remediation for STAAR, attendance, and regression. There is a \$50 fee for students attending summer school.**

#### SURVEYS

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

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. (*For further information, see Board Policy EF.*)

*"Opting Out" of Surveys and Activities*

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

*Parents also have a right:*

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.

### TARDIES

Students should be in their rooms seated when the tardy bell rings at 8:00 a.m. Students who arrive after 8:00 a.m. must come by the office for an admit slip. Students who are habitually tardy within a 6 weeks period, will be subject to disciplinary action. **Every three (3) tardies will count as one absence for compulsory attendance purposes.**

### TELEPHONE

The school phone is for official school business only, and students are permitted to use it only for emergencies. Please ask the secretary for permission to use the phone if such an emergency should arise

### TESTING

The State of Texas Assessment of Academic Readiness (STAAR) is a state-mandated test that is administered to third through fifth grade during the spring semester.

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

STAAR-A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

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

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

(See PROMOTION for promotion requirements due to passing STAAR). Effective with the 1998-1999 school year, a reading diagnostic program, including administration of reading instruments in kindergarten, first and second grade must be implemented as required by HB 107. Ore City Elementary administers the STAR Early Literacy as the reading instrument. Parents will receive written notification on all testing noted above.

### TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. The student, as directed by the teacher, must cover books; students who are issued a damaged book should report that fact to the teacher. Any student who loses a book or fails to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian. Board Policy Manual: Policy CMD (Legal)

All students must write their names in ink in each book issued to them and keep books covered with book covers/or book socks at all times....as needed.

### TOBACCO

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

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and all others on school property at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

### TOYS

Students are not to bring toys of any kind to school. Trading or playing cards shall not be permitted at school. If these items are brought to school they will be confiscated until the end of the school year.



## VIDEO CAMERAS

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

## VISITORS

Parents, guardians, and friends are welcome in our school. When you visit, we ask that you come by the office and receive a visitor pass. You will be asked for your driver's license in order to receive a pass. **Under no circumstances are visitors allowed to go directly to a teacher's room or work area.** (Board Policy Manual: Policy GKA {Local})

## WITHDRAWAL FROM SCHOOL

Students withdrawing from school must have authorization from their parents. All textbooks must be turned in and all records cleared before any information will be forwarded. Lunch charges and library fees must be cleared as well.

PARENT ACKNOWLEDGMENT REGARDING DIRECTORY INFORMATION

(To be signed and returned to school)

\*I have received a partial copy of the Elementary School Student Handbook for 2016-2017 and understand that all students will be held accountable for the behavior and subject to the disciplinary consequences outlined in the Code of Conduct.

The Ore City ISD Student Code of Conduct and the Elementary Student Handbooks can be found on Ore City ISD's web page at [www.ocisd.net](http://www.ocisd.net). A copy is kept in the elementary office. If you request one in writing, one will be sent to you.

\_\_\_ I prefer to view the online Student Handbook

\_\_\_ I prefer to have a paper copy sent home with my child

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date