

SAN ANGELO  
INDEPENDENT SCHOOL DISTRICT  
2010-2011

STUDENT – PARENT HANDBOOK



**SAN ANGELO**  
INDEPENDENT SCHOOL DISTRICT

SAN ANGELO ISD BOARD OF TRUSTEES

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AUGUST 2010

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## **To Students and Parents:**

Welcome to school year 2010-2011! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help do this.

## **Purpose and Organization**

The purpose of this Student-Parent Handbook is to give San Angelo ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools. The handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, Dress Code and Conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents
- School Health Information
- Miscellaneous Information

When the handbook uses “we” or “our,” it means the school district and/or school administrators. When the handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the San Angelo public schools a positive educational experience.

School district administrators have developed the Student-Parent Handbook with the assistance of teachers and parents. The content has been reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the handbook and a formally adopted board policy, the school administration will interpret the handbook in a way that is consistent with policy and may request guidance from the Board of Trustees. School Board policies can be accessed via the web at [www.saisd.org](http://www.saisd.org) then linking to “policies.”

The Student-Parent Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

## **Required Legal Notices**

### ***Nondiscrimination***

San Angelo ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing 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; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Shelly Hullihen her office is located at 1621 University, and he can be reached by telephone by calling 947-3838.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Jana Anderson, her office is located at 309 W. Avenue M, and she can be reached by telephone by calling 658-5030.

### ***Services for the Homeless and for the Title I Participants***

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Eddie Heath, his office is located at 1621 University St., and he can be reached by telephone by calling 947-3838 ext. 170.

• Liaison for Parent Involvement Program, who works with parents of students participating in Title I is Becky Trojcek, her office is located at 1621 University, and she can be reached by telephone by calling 947-3838 ext. 725.

### **District-wide Parental Involvement Policy San Angelo ISD 2010-2011**

The goals for the San Angelo Independent School District Title I Program are to ensure the educational success of all students by having high expectations, a commitment to excellence and a comprehensive parental involvement program. A positive link between home and school creates the most conducive learning condition for every child. Therefore, San Angelo ISD will include parents in all aspects of the Title I program. Every student will be given every opportunity for success through the development and enhancement of the home/school partnership.

### **Parent Involvement in Developing the Policy**

Parents, members of the community and school staff will meet to discuss the design and implementation of the campus and district Parent Involvement Policy. The San Angelo ISD Title I Program will actively recruit participation through various avenues of publicity. Participation will include a diverse parent population.

### **Annual Meeting for Title I Parents**

Campuses will hold an annual parent meeting in which all parents are informed of the school's participation in the Title I program, the requirements and their rights to be involved.

### **School-Parent Compact**

According to the Title I regulations, each school must share responsibility with parents for student achievement at the highest level by developing a school-parent-student compact. These compacts must outline how parents, staff, and students will share the responsibility for continual student achievement. Parents and community members on each campus site-based committee will be involved in designing these compacts.

### **Staff /Parent Communication**

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Parents will be involved through various means of communication throughout the school year. Parents will be informed of involvement activities through their home campuses. Newsletters, written notices and parent nights will be utilized to establish and maintain an open line of communication. All staff members will be trained in positive communication activities as well as effective methods to work with parents and community members. The district will promote parental suggestions as they are a vital key to our student success.

### **Evaluation**

There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement Program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome such as parents who are economically disadvantaged, have limited English proficiency, or are of any racial or ethnic minority background. The school system will revise its Parental Involvement Policy on the basis of this annual review.

### ***No Child Left Behind School Safety Choice Option***

Option I: San Angelo ISD must offer a student who becomes the victim of a violent criminal offense, while in or on the grounds of a public school, the opportunity, within 14 calendar days of the incident, to transfer to another grade-appropriate campus within the district.

Option II: For purposes of determining School Safety Choice Option (SSCO) school choice transfer eligibility, any student who, while on the premises of a school or while attending a school-sponsored or school-related activity on or off school property, becomes a victim of one of the violent criminal acts listed below is considered to be a victim of a violent criminal act.

- a) Attempted murder under Texas Penal Code Sections 19.02, 19.03, and 15.01 (reported under PEIMS 425 Action Reason code 17);
- b) Indecency with a child under Texas Penal code Section 21.11 (reported under PEIMS 425 Action Reason Code 18);
- c) Aggravated kidnapping under Texas Penal Code Section 20.04 (reported under PEIMS 425 Action Reason Code 19)
- d) Assault on student under Texas Penal Code Section 22.01 (a) (1) ( reported under PEIMS 425 Action Reason code 28);
- e) Aggravated assault on student under Texas Penal Code Section 22.02 (reported under PEIMS 425 Action Reason code 30); and
- f) Sexual assault or aggravated sexual assault against a student under Texas Penal code Sections 22.011 and 22.021 (reported under PEIMS 425 Action Reason code 32).

Note: Texas Education Code 25.0341 requires districts to develop and implement a transfer system for students involved in sexual assault or aggravated sexual assault who are, at the time the offense occurs, assigned to the same campus.

### ***Family Educational Rights and Privacy Act***

The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school

personnel or people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean both biological parents—whether married, divorced, or separated—and any other person who is acting as a parent in the absence of the child’s parent or legal guardian.

### ***Student Directory Information***

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches age 18, he or she controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and copy their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to do so. If a parent wants to see or copy his or her child’s education records, he or she should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 A.M. to 3:00 P.M., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal’s or superintendent’s office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. Under no circumstances can students or parents use this process to challenge a grade recorded for a student.

Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of education records without at least one parent’s written authorization to release the records. However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information.

“ Directory information” means information that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the student’s name, address, telephone number, grade level, place and date of birth. In addition, it can include the student’s photograph, participation in officially recognized activities and sports, and weight and height of

members of athletic teams. It can also include the student's dates of attendance, enrollment status, honors and awards received in school, and the most recent school previously attended. Audio and video recordings of extracurricular and co-curricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits are treated as directory information. Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student education record.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal **within ten (10) school days of the child's first day of instruction for this school year.**

If you want to review the school's entire policy regarding student records, please access the San Angelo ISD web site at [www.saisd.org](http://www.saisd.org) or contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

### ***Integrated Pest Management Plan***

The San Angelo ISD periodically applies pesticides at each school as part of an Integrated Pest Management Program. All persons applying pesticides at the schools are licensed pest applicators and have received special training in pesticide application and pest control. In addition, the San Angelo ISD has a policy that requires use of non-chemical pest control tactics whenever it is possible to do so effectively. A notice of pest control will be posted at each location when pesticides are used. Should you have any questions regarding pesticide use, including the types and timing of treatments, you may contact A.J. Turner, Integrated Pest Coordinator, at 1621 University or by calling 947-3838 ext. 500.

### ***Asbestos Management Plan***

The San Angelo ISD employs an established Asbestos Management Plan for each school building belonging to the school district. This plan is available at your child's school. We take all precautions possible to insure that our children are not exposed to asbestos including scheduled inspections as required by federal and state regulations. If you have any further questions concerning asbestos, please contact A.J. Turner, Integrated Pest Coordinator, at 1621 University or by calling 947-3838 ext. 500.

### ***Use of Student Art Work***

The San Angelo ISD communicates with the community in numerous ways including video, computer media, photographs, printed materials, web sites, etc. Your child's projects, photographs, artwork, etc. could be chosen to be used or displayed in any of the district's communication devices. Should you choose for your child not to participate with any or all of the above, you must register your child's non-participation in the school principal's office.

## **General Information**

### ***Admission, Release, Withdrawal***

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian, or one of the student's parents must live in the district, even if the student does not live with that parent.
  - a. To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessor conservator for the child.
  - b. The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessor conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person with whom the student lives.
3. A person having lawful control shall not be established by a Power of Attorney. The Power of Attorney shall not apply to a minor student whose parent or legal guardian resides within the District. Power of Attorney does not re-establish attendance zone of student. FDB (Local)
4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
5. The adult enrolling the student must present current immunization records proof that the student has begun the required immunization see section on Immunizations for more information page 41.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.
7. We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year, or must have completed kindergarten, or have been enrolled in first grade in the public schools of another state, or have passed the kindergarten acceleration test.
8. We do not admit overage students to school. However, a student who is 21 or younger and who has completed a GED program, but has not graduated from any high school, may be admitted.

The application for admission and enrollment forms are official government records and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

### ***Attendance Zones -Transfer Policy***

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Students shall be assigned to schools based on geographic attendance zones established by the district. Residence of the parent or legal guardian shall be used in determining the attendance zone of the students. Residence is defined as the place where one lives or dwells a majority of the time. A student who wishes to attend a school other than as assigned shall make a written request and obtain prior approval from the superintendent or designee. The superintendent or designee may assign any student from one school facility within the district to another facility within the district. When student reassignment is deemed necessary by the superintendent or designee, the parent(s) or guardian of each student reassigned shall be notified individually in writing. No transfer of athletic eligibility will be allowed from one high school to another high school within the district if a student has only one year of athletic eligibility remaining. Further questions regarding student transfers should be directed to Eddie Heath, Director of Pupil Services at 947-3838 ext. 170.

### ***Release During the School Day***

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their child's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.

### ***Withdrawing from School***

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school. All students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

### ***Attendance Requirements***

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year. A student who voluntarily remains enrolled after the age of 18 is required to attend school. If an 18-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If you do not send your child to school, we will send you a written warning that you must comply with compulsory attendance laws. If your child continues to be absent after we send that warning letter, we will file charges with the appropriate local court. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

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 accelerated (additional special) instruction assigned by the grade placement committee and basic skills for ninth graders, or from required tutorials will be considered in violation of the law and subject to disciplinary action.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. **Whenever a child returns to school after being absent for any reason, she or he must bring a note signed by you explaining the reason for the child's absence. The note explaining the reason for the absence, or a doctor's note, must be received by the school no later than the 3rd day after the student returns to school. If the absence documentation is not received within the designated time frame, the absence will be recorded as unexcused. The student will be subject to any of the compulsory attendance laws that may be applicable as a result of the unexcused absences.** The principal or principal's designee will make the final decision whether an absence or tardy is classified as excused or unexcused.

Once a student has missed 10 school days, all future absences may be considered unexcused unless accompanied by a doctor's note. Students that will be required to have doctor's notes to make absences excused will be notified, in writing, by the school.

We are required to notify the parents when a student has been absent without an excuse three times for any part of a school day within a four-week period. At the time of enrollment you were given a letter of warning about the legal recourse when a child misses 3 days unexcused in a four-week period or 10 unexcused in a 6-month period. When either occurs the parent is subject to prosecution under Section 25.093 (Parent Contributing to Nonattendance), and your student (age 10 and over) is subject to prosecution under Section 25.094 (Failure to Attend School). It is the parent's duty to monitor their student's school attendance and require him or her to attend school.

Texas Public Law states any student under the age of 18 who is unexcused absent 3 or more days or parts of days in a 4-week period may be cited; however, when a student is absent for 10 or more days or partial days unexcused in a 6-month period, the school district **MUST** file charges against the student for FAILURE TO ATTEND SCHOOL and/or the student's parent for PARENT CONTRIBUTING TO NONATTENDANCE.

### ***Doctor and Dental Appointments***

When a student has an appointment with a doctor, dentist, orthodontist, physical therapist, or other health care professional during the school day but then is at school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office, the student will not be counted as absent. If the student is absent for the entire day, but brings a note from the health care provider the following day, the absence will be an excused absence.

### ***Religious Holidays***

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

### ***Attendance and Credit***

Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law requires students to be "in attendance" for at least 90 percent of the days a class meets during a semester or year.

In the 2010-2011 school years, we require students to be in class for 90 percent of 81 assigned days in the fall semester and 90 percent of 96 assigned days in the spring semester to meet minimum attendance for credit requirements. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course. The high schools offer a Saturday school program as one method students can make up time. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child's situation.

### ***Conduct and Discipline***

Along with this Student Handbook, your child has also received a copy or has acknowledged access to the Code of Conduct of the San Angelo ISD. The Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

### ***Cellular Phones and Paging Devices***

The District permits the restricted use of cell phones and/or paging devices on school campus during the regularly scheduled school day. Students may not use, display, or have in operational mode a paging device, cellular telephone, an IPOD or any other telecommunications device without prior permission from school personnel at school during the school day or at a school related or school sponsored event.

The District will not be responsible for damaged, lost, or stolen telecommunications devices.

All devices must be in the off position, during the regular school day.

The use of cellular telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any device that rings, beeps, vibrates, or otherwise indicates the receiving of a signal during the regularly scheduled school day shall be confiscated.

Students who violate the restricted use and possession stipulations shall be subject to the following measures related to the confiscation of the device. District employees shall confiscate any paging devices or cell phones found on school campuses during the school day that are being used or possessed in violation of Board policy. They shall be held in the school office until the end of the school day. A \$15.00 administrative fee will be assessed for the return of the device.

There will be no further disciplinary consequence, unless, there were additional Code of Conduct offenses committed. An example of such offenses might include cheating, disruption of class, failure to follow a directive or possession or use of a cell phone during any State assessment.

Any device that has not been claimed by the legal guardian on or prior to the end of 45 calendar days after confiscation may be claimed by the vendor. The vendor shall present documentation of ownership and shall be assessed a \$15 administrative fee prior to the return of the devices. Any devices in the possession of the District 60 calendar days after confiscation shall be considered property of the District and may be disposed of according to current state law.

### **Other Electronic Devices**

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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

### **Inappropriate use of technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition will also apply to **CONDUCT OFF SCHOOL PROPERTY** if it results in a **SUBSTANTIAL DISTRUPTION TO THE EDUCATIONAL ENVIRONMENT.**

Students are prohibited from taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal voice recording, videos, images or photographs and will be disciplined according to the Student Code of Conduct and may, in certain circumstance, be reported to law enforcement.

**Students are prohibited** from making or participating in any way in the making of a recording in any Media (digital, video, audio) of an actual or simulated act that is not a school project, an authorized school activity, or not approved by appropriate school personnel, and involves conduct prohibited by any other provision of the Student Code of Conduct. If the recording is transmitted to or played on or through the internet, or is transmitted to any other electronic or digital device that permits subsequent transmittal to or playing on any other type of electronic or digital device, students will be disciplined according to the Student Code of Conduct. The provision of the Student Code of Conduct is violated even if all the participants in the recording agree to being recorded.

**Students are prohibited** from possessing, transmitting, posting or otherwise displaying any video, recording or photograph that (a) results in a substantial disruption to the educational environment, or; (b) substantially invades the privacy of others, or; (c) could be considered obscene, lewd, or sexually oriented; or (d) is damaging to another's reputation.

### ***Dress and Grooming Code***

San Angelo ISD has a dress and grooming policy in order to help create a more effective climate for learning, to improve safety and security, to help engender school pride and unity, and to help decrease gang-related problems. We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in "In School Suspension" until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately. Individual campuses may impose additional procedures in handling the compliance with dress code.

### ***Elementary Dress Code***

Good grooming and proper dress are essential in establishing an appropriate, safe school environment for learning. Clothing should be clean, neat, and comfortable. The following are guidelines that should be observed in elementary school:

1. Hats may be worn for outside activities. Baseball caps are permitted; however, they do not provide adequate protection for head, neck, and ears. A wide brimmed hat would offer better protection from the sun's rays.
2. No oversized clothing. This will include pants and shirts. Pants should fit properly in length and at the waist. Sagging is not allowed. Shirts and Blouses must be tucked in unless they are shorter in length than the student's extended fingertips
3. Shorts may be worn, but a desired degree of modesty must be maintained.
4. Vulgar, suggestive, profane, or violence-oriented slogans or pictures on clothing will not be permitted. Included are shirts that exhibit violent messages from wrestling figures.
5. Clothing that promotes products or activities inappropriate for children such as alcohol or

- tobacco-related advertisements may not be worn.
- 6. Bare midriff style and/or tank tops are not allowed.
- 7. Shoes must be appropriate for P.E. and recess.
- 8. Any other attire or grooming that is perceived by the administration, as being detrimental to the education process will not be allowed.
- 9. Visible body piercing shall be limited to ear piercing only. All other visible piercings, **including retainers**, are prohibited.
- 10. Tattoos that are allowed to be visible will be at the discretion of the campus administrator. Tattoos that are considered to be gang related, vulgar or offensive will not be permitted to be visible.

**The principal shall determine if any item, not covered by this dress code, is disruptive to the learning environment or creates a safety concern. It shall be dealt with on an individual basis.**

### ***Middle School Dress Code***

- 1. All shirts/blouses/dresses will be at least three fingers wide on the shoulder. Low-cut, suggestive, see-through, or revealing clothing, including bare midriffs, are not acceptable.
- 2. Shirts/Blouses/Sweaters/Sweatshirts will be sized appropriately.
- 3. Shirts and Blouses must be tucked in unless they are shorter in length than the student's extended fingertips
- 4. Pants/Shorts/Skorts may not be more than one waist size larger than the actual waist size of the student.
- 5. Shorts/Skirts/Skort/dresses will be no shorter than extended fingertips.
- 6. Sagging is not allowed. Pants must be worn no lower than the point of the hip.
- 7. No pajama bottoms are to be worn.
- 8. Appropriate shoes/boots are to be worn at all times. No house slippers may be worn.
- 9. Skintight attire is not acceptable. This includes bike shorts and spandex.
- 10. Students may not wear unusual costumes that attract attention and detract from the learning atmosphere. This includes unusual hairstyles or hair coloring.
- 11. Clothing with vulgar or indecent slogans, pictures that show violence or drug-related characters, or alcoholic beverage or tobacco advertisements will not be permitted
- 12. **Any attire related to negative group behavior (gangs, etc.) will not be permitted.**
- 13. Sunglasses may not be worn in the building.
- 14. Chains are not allowed.
- 15. All forms of headgear (hats, caps, headbands, bandanas, etc.) are not acceptable. Such items will be confiscated. Students may keep a cap in their athletic/Band/PE locker for sun protection during outside activities.
- 16. Visible body piercing shall be limited to ear piercing, nose & tongue studs. All other visible piercings, **including retainers**, are prohibited.
- 17. Overalls must fit and be fastened appropriately.
- 18. **Students' hair will be clean and well groomed at all times and shall not obstruct vision.**
- 19. Any other attire or grooming that is perceived by the administration, as being detrimental to the education process will not be allowed.
- 20. Tattoos that are allowed to be visible will be at the discretion of the campus administrator. Tattoos that are considered to be gang related, vulgar or offensive will not be permitted to be visible.

21. Holes and/or shredding on jeans, pants etc. are not permitted above the skirts or shorts length guideline.

The principal shall determine if any item, not covered by this dress code, is disruptive to the learning environment or creates a safety concern. It shall be dealt with on an individual basis.

### ***High School Dress Code***

#### Student Dress Standards

1. Students' hair will be clean and well groomed at all times and shall not obstruct vision.
2. Students must wear shoes at all times except as may be required in certain physical education activities.
3. All forms of headgear (hats, caps, headbands, bandanas, etc.) are not acceptable. Such items will be confiscated. Students may keep a cap in their athletic/Band/PE locker for sun protection during outside activities.
4. Students may not wear midriff-type apparel.
5. Skirts and shorts must not be shorter than the students' extended fingertips. Divided skirts, hemmed above the knee, are considered shorts.
6. No spaghetti straps, tank tops or visible under clothing will be permitted. Low-cut suggestive, see-through, or revealing clothing is not acceptable.
7. Skintight attire is not acceptable. This includes bike shorts and spandex. All tops must be at least 3 fingers wide on the shoulder.
8. Proper under garments must be worn and not be visible.
9. Students may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising. An example would be an alcoholic beverage or tobacco advertisement.
10. Any attire related to negative group behavior (gangs, etc.) will not be permitted.
11. Student dress for social functions will be determined by the sponsors of these functions and announced prior to the occasion.
12. Visible body piercing shall be limited to ear piercing, nose & tongue studs. All other visible piercings, **including retainers**, are prohibited.
13. Overalls must fit and be fastened appropriately.
14. Chains are not allowed.
15. Over-sized style pants that would give the appearance of being baggy or saggy will not be permitted.
16. Pants/shorts/shirts/skorts will be worn on the waist above the point of the hip and will not be more than one waist size larger than the actual waist size of the student.
17. Shirts and Blouses must be tucked in unless they are shorter in length than the student's extended fingertip
18. Sunglasses may not be worn in the buildings.
19. Students may not wear unusual costumes that attract attention and detract from the learning atmosphere. This includes unusual hairstyles or hair coloring.
20. Any other attire or grooming that is perceived by the administration, as being detrimental to the education process will not be allowed.
21. Tattoos that are allowed to be visible will be at the discretion of the campus administrator. Tattoos that are considered to be gang related, vulgar or offensive will not be permitted to be visible.
22. Holes and/or shredding on jeans, pants etc. are not permitted above the skirts or shorts length guideline.

**The principal shall determine if any item, not covered by this dress code, is disruptive to the learning environment or creates a safety concern. It shall be dealt with on an individual basis.**

If a student is found in violation of the dress code policy, an effort to notify a parent to bring a change of attire will be made. If the parent is unable to bring a change of attire or the parent does not give the student permission to go home to change, the student will not be allowed to enter the regular classroom and will serve the remainder of the day in In-School Suspension. When a student is sent home, the absence will not count against the mandatory attendance rule but will count against exemption if they are out for over 45 minutes.

### ***Bullying***

*Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.*

*Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing. (See Board Policy FFI (Local))*

### ***Hazing***

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

### **Child Sexual Abuse**

The district has established a plan for addressing child sexual abuse, which may be accessed at the SAISD website under child safety. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas

Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapr.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

### ***Dating Violence, Discrimination, Harassment, and Retaliation***

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, or any other basis prohibited by law. [See policy FFH]

#### ***Dating Violence***

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

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

#### ***Discrimination***

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

#### ***Harassment***

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

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

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

### ***Sexual Harassment***

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

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

### ***Retaliation***

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

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

### ***Reporting Procedures***

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

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

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

### ***Discrimination***

***[See Dating Violence, Discrimination, Harassment, and Retaliation on page 19.]***

### ***Secret or Self-Perpetuating Societies***

Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its members, rather than upon the free choice of any student in the school who is qualified under the rules of the school, to fill the special aims of the organization.

### ***Sexual Harassment***

We prohibit students from sexually harassing other students and from sexually harassing employees. Engaging in sexual harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools.

If you or your child has a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee, do not hesitate to contact the school principal or the Title IX coordinator whose name appears at the beginning of this handbook. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been sexually harassing your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of sexual harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, p. 7) protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the actual discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part. Your child's principal can give you a copy of the entire sexual harassment policy and complaint process and will be glad to answer any questions you may have about this subject.

### ***Stay ALERT School Safety Hotline***

In order to help keep our schools safe places to learn and to help students feel safe at school, the San Angelo ISD has subscribed to the **Stay ALERT School Safety Hotline**. Anyone may call or **text message** the hotline number to report anonymously anything that concerns him or her about school safety issues. The caller will never be asked to leave a name. The hotline number is **1-206-406-6485**.

### ***Searches of Students, Lockers, and Vehicles on School Property***

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. **Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly, they should not give any other student the combination to their lockers or otherwise let anyone else have access to their lockers.** Lockers may not be decorated with inappropriate advertising, pictures, etc., including, but not limited to alcohol, tobacco, or sexually explicit type signs.

Vehicles parked on school property or within 300 feet of school property are subject to search by the principal or other school administrators if they have a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, tobacco, or any other prohibited substance, in the car.

We will periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property to alert officials to the current presence of concealed prohibited items, illicit substances, and alcohol. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will ask the student for permission to search when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. **Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be very careful about what goes on in any vehicle they drive to school.**

Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present. The students may be asked to step outside, leaving their belongings inside the room, so the trained dog can search the area. If contraband of any kind is found as a result of a search, the possessing student will be subject to the appropriate disciplinary action in accordance with the Student Code of Conduct.

### ***Citations***

A San Angelo Police Department officer may issue citations in an effort to target students who have committed acts of disorderly conduct, abusive language, disorderly conduct affray, Class C assault, or other offenses such as criminal mischief (graffiti), class disturbance, truancy, failure to serve principal's detention, gang-related activities, tobacco, or other offenses classified as Class C misdemeanors while on school campuses. Littering and exhibition of auto acceleration or speeding

fall under disorderly conduct.

Students will be disciplined as usual in an appropriate manner, but in addition to the regular school discipline, students may be issued a citation by a San Angelo police officer. The student will be required to appear before a municipal judge accompanied by a parent or legal guardian to resolve the charges.

Because it is not feasible to provide constant supervision of parking lots, in order to protect students' property against theft and vandalism, we prohibit students from loitering or lingering in cars on campus or on property adjoining the campus before school, between classes, and during lunch periods. Students should not be in the parking lots during classes without a pass.

### ***Questioning Students at School***

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as a violation of the Student Code of Conduct. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate him or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students. Ordinarily we will attempt to contact you before the interview by an outsider takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

### ***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 Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

authority to take custody of the student.

The principal will notify a Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person rises what the principal considers to be a valid objection to notify the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### ***Gang-Free Zones***

Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

### ***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 the principal 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 and Meditation***

Each student has a right to individually, voluntarily, and silently pray or meditate in school or any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **Curriculum and Programs**

### ***General Curriculum Information***

San Angelo ISD operates a Pre-K-12 program that meets all state curriculum requirements. Schools are organized by grade levels into elementary campuses, middle schools, and high schools. In addition, there is a discipline alternative campus, Carver Learning Center.

A half-day pre-kindergarten program is available for children who are at least four years old on September 1 and who are eligible because they cannot speak or understand English, because they are homeless or in foster care, or because they are economically disadvantaged. Children of active duty military members and members who were killed or injured while on active duty qualify for Pre-K also. If you think your child or children are eligible, please contact the principal.

### ***Special Programs***

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some students ages 3 to 22. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We can also

identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

**Special Education:** San Angelo ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. Eligibility for special education is determined upon completion of a comprehensive assessment. Please contact Jana Anderson, Special Education Director, at 658-5030, or your principal to receive full information about our special education programs.

**Section 504:** Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

**Bilingual Education/English as a Second Language:** English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

**Gifted and Talented Students:** Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in intellectual, creative, or artistic areas, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunities for these students.

**Accelerated Instruction/Students At-Risk:** Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system.

### ***Counseling Programs and Services***

Each elementary campus has a fulltime counselor available to the students. Each secondary campus has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and counselors can also refer students or parents to other sources of assistance.

### ***Testing and Assessment Programs***

Students in certain grade levels will be administered the statewide assessment program, Texas SAISD STUDENT / PARENT HANDBOOK 2010-11

Assessment of Knowledge and Skills (TAKS). The tests will be given at the following grade levels:

- Reading Grades 3 – 9
- Writing Grades 4,7
- English Language Arts Grades 10,11
- Mathematics Grades 3 – 11
- Science Grades 5, 8, 10, 11
- Social Studies Grades 8, 10, 11
- Any other subject and grade required by federal law

### ***Student Success Initiative***

Results of the TAKS examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide accountability system. Please make every effort to have your children at school on TAKS administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), and the American College Test (ACT) from the high school counselor.

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### ***Grading and Report Cards***

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. See policies at EIA.

Report cards will be sent home at the end of each grading period. Students in grades K - 1 will receive portfolio grading. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. You will receive grade reports every three weeks.

### ***Coursework Completion Opportunities***

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year  
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will have an opportunity to complete a course needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District.

A student removed from the regular classroom to In-School Suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

Students and their parents are encouraged to discuss the options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

### ***Early High School Graduation Scholarship Program Requirements***

The Early High School Graduation Scholarship Program is a financial assistance program authorized by the 74<sup>th</sup> Texas Legislature, for students who graduate from high school in fewer than four years. The counselor can help you understand student eligibility for state credit to be used toward tuition or tuition and mandatory fees at a public or private institution of higher education in Texas, including graduation requirements for the Recommended High School Program (RHSP) and Distinguished Achievement Program (DAP).

### ***Student Eligibility***

To be eligible for an award through the Early High School Graduation Scholarship Program, a student must:

- (1) have graduated from high school:
  - (A) in not more than 41 consecutive months and successfully completed the Recommended or Distinguished Achievement high school program; or
  - (B) in not more than 45 consecutive months, with at least 30 hours of college credit, and successfully completed the recommended or Distinguished Achievement high school program;
- (2) have attended high school exclusively in one or more Texas public high schools; and
- (3) be a Texas resident as defined by the Texas Higher Education Coordinating Board.

### ***Promotion, Retention, Award of Credit***

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 or grade level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment tests in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment tests in English or

Spanish.

- In order to be promoted to grade 9, students enrolled in grade 8 in school year 2010-2011 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment tests in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

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Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two 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 parents, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Certain students – some with disabilities and some with limited English proficiency – may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

**Students are classified according to the number of credits they have earned.**

**Students enrolled in the 9<sup>th</sup> grade in 2007 – 2008 and beyond will be classified according to the following:**

- **Freshman (9th) 0 – 5 ½ credits, and at least first year in high school**
- **Sophomore (10th) 6 – 11 ½ credits, and at least second year in high school**
- **Junior (11th) 12 – 17 ½ credits, and at least third year in high school**
- **Senior (12th) 18 credits, and at least fourth year in high school**

**Reclassifications are made only once each school year, prior to the beginning of a new school year.**

### ***Library Facilities, Hours, and Access***

Each school has a library available for student research and study, with resources appropriate for the needs of the grades served by the campus. The library is supervised by a certified librarian / library aide. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

## ***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 the damage 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. However, a student will be provided textbooks for use at school during the school day.

## **Of Special Interest to Students**

### ***Extracurricular Activities***

SAISD offers a variety of school-related extracurricular activities and encourages students to participate in those that are of interest to them. Some activities are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the Marching Band, Cheerleading, and Drill Team or Pep Squad.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all academic classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. Students that fail the same Advanced, Pre-AP, AP, or Dual Credit course in the subject of English Language Arts, Mathematics, Science, Social Studies, Economics or language other than English for a second time during any six weeks period of the same school year will not be exempted from the UIL eligibility requirements. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

There are numerous groups, activities, and organizations that are included in the list of authorized extracurricular activities in San Angelo ISD. The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student will be allowed, in a school year, 23 extracurricular absences to include post-district and state competition. An appeal could be made to the board for state competition only. That appeal would be for an extra two days, if needed.

### ***Meetings By Student Groups***

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot

direct, conduct, control, or regularly attend these meetings.

### ***Student Publications/Distribution of Materials***

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where non-school publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute non-school publications or materials in the classroom or hallways. Before non-school materials or publications are made available to students in the designated area, they must be submitted to the Principal for review and approval. He or she will make a decision within 24 hours of the time the materials are submitted, and his or her failure to act within that time is interpreted as disapproval.

### ***Graduation Plans***

The Class of 2010 (entered 9<sup>th</sup> grade in 2006-2007 or before) will continue to follow the requirements of the graduation plans that were in place when they entered the 9<sup>th</sup> grade.

The Class of 2011 (entered 9<sup>th</sup> grade in 2007-2008) will continue to follow the requirements of the graduation plans that were in place when they entered the 9<sup>th</sup> grade.

The Class of 2012 (entered 9<sup>th</sup> grade in 2008-2009) will continue to follow the requirements of the graduation plans that were in place when they entered the 9<sup>th</sup> grade except for the elimination of .5 credit of PE. They are required to have only 1 credit of PE.

The Class of 2013 and beyond (entered 9<sup>th</sup> in 2010-2011 and beyond) will follow the graduation plans in place as a result of HB 3. The exception for the Recommended Plan is a required technology credit.

Under State Board of Education rules, students have a variety of graduation plans to choose from depending upon when they first began high school.

Students can receive a diploma by passing the Exit-Level TAKS Examination and completing one of the following graduation programs:

- |   |    |
|---|----|
| Number of credits for students entering 9 <sup>th</sup> grade prior to 2010-2011      |    |
| • Minimum   | 24 |
| • Recommended   | 24 |
| • Distinguished Achievement   | 24 |
| Number of credits for students entering 9 <sup>th</sup> grade in 2010-2011 and beyond |    |
| • Minimum   | 24 |
| • Recommended   | 26 |
| • Distinguished Achievement   | 26 |

The course requirements for each are explained in detail in the Course Catalog, Educational SAISD STUDENT / PARENT HANDBOOK 2010-11

Planning Guide, the district guide given to all eighth grade students as they develop their four-year plans.

### ***Graduation Honors/Class Ranking***

Class rankings are calculated for the first time at the end of the sophomore year. Final rank in class for purpose of determining valedictorian and salutatorian and honor graduates is calculated at the end of the fifth six-week grading period of the senior year.

Rank in class for purposes of determining which students are in the top 10% of their graduating class and, thus, eligible for automatic admission to a Texas general academic teaching institution will be calculated at the end of the eleventh grade, middle of the twelfth grade, and at high school graduation. Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on your child's official transcript or Academic Achievement Record.

### ***RANK IN CLASS***

The following guidelines shall be used in the District to determine grade point averages for ranking graduates:

- Students shall have ten points added to each semester grade of local advanced and pre-advanced placement courses and fifteen points added to each semester grade of advanced placement courses and college level dual credit courses. The resulting weighted grade values shall be added together, and the sum divided by the number of semester grade entries.
- Weighted courses used in determining the GPA/class rank that are listed on the transcript of a transferring student must have been offered as part of academic program of the respective Ninth Grade Education Planning Guide of the receiving District high school.
- All courses other than those identified in item one above shall be considered grade-level courses and shall not receive benefit of the weighted grade averages.
- Driver's education, correspondence, and audited courses shall be excluded from computations of rank in class. Students shall have physical education and physical education equivalent courses used in the calculation of GPA/class rank.

In case of a tie in class rank, the following procedure shall be followed to determine the ranking.

These criteria are listed in order of importance. The campus principal shall apply them sequentially to the extent necessary to identify the student with the highest class rank.

- The student with the most advanced placement courses,
- The student with the highest numerical grade average of all advanced placement courses taken,
- The student with the most local advanced courses,
- The student with the highest numerical grade average of all local advanced courses taken.

The following grades shall be used in calculating the numerical grade average and rank in  
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class, and in determining the honor graduates:

- Semester grades earned for high school credit during 8<sup>th</sup> grade;
- Semester grades earned during the ninth, tenth, and eleventh grades;
- The first semester of the twelfth grade; and
- The average of the fourth and fifth six-week grades of the twelfth grade.

All students whose grade point averages comprise the top ten percent of the graduating class and qualify for automatic admission under Education Code 51.803 shall be recognized. Eligibility standards required for the local procedure for determining valedictorian and salutatorian shall not apply to the procedure for determining the top ten percent.

### ***Early Graduates***

A student who completes high school requirements in fewer than four years shall be eligible to be ranked in the top 10% of the class with which he or she actually graduates for purposes of automatic admission, but shall not be eligible to be selected valedictorian or salutatorian or ranked top 10% for District honors.

### ***Modified Courses***

Courses modified as to methodology shall earn the same grade points as regular courses; those modified as to “content” shall earn a lower number of grade points (-10). Special Education courses cannot be weighted lower in school district GPA system unless the District demonstrates modification of content (TEKS) by the ARD Committee.

### ***Selection of Valedictorian, Salutatorian, and other High Ranking Graduates***

The selection of valedictorian, salutatorian, and other high-ranking honor graduates to be recognized during graduation activities and ceremonies is not an essential component of education and, therefore, not rights like the right to receive an education. In order to be selected valedictorian, salutatorian, or top ten high-ranking honor graduate, the student shall meet the academic requirements, have attained the appropriate rank in class (first through tenth place), completed high school requirements in four years, and must be enrolled in the same high school in the district for all of the last two years in high school.

### ***Graduation Exercises***

Graduation exercises are held at the end of the school year. Students, who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Graduating students, who were assigned to the district’s discipline alternative education program through the end of school year and successfully completed their term of assignment in the DAEP without further disciplinary action, will be allowed to take part in graduation ceremonies.

## Of Special Interest to Parents

### ***Parent Rights***

#### **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 academic or behavior 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 of 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: Jana Anderson

Phone Number: 657-4055 ext. 301

### ***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 student's parent
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

### ***“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:

1. 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; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
2. 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.
3. To inspect a survey created by a third party before the survey is administered or distributed to your child.
4. To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. See Pledges of Allegiance and a Minute of Silence on page 20.
5. To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has conscientious objections to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
6. To review your child's student records when needed. These records include:
  - Attendance records
  - Test scores

- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child

**Academic Programs:** You can ask the principal to change your child’s teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child’s current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

**Teaching Materials:** You may review all teaching materials, textbooks, and other teaching aids used in your child’s classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal who will make arrangements to provide you access to those materials at school during regular school hours.

**Records and Other Information:** As we stated in the “Required Notices” section of this handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any school activities in which your child is involved. However, as we explained in the section on “Questioning Students at School,” we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

**Video and Audio Recording:** We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for the following reasons:

- Safety purposes, including maintaining order and discipline in common areas of the school or on school buses; or
- a purpose related to a co-curricular or extracurricular activity; or
- a purpose related to regular classroom instruction; or
- media coverage of the school.

**Psychological Examinations:** We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child

abuse or neglect.

**Exemption from Instruction:** You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement to your child's teacher authorizing the removal. However, you are not entitled to remove your child from class or an activity to avoid taking a test or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

### ***Visiting School***

You are encouraged to visit your children's schools from time to time; however, we ask that you comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered trespassers. We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessor conservator's (that is the parent who does not ordinarily have custody of the student) access to the child while at school, we will permit either parent to eat lunch with the children at school.

### ***Pick Up Process***

We ask that you make arrangements to have your child picked up from school in a timely manner. Please follow the traffic directions given at the campus to help ensure the safety of everyone. Do not expect the staff to be available to supervise your children beyond the end of their workday. Children who are left beyond that time may be referred to Child Protective Services. For those students who do not ride the school bus, it is very important that you make arrangements either through the YMCA after-school care, another day care pickup, or friends or family pickup unless the child has permission to walk home.

### ***Complaint Process***

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus

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principal within 15 business days of the events or situation about which you are concerned. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of the problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you should put your complaint in writing on the form provided before meeting formally with the principal.

Once you have filed a written complaint with the principal, he or she will schedule a conference with you and give you a written response within 10 business days after the conference. You will also have an opportunity for a conference with the superintendent or the superintendent's designee if the principal has not granted the relief requested. If the superintendent is not able to take care of the problem, you can make a written request for the board of trustees to consider the matter at a future meeting.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

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

- Physical Activity for Students in Elementary Grades, for information regarding the District's adopted policies regarding elementary student physical activity requirements, please see the principal.
- Other Health-Related Matters, for information regarding the District's School Health Advisory Council including the number of meetings scheduled or held during the year, please see Coordinator of Health Services. Information regarding vending machines in District facilities and student access to the machines is available from the Director of Food Services.

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. See the Student Code of Conduct and policy GKA.

## **School Health Information**

### ***Student Illness or Injury at School***

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured or becomes ill at school. One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured or becomes ill at school or school – related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency assistance. It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school related activity. We cannot and will not use public funds to pay individual student medical expenses.

At the beginning of each school year, we offer you the opportunity to purchase low cost student

accident insurance that covers the student while at school. You may also purchase a policy that covers the student for 24 hours. The school district is not the policy-holder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

### ***Chronic Illness/Health Conditions***

Because your child may have a medical condition that requires extra attention/care from the school personnel, it is important the parent/guardian visit with the school nurse on the student's campus. The school nurse will then inform others of care as needed. Up-to-date addresses and telephone numbers are imperative to the school as emergency care can arise at any time during school hours.

### ***Communicable Disease***

Children should only be in school when they can fully participate in their educational program. Therefore, children with the following should stay at home and or will be referred home by the nurse or other school personnel:

1. If a child has a fever over 100 degrees, parents must keep the child home until he/she is fever free for 24 hours without the aid of medication.
2. If a child vomits or has diarrhea, parents must keep the child home for 24 hours after the condition ends.
3. A child with a persistent cough and/or excessive (discolored: green, yellow) discharge from the nose or eyes should stay home until the condition subsides.
4. Under state and local Health Department regulations, if your child has certain medical conditions, he/she must be excluded from school for a period of time. The school nurse or principal can provide parents with a complete list of conditions and periods of exclusion. All communicable diseases must be reported to the school office, who will, if the disease is reportable, report it to the Health Department. Some of these diseases include:

Amebiasis	Impetigo	Rubella or German measles
Campylobacteriosis	Infectious mononucleosis	Salmonellosis
Chicken pox	Influenza	Scabies
Common cold w/fever	Measles (Rubeola)	Tuberculosis
Gastroenteritis, Viral	Meningitis, Bacterial	Shigellosis
Hepatitis, Viral A	Mumps	Streptococcal disease, invasive

By following the above guidelines, we hope to provide a healthy environment for everyone in the school community.

### ***Staph Infections***

Most people have heard of terms like “staph infection,” “antibiotic resistant bacteria,” and “MRSA” (pronounced mersa). Staphylococcal bacteria often referred to as “staph” are commonly occurring bacteria found on the skin, under fingernails, and in the noses of all people. Most staphylococcal species never cause infection. However, when infection does occur due to staph, *Staphylococcus aureus*—one of

these species of staph—is usually the cause. While all people have some staphylococcus species on their skin and in their noses, only three or four people have *S. aureus*. Even if they have *S. aureus* on their skin or in their noses, most people are not ill. Since staph is spread primarily by direct (skin-to-skin) human contact or with direct contact to wound drainage of someone who is carrying or infected with the bacteria, anyone with a break in his or her skin is at risk.

“MRSA” stands for methicillin resistant *S. aureus*. Initially, MRSA strains were resistant to the antibiotic methicillin, a form of penicillin. Now they are resistant to many antibiotics and are sometimes called “multi-resistant” *S. aureus*. MRSA is not the only antibiotic resistant bacteria. Initially, infection with MRSA was associated with exposure to health care environments, such as hospitals. However, other MRSA strains have evolved that affect previously healthy persons who have not had contact with health care facilities. MRSA causes the same types of infections as *S. aureus* that is not resistant to methicillin; however, MRSA may be more difficult to treat and can be rapidly fatal.

Staph infections begin abruptly. Symptoms may include a large area of redness on the skin, swelling, and pain followed by a pustule or abscess, boils and carbuncles (red, lumpy sores filled with pus). If left untreated, staph can infect blood and bones, causing severe illness that requires hospitalization.

We cannot eliminate staph because it is everywhere. However, because staph is everywhere and has the potential to cause infection, everyone—not just health care workers—must be involved in prevention. Students and their family members should take the following precautions to help prevent skin infections:

- Encourage frequent hand washing with soap and warm water.
- Encourage students to keep their fingernails clean and clipped short.
- Avoid contact with other people’s wounds or anything contaminated by a wound.
- Avoid sharing personal items such as razors, towels, deodorant, or soap that directly touch the body.
- Clean and disinfect objects (such as gym and sports equipment) before use.
- Wash dirty clothes, linens, and towels with hot water and laundry detergent. Using a hot dryer, rather than air-drying, also helps kill bacteria.
- Encourage students who participate in contact sports to shower immediately after each practice, game, or match.
- Keep open or draining sores and lesions clean and covered. Anyone assisting with wound care should wear gloves and wash their hands with soap and water after dressing changes.

We encourage you to be vigilant in looking for signs and symptoms of staph infections. If you or any family members exhibit symptoms as described above, you are encouraged to contact your family doctor or health care provider.

All information contained in this article as well as more detailed information is available at the Texas Department of State Health Services website at [www.mrsaTexas.org](http://www.mrsaTexas.org)

### ***Medications at School***

Often, students have to take prescription medications and/or over the counter medications for a

certain period of time as treatment for a medical condition.

1. Prescribed medication must come to school in the original pharmacy bottle with the label on it. This includes inhalers.
2. If medication is only given 1-3 times per day or time released, it can usually be given at home unless specific times are ordered by the doctor.
3. Parents must sign a medication consent form before medication can be given at school. The parent's written request must not conflict with the label instructions.
4. Any increase or decrease in dosage must be stated in writing by a physician until a new prescription bottle is provided. Otherwise, school personnel must administer medication as it is stated on the container label, or parents may choose to come to the school and dispense the medication to their student.
5. Over the counter medication must be purchased in the United States and it must be in its original container stating directions and dosage. If school personnel reading the label directions find that the medicine is contraindicated for that student, a parent must come to school and administer the medication (ex: if a student is younger than the recommended age on the label directions, school personnel cannot administer the medicine without a physician's order).
6. If over the counter medication is given for three (3) consecutive days, a physician's order is required.
7. Herbal or dietary supplements will not be administered unless the medication will benefit the student's educational achievement as stated in the student's individualized education program (IEP) or Section 504 Plan and is prescribed by a physician.
8. All medication must be turned in to the office upon arrival on the campus. **We do not permit students to carry their own medications and self-administer without prior approval from the physician and the school nurse.**

### ***Guidelines for Self-Administration of Asthma Medicine or anaphylaxis medication***

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

Also if:

1. The prescription asthma or anaphylaxis medicine has been prescribed for the student as indicated by the prescription label on the medicine;
2. the self administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider;
3. a parent of the student provides the school written authorization, signed by the parent, for the student to self administer prescription asthma or anaphylaxis medicine; and
4. a parent of the student provides the school a written statement from the student's physician, signed by the physician that states:
  - a. The student has asthma or anaphylaxis and is capable of self administering the prescription asthma or anaphylaxis medication.
  - b. The name and purpose of the medicine.
  - c. The prescribed dosage for the medicine.
  - d. The time at which or circumstances under which the medicine may be administered; and the period for which the medicine is prescribed.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day,

the student and parents should discuss this with the school nurse or principal. The physician's statement must be kept on file in the office of the campus the student attends. A person standing in parental relation to a student or the student himself, if over the age of 18, may give permission to use an asthma inhaler under these guidelines.

### ***Management of Diabetes in School Children***

The Texas Health Safety code provides for unlicensed diabetes care assistants to be trained to assist school children who need help with their diabetes management while at school or participating in a school activity. If a school nurse is assigned to a campus and is available, then the nurse shall assist the student with diabetes. If a nurse is not available, an unlicensed diabetes care assistant shall help with student only if the parent or guardian of the student signs an agreement that authorizes the assistant to assist the student and a release of liability for civil damages. School children with diabetes are allowed to self-manage their own diabetes, if capable. The law provides immunity from liability for school employees and school nurses. This bill also requires schools to provide bus drivers and other persons supervising a student with diabetes during an off-campus activity with a one page information sheet that: (1) identifies the student who has diabetes; (2) identifies potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies; and (3) provide the telephone number of a contact person in case of an emergency involving the student with diabetes.

### ***Meningitis***

#### **What is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is the 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 it 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 pain, 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. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

#### **How serious is Bacterial Meningitis?**

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

#### **How is Bacterial Meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air

where a person with meningitis has been. 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 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, 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 risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85%-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### **What you should do if you think you or a friend might have Bacterial Meningitis?**

Seek prompt medical attention.

### **For 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](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

### ***Immunizations***

In accordance with the Texas Department of Health immunization schedule, recommendations and adopted by the Texas Board of Health and published in the Texas Register annually, a child or student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child care facility or public or private elementary or secondary school, or institution of higher education. Children enrolled in child care facilities, pre-kindergarten or early childhood programs shall have the following; diphtheria, pertussis, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis B, and varicella (chicken pox), Hepatitis A, and invasive pneumococcal.

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, 161.004(d), Health and Safety Code 161.0041, Education code, Chapter 38, Education code, Chapter 51, and the Human Resources code, Chapter 42.

1. To claim an exclusion for medical reasons, the child or student must present a statement signed by the child's physician, duly registered and licensed to practice medicine in the

physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

2. To claim exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or guardian, stating that the child's parent or guardian declines vaccinations for the reasons of conscience, including a person's religious beliefs. The affidavit will be valid for two years.
3. Affidavit **MUST BE** obtained by submitting a written request to the Texas Department of State Health Services, 1100 West 49th Street Austin, Texas 78756 (Rule 97.62 Title 25 of the Texas Administrative Code).

A student may be provisionally enrolled for 30 days, if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine. If at the end of the 30 day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered (Rule 97.66, Title 25 of the Texas Administrative Code).

In the event that office personnel or the school nurse finds a student is lacking an immunization, they will contact the parent who then has ten (10) school days to immunize their child. After that, the student will not be allowed to return to school until proof of immunization is given to the school. Proof of immunization may be in the form personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

Effective September 1, 2005, children attending child care facilities must be vaccinated against invasive pneumococcal and hepatitis A disease. This will affect children attending pre-kindergarten, Head Start, or other early childhood programs.

### ***Prevention and Control of Pediculosis***

#### Screening

Children shall be screened by the school nurse or other school official with consideration for privacy and confidentiality. Screenings may be scheduled or conducted at random throughout the year. When a student is suspected of having head lice, the school nurse or other school official shall inspect the child. When live lice and/or viable nits are found, the school nurse or other school official shall check the student's siblings and all known household contacts on campus. Letters shall be sent to the parents of students with active infestations.

Children identified with live lice and/or nits shall be sent home immediately or excluded from the classroom until treatment is completed by the parents or guardians. The school nurse or other school official shall provide instruction to the parent and/or guardian regarding identification of active infestation, treatment procedures, and readmission guidelines.

#### Readmission

Children who are sent home for head lice infestation must be free of live lice and virtually all nits must be removed from the hair before the student may return to school. When a student has missed five consecutive days of school related to lice infestation, a warning letter shall be sent to the parent to notify them that the student is immediately required to be at school. With excessive absences, both the student and parent can be subject to truancy laws. Procedures are as follows:

1. When a student is examined by the school nurse or other school official and found to have head
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lice, the teacher and office personnel shall be notified. The parent shall be notified, and the student shall be sent home with head lice treatment information.

2. When the student returns to school (presumably on the next day), the student shall be re-examined. If the student is free of lice and virtually nit-free, the student may return to class. If lice and nits are found, the office and teacher shall be notified. The parent shall be notified and the student shall be sent home again for treatment, if it cannot be determined that treatment was done or with instructions for alternate treatments.
3. When the student returns to school for the second time, the student shall be re-examined. If the student is free of lice and virtually nit-free, the student may return to class. If lice and nits are found, the office and teacher shall be notified and a referral shall be made to the nurse. The parent shall be notified, and the student shall be sent home with instructions from the nurse.

### ***State Mandated Screenings***

San Angelo ISD addresses state mandated screening procedures by conducting screens for vision, hearing, spinal (scoliosis and kyphosis) and Acanthosis Nigricans (AN).

#### ***Vision and hearing screening:***

- Any student referred by a teacher, principal, parent and physician.
- Students referred by Special Education.
- All students in Pre-K, Kindergarten, 1st, 3rd, 5th, and 7th grades.
- All students new to the state of Texas.

\*If a child requires prescription eyewear or hearing aids, please be sure they have these prior to screening dates.

#### ***Spinal screening:***

Students must be screened at least twice during the growth years-ages 10-14. SAISD provides spinal screening to all students in the 6th and 9th grades.

**Acanthosis Nigricans (AN)** serves as an indicator of risk for Type 2 diabetes and other chronic health problems. All students in the 1st, 3rd, 5th, and 7th grades are screened for acanthosis nigricans.

**Parents may exclude their child from the screening by providing the school in advance with the results of the screening done by a medical doctor. Parents may also exclude their child out for religious reasons. The religious affiliation of which the student attends is required to submit a notarized letter stating this screening is against their belief.**

### **Miscellaneous Information**

#### ***Lost, Damaged, or Stolen Personal Items***

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school.

or a school-related activity.

### ***Parent Organizations / Volunteer Opportunities***

Most campuses in the district have active Parent-Teacher Associations, and we encourage you to actively participate in the group at your child's or children's campus (es). At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities. We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

### ***Transportation Program***

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time. While riding the bus, the student is to:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.  
For safety purposes, video/audio equipment may be used to monitor student behavior on buses (and in certain areas on some campuses). Students will not be told when the equipment is being used.

The principal will review the tapes and document student misbehavior. Discipline will be in accordance with the Student Code of Conduct. If you have any questions about the transportation program, please contact Roger Garcia, Director of Transportation, at 659-3608.

### ***Authorized Fees***

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for materials, supplies, or materials that must be returned to the district.
- Fees for personal PE equipment and clothing, unless the student provides his or her own

clothing and equipment that meets school health and safety standards.

- Fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- A reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- Fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- A fee for vehicle identification for cars regularly parked on school property.
- A fee for student identification cards.
- A fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- Fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- Fees for Saturday School, a program offered outside of regular school hours that allow students who have excessive absences that would require losing credit to make up missed instruction and receive credit.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

### ***National School Lunch and Breakfast Programs***

Lunch and breakfast meals are available daily to purchase from all school cafeterias. Payment for a meal is required at the time of purchase. Students and/or parents may prepay for meals by:

- Making on-line payments at [www.mealpayplus.com](http://www.mealpayplus.com) or call a toll free number (800-961-6129). These services are available 24/7. A small convenience fee is charged for payments made using the on-line or toll free number.
- Sending a check or cash to the school cafeteria. There is no fee charged for this type of prepayment.

Prepayment of meals will be applied to a student's account, and the cafeteria tracks all account purchases. At no cost, parents can access their child's cafeteria account to review account balances and track purchases at [www.mealpayplus.com](http://www.mealpayplus.com) or call toll free at 800-961-6129. These services are available 24/7.

### **How Students Access Cafeteria Accounts and/or Free or Reduced Meal Benefits.**

Each student in the district is assigned a cafeteria account that contains information about what price they must pay for their meals. If a student is eligible for Free or Reduced-Price meal benefits, the benefit level is assigned to the student's account. Elementary students will access their cafeteria accounts by telling the cashier their first and last name. Middle and High School students will be required to enter their school ID number on a pin pad at the cash register to access their accounts.

### **Meal Prices**

Current meal prices for breakfast and lunch are posted at the individual schools and can be viewed on the district's website. Financial assistance is available for meals to qualifying households. Refer to section on Free and Reduced applications for information about financial assistance.

### **Charges**

The district limits the number of charges a student can have for meal purchases. Charges will require authorization from the campus principal. Students who have exceeded the charge limit will be sent to the SAISD STUDENT / PARENT HANDBOOK 2010-11

office to make arrangements for a meal or will be offered an alternative meal. A charge notification letter or statement may be sent home with the student.

### ***Free and Reduced-Price Meal Applications***

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-priced breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program

Households are required to re-apply for meal benefits each year. Applications are sent home with all students at the beginning of each year and when a new student enters the district. **Households only have to complete one application for their family.** Applications are available from the school office, or you may contact the Food Service office at 305 Baker for an application. Applications can be returned to the school or to the Food Service office. A written notification letter will be sent to all households who apply for free and reduced-price meal benefits that will explain the benefit level for which a household will be approved.

Free or reduced-price meal benefits become effective the date the Food Service office approves the application. Turning in an application does not mean the benefits begin immediately. Students will be expected to pay their regular price for a meal until an application is officially approved. Benefits are not retroactive for any charges accumulated prior to approval.

Meal benefits will transfer with a student when the student changes campuses within the district; therefore, it is not necessary to fill out a new application at that time. Meal benefits are not transferable from other school districts.

Applications are processed on a daily basis. If you have submitted an application, and have not received a notification letter on the status of your application within 10 days, we suggest you contact the Food Service office at 659-3615 to check on your application. Households may re-apply at any time during the year. All qualifying households are subject to verifying income upon request.

### ***Beginning Year Temporary Meal Benefits***

Students who qualified for free or reduced-price meal benefits the last day of school for the previous year will begin the new school year with temporary free or reduced-price meal benefits for the first 15 days of school. Temporary benefits are extended to allow time to process a new application. To continue benefits for the new school year, a student must submit a new application that must be approved.

If you would like more information about the meal programs or need an application, please contact the Director of Food Services, Kim Carter, at 659-3615. The Food Service office is located at 305 Baker Street.

### ***Electronic Communications System Acceptable Use Policy***

Your child has the opportunity to be given access to the district's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks. The Internet is a network of networks. Through the district's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed district policy, administrative regulations, and agreement form and discuss these requirements together. **Inappropriate system use will result in the loss of the privilege to use this educational tool.** Refer to board policy CQ local & legal & exhibit available from the San Angelo ISD website- [www.saisd.org](http://www.saisd.org).

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material that you may find objectionable. While the district will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

**Signing and returning the parental/student acknowledgment indicates your permission for your child to participate in the district's electronic communication system.** Computer use is not private, and the district will periodically monitor users' activity on the computer system to insure its proper use. If you do not wish to grant permission for your child to access the district's electronic communication system, **please contact your child's principal and note at the bottom of the acknowledgment page indicating your denial.**

***Definition of the System:***

- Any computer owned by SAISD, networked or stand-alone
- Any peripheral attached to any computer, including but not limited to modems, key-boards, monitors, mice, printers, scanners, and digital cameras
- Any server attached to the SAISD backbone, including all network devices
- Any software installed on any SAISD computer

***Rules for Appropriate Use:***

- Students in kindergarten--third grades may have access only through their classroom account. Exception: A K-3 teacher may request individual network accounts for their students in their class in order to accomplish specific projects. Students in fourth-twelfth grades may be assigned an individual account. Students are responsible for not sharing the password for their account with anyone.
- The use of the account must be in support of education and research and be consistent with the educational objectives of San Angelo ISD.
- Students are responsible at all times for the proper use of their account, and the district may suspend or revoke access if they violate the rules.

***Inappropriate Uses:***

- Using the system for any illegal purpose.
- Using someone else's account and/or password.
- Using the system for commercial access, lobbying, advertising, or posting personal information about yourself and others without permission of school personnel.
- Wasting school resources through improper use of the system, such as spamming which is sending unsolicited e-mail indiscriminately to multiple individuals or groups.
- Gaining unauthorized access to restricted information or resources.
- Vandalizing the system, which can result in cancellation of privileges. Vandalism is defined as harming, misusing, destroying, or altering any of the equipment, software, or hardware that are part of this system or any other agency or network accessible through this system. This includes, but is not limited to, the uploading and creation of computer viruses. Students,

- parents, or guardians will be financially liable for any damage incurred due to vandalism.
- Accessing, sending, publishing, or posting computer content that is abusive, obscene, sexually-oriented, threatening, harassing, illegal, or damaging to another's reputation (computer abuse).

### ***Security***

- If you feel you can identify a security problem, you must notify the technology help desk (657- 4000) immediately. Do not demonstrate the problem to other users.
- Attempts to log on to the system, as a system administrator will result in the cancellation of your user privileges and other disciplinary action, in accordance with the Student Code of Conduct.

### ***Forgery Prohibited***

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's ID and/or password is prohibited.

### ***Information Content/Third-Party Supplied Information***

System users and parents of students with access to the district's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material. A system user who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher or supervisor. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to discipline action in accordance with the Student Code of Conduct.

### ***Consequences of Inappropriate Use***

- Revocation of the computer system account.
- Suspension of access to the system.
- Other disciplinary or legal action, in accordance with district policy and applicable laws.

### ***Termination/Revocation of System User Account***

Termination of an employee's or a student's access for violation of district's policies or regulations will be effective on the date the principal or district coordinator receives notice of an employee's or a student's withdrawal or revocation of system privileges, or on a future date if so specified on the notice.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the districts. The district will cooperate fully with local, state, and federal officials in any investigation concerning or relating to misuse of the district's electronic communication system.

# San Angelo ISD

# 2010-2011

AUGUST 2010						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2010						
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OCTOBER 2010						
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31						

NOVEMBER 2010						
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JULY 2011						
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30	31					

Holidays
Professional Days/Trade Day
Bad Weather Days
TAKS Testing Days
* Portfolio Days
Aug. 11-20 Professional Days
Aug. 23-First Day Of School
Sept. 6-Labor Day
Nov. 24-26-Thanksgiving Holidays
Dec. 20-31 Christmas Holidays
Jan. 3-Trade Day
Jan. 17-Martin Luther King Holiday
March 14-18- Spring Break
April 22-Good Friday/Bad Weather Day
May 23-Bad Weather Day (will be used as the first Bad Weather Day)
May 28-Professional Day/Graduation
May 30-Memorial Day
July 4-Holiday
July 5-8 - District Office Closed

<b>First Semester</b> Aug. 23-Sept 24= 24 days Sept. 27-Nov 5=30 days Nov. 8-Dec 17=27 days Total 1 <sup>st</sup> Semester-81 days
<b>Second Semester</b> Jan. 4-Feb 18=33 days Feb. 21-April 8=30 days April 11-May 27=33 days Total 2 <sup>nd</sup> Semester-96 days
<b>Early Release Dates</b> Dec. 17, 2010 May 27, 2011
<b>Trade Day</b> Jan. 3, 2011

Board Approved May, 2010

# Homework Policy

## **ACADEMIC ACHIEVEMENT: HOMEWORK**

**EIB  
(LOCAL)**

### **OBJECTIVES OF HOMEWORK AND WHY IT IS ASSIGNED**

Homework is:

1. An extension of independent practice.
2. Ideally used to reinforce concepts originally taught in the classroom.
3. Needed for missed assignments due to absences.
4. Make up work.
5. Short assignments and long-term projects.
6. Reviewing for a test.
7. Coordinated with other teachers who share the students, as possible.
8. Graded and returned to the students.
9. Designed to be respectful of students' time.

Examples of types of homework include long-term projects, reading assignments, math practice, and test preparation.

Homework is not:

1. Punishment for student misbehavior.
2. Assigned to keep students busy.
3. Repetition of skills a student has already mastered.
4. Assigned the night before TAKS tests or six weeks or semester exams.
5. Assigned over weekend and holidays for grades K – 8.
6. Worksheets NOT directly tied to class objectives.

### **HOMEWORK FREQUENCY AND DURATION— GENERAL GUIDELINES**

These guidelines are for the typical student on a daily basis:

1. Grades K – 2: 1 - 3 assignments not to exceed 20 minutes maximum total  
Grades 3 – 4: 2 - 3 assignments not to exceed 40 minutes maximum total.
2. Grades 5 – 6: 2 - 3 assignments not to exceed 60 minutes maximum total.
3. Grades 7 – 8: 3 - 4 assignments, each one averaging 20 minutes; not to exceed 80 minutes total.
4. Grades 9 – 12: 3 – 4 assignments, each one averaging 30 minutes; not to exceed 120 minutes total.

\*\*Pre-AP and AP classes could require more time spent out of class.

\*\*No assignments or projects will be due the first two days upon a student's return from winter or spring break.

## **SUGGESTED HOME/SCHOOL RESPONSIBILITIES FOR HOMEWORK**

### **STUDENT**

#### **RESPONSIBILITIES:**

1. Ask the teacher for clear instructions when assignments are not understood.
2. Record assignments, textbook pages, and due dates in a designated homework folder or notebook.
3. Complete and turn in assignments on time as directed by the teacher.
4. Pace yourself on long-term projects.
5. Develop proper study habits by
  1. Maintaining a daily assignment notebook, page, or calendar.
  2. Gathering the proper materials needed for homework assignments before leaving campus.
  3. Finding a quiet, lighted, and orderly place free of distractions or interruptions (**TURN OFF THE TV AND RESTRICT PHONE CALLS DURING HOMEWORK.**)
  4. Having materials such as paper, pencils, pens, dictionaries, etc. available.
  5. Having a consistent homework time.
  6. Reading when no other assignment has been made.

### **PARENT OR LEGAL GUARDIAN**

#### **RESPONSIBILITIES:**

1. Checking your child's assignment notebook, page, or calendar regularly.
2. Providing a quiet, lighted, and orderly place free of distractions or interruptions (**TURN OFF THE TV and RESTRICT PHONE CALLS DURING HOMEWORK.**)
3. Providing materials such as paper, pencils, pens, dictionaries, etc.
4. Designating a consistent homework time.
5. Encouraging reading when no other assignment has been made.
  1. Discuss homework assignments with the child.
  2. Keep a copy of the teacher's homework policy and syllabus available for use when questions arise.
  3. If problems arise, follow the appropriate chain of command:
    - 1st – contact the teacher
    - 2nd – contact the principal
    - 3rd – contact central office administrators.

**USER AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC  
COMMUNICATION SYSTEMS AND INFORMATION RESOURCES**

The San Angelo Independent School District (the “District”) is pleased to make available to employees (faculty, staff, consultants, contractors, temporary-hires, and others), students, and approved parent users access to the interconnected computer information systems within the District (the “Network”) and to the world-wide network that provides various means of accessing significant and varied materials and opportunities (commonly known as the “Internet”). (This User Agreement applies to employees if and when they are granted access. That access may be granted to the extent that the District determines appropriate, based on the specific employee’s job duties or other factors.)

In order for the District to be able to continue to make its Network and the Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one person’s misuse of the District technology hardware or software, Network and/or the Internet access may jeopardize the ability of all to enjoy this access. While the District’s management and Network administrators will make reasonable efforts to administer use of the Network and Internet access, they must have user cooperation in exercising and promoting responsible use of this access.

This document is the Electronic Communication Systems and Information Resources Acceptable Use Policy (the “Policy” or “AUP”) of the District and also relates to Internet and other access or service providers (collectively, the “Provider”) as they provide resources necessary for the District to provide the Network and Internet access. Upon accepting your account information, you are agreeing to follow this Policy, and you will then be given the opportunity to enjoy Network and Internet access. If you have any questions about this Policy, you should contact the Technology or Human Resource departments.

If any user (that is, you or anyone whom you allow to use your account—which itself is a violation) using your account violates this Policy, your access will be denied or withdrawn. Students who violate the policy also will be subject to school discipline; employees will be subject to additional disciplinary action, up to and including, termination.

### **Personal Responsibility**

By accepting your account password and other information from the District and accessing the Network or the Internet, you are agreeing to follow the rules in this Policy. You are also agreeing to report any misuse of access to the Network or the Internet to your building principal or division head. Misuse means any violations of this Policy, or any other use that, while not included in this Policy, has the effect of harming another or another’s property.

You are responsible for any activity that occurs under the use of your account login. If you leave your device or user account unattended and logged in with the device unlocked, and inappropriate activity occurs, you may be held responsible for that activity. You may not give your login information to another user. (Exception: you may provide it to technical support personnel for tech support purposes but then you are responsible for changing your password after they assist you and resolve your issue.) You may not log into a computer or program and allow another user to utilize your account.

If you utilize school District equipment and/or software outside of the District, you must still follow the SAISD Technology AUP rules while utilizing the school District’s resources. (example: if you take a laptop home or offsite and access the internet, it is forbidden to surf for porn, gambling, etc.)

### **Unauthorized Equipment Installation**

Personal or other purchased equipment not expressly authorized by the Director of Technology or designee will not be installed on the Network. Prohibited equipment is defined as any network attached items including, but not

limited to: hubs, switches, routers, wireless access points, splitters, network printers, key loggers, and personal PCs, laptops. Additions of any type of these items are prohibited. Persons who introduce these devices on the Network will be subject to denial of access, and disciplinary actions, including termination for employees.

### **Term of the Permitted Use**

After you have been granted access and as long as you follow this Policy, you will have Network and Internet access during the term of your enrollment or employment with the District. (Please be aware that the District may suspend access at any time for technical, policy, failure to sign and return the AUP receipt form or student handbook receipt form or other reasons.)

### **Purpose and Use**

SAISD Technology Hardware and Software, Network, Internet Access and any other technology related items are provided to staff and students primarily for official business use. Misuse can result in disciplinary actions and possibly termination. If you have any doubt about whether a contemplated activity is appropriate for District business purposes, you may consult with your building principal or division head to help you decide if a use is appropriate.

Remember, access to San Angelo ISD computer resources is a privilege, not a right. Failure to comply with the guidelines set out in the AUP may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Student users should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the computer system.

### **Computing and Software Usage**

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the Technology Director or designee, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to the District's standards of conduct. The following points are to be followed to comply with software license agreements:

- All users must use all software in accordance with license agreements and the District's software regulation. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
- The District will not tolerate the use of any unauthorized copies of software or fonts in our school system. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. According to the U.S. Copyright Act, illegal reproduction of software is subject to civil damages of as much as U.S. \$100,000 per title infringed, and criminal penalties, including fines of as much as U.S. \$250,000 per title infringed, and imprisonment of up to five years. A District user, who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstances. Such discipline may include termination of employment. The District does not condone the illegal duplication of software and will not tolerate it.
- No user will give software or fonts to any outsiders, including consultants, suppliers, contractors, and others. Under no circumstances will the District use software that has been brought in from any unauthorized location under the District's policy, including, but not limited to, the Internet, home, friends, and colleagues without approval from the Technology Director or designee.
- Any user who determines that there may be a misuse of software within the District will notify the Director of Technology, building principal, and/or division supervisor.
- All software used by the District on District-owned computers will be purchased through appropriate procedures.
- Generally, District-owned software cannot be taken home and loaded on an employee's home computer if it also resides on a District computer. If an employee is required to use software at home, the appropriate cost center manager will purchase a separate package and record it as a District owned asset in the software register with the Technology Department. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. If an employee is required to use software at home, he or she must first consult with the Technology Help Desk, unless allowed under the

software's license agreement, to determine if appropriate licenses allow for home use. The Technology Department will conduct a yearly audit (at least once a year), of all District PCs and servers, including portables, to ensure that the District is in compliance with all software licenses. Random audits may be conducted as well. Audits may be conducted using an auditing software product. The full cooperation of all users is required during audits.

Employee use of handheld computing/communication devices (e.g. personal digital assistants (PDA), smart phones, WAP phones, and other personal communication devices) that use any medium to synchronize, transmit, share, or access files on remote computer or server is permitted with some limitations. Synchronization with Microsoft Outlook calendars, contacts, messages, and notes is permitted. Employees who possess District e-mail accounts may access their account via their handheld computing/communication device. The specific details of this privilege are outlined in the next section.

The District is not responsible for maintaining, repairing, or otherwise troubleshooting an employee's personal cellular or other electronic devices. The District is not responsible for damage, corruption, modification, and/or deletion of any personal data stored on any employee-owned handheld computing/communication device. Furthermore, the District makes no guarantees of service quality or access regarding handheld devices. Modems or wireless broadband wireless devices inside or connected to office desktop computers (PCs) are not permitted, unless specifically authorized by the Director of Technology. Home based, mobile and/or telecommuting computers are an exception to this rule.

Computer equipment supplied by the District must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) without prior knowledge and authorization from the Technology and Information Services Department. Unauthorized system changes or components may be removed by Technology Department Staff. On District-supplied computer hardware, workers must not change the operating system configuration or install new software. If such changes are required, they will be performed by Technology Department personnel.

### **Accessing District Internet, E-mail, or Other District Resources via Cellular Phone or other Handheld Communication Device**

Employees who choose to access the District's Internet or their own District e-mail accounts on their personal handheld communication device (e.g., cell phone, Palm Pilot, etc.) may do so subject to the following restrictions and requirements.

The same standards of proper and professional use of the District Internet and District e-mail system apply (including the entirety of this Policy, as well as any provisions applicable from Board Policy (CQ (LEGAL), CQ (LOCAL)), or Employee Handbook, and any other applicable rules or policies) regardless of whether the District services at issue are accessed via District computer or personal device.

Use of personal cell phones or other handheld communication devices for business purposes should be limited. Employees are expected to conduct themselves in a professional manner when corresponding as employees of the District, and failure to do so may result in disciplinary action where the behavior or conduct is school related (example: sending threatening text messages to a coworker from a personal cell phone).

Although employees are permitted to use their cell phones to access District e-mail and for other acceptable business purposes, a cell phone should not be used in place of the employee's District computer or telephone. Personal cell phones may be used for school business calls, including parent contacts, only during planning periods and other off duty times during the work day. [See Employee Handbook, pg. 52]. Personal cellular phones should be used for school business only when District telephone and computer access is not readily available. Employees who use other functions of personal cell phones for business purposes (e.g., sending text messages to other employees concerning business, or sending text messages or e-mail containing personally identifiable student information), should limit such use to those instances when other forms of communication are not readily available. An employee who allows the use of his or her cell phone to interfere with the performance of job duties may be subject to discipline. [Consult Employee Handbook for consequences of such conduct].

The District strongly encourages employees who choose to use personal communication devices for business

purposes to protect those devices with “password protection”, blocking any unauthorized users access to its contents. An employee who accesses his or her District e-mail from a cell phone should make a report to the District Technology Department immediately if the cell phone is lost or stolen. The possibly delicate and/or confidential information which could be present on the cell phone is of immediate concern to the District.

Electronic mail transmissions and other use of the District’s electronic communications system by students and employees shall not be considered private. The District reserves the right to monitor access to and use of District email, District Internet, or other network or computer-related activity, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to requests for public records, or disclose messages, data, or files to law enforcement authorities. Monitoring shall occur at any time to ensure appropriate use.

**Reminder: As an employee of a public school district, your communications regarding District business may be subject to public information act requests. Consider this possibility before sending any communication from a cell phone, or other similar device, which contains information or issues of District business.**

## **Networking and Internet Usage**

Employees using District accounts are acting as representatives of San Angelo ISD. As such, employees should act accordingly to avoid damaging the reputation of the school District. The introduction of viruses, spyware, adware, malware, any malicious code or tampering with any computer system, is expressly prohibited. Files that are downloaded from the Internet must be scanned with virus detection software before installing or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.

The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate (reliable) source. Users shall not place SAISD material (copyrighted software, internal correspondences, etc.) on any publicly accessible Internet computer without proper permission. Alternate Internet Service Provider (ISP) connections (such as AOL dial-up) to the District’s internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, users are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

## **Electronic Messaging Communications and Voice Mail Systems**

The District’s voice communications and voice mail systems are designed to assist us in better serving stakeholders, enhancing internal communications, and reducing unnecessary paperwork. These guidelines should govern your use of District equipment, with special attention to unified messaging (email, voice mail, facsimiles and video mail.)

Privacy is not assured in e-mail, facsimiles, video mail, or voice mail messages, whether a password is used or not. The Telecommunications Manager must have access to all program related passwords at all times, to ensure necessary access to the system. Misuse of passwords or the unauthorized use of another employee’s password will result in disciplinary action, up to and including termination. The District may access all employees’ messages at any time.

E-mail messages are like paper documents: Ask yourself whether you would want anyone else knowing about the content, or whether a conversation would be more appropriate.

**Reminder: E-Mail is subject to public information act requests (PIA) and is admissible in court in some cases. Keep in mind when you compose an e-mail message that it could possibly be read by anyone or could appear in the local newspaper if requested via a PIA request.**

Be careful when sending sensitive data via e-mail. It may need to be password protected and possibly encrypted. Review the requirements of HIPAA and FERPA laws which prohibit disclosure of certain student information. Electronic/Voice mail usage must conform to the District’s policies against harassment and discrimination. Messages containing defamatory, obscene, offensive, or harassing information, or messages that disclose personal information without authorization, are prohibited. If you receive such unsolicited messages, you are to delete them promptly and not forward them.

Chain-type messages and executable graphics also should be deleted and not forwarded---they cause overload on our system. Employees engaging in the transmission of inappropriate electronic messaging, as determined by the District, will be subject to discipline, up to and including termination. For further information regarding the District's policy against sexual and other unlawful harassment, refer to the student code of conduct or the employee manual.

When using e-mail, users should use "e-mail etiquette." For example, avoid the use of all capital letters, as this is considered to be shouting at someone electronically. If you create private mail groups, it is your responsibility to review them periodically so they remain current. The Technology Department will have responsibility for generating and maintaining public mail distribution lists.

Users should be mindful of District regulations regarding e-mail retention periods. It is your responsibility to archive any messages that you do not wish to be automatically deleted.

E-mail and Internet access should not be overused or misused. Misuse of electronic access (i.e., work time spent online for personal use, copying or downloading copyrighted materials, visiting inappropriate sites, online banking, day trading/stock trading, online dating, online gambling, participating in online auctions, etc.) may result in discipline.

Employees and vendors must not make arrangements for, or actually complete installation of voice or data lines with any carrier, if they have not first obtained approval from the Director of Technology or designee.

## **Information Security and Access**

All users (including third parties) are responsible for the activity performed with their personal user-IDs, whether or not these user-ID's are connecting via external network facilities. User-IDs must never be shared with associates, friends, family members, or others. User-IDs may not be utilized by anyone but the individuals to whom they have been issued. Similarly, users are forbidden from performing any activity with user-IDs belonging to other individuals (excepting authorized anonymous user-IDs like "guest"). With the exception of the District intranet, users must not browse through District computer systems or networks. For example, curious searching for interesting files and /or programs in the directories of other users is prohibited. Steps taken to legitimately locate information needed to perform one's job is not considered browsing. This statement on browsing does not apply to external networks such as the Internet.

Confidential information never should be sent over the Internet without the knowledge that it can be intercepted. This includes the transmission of documents containing District financial information, human resource information, student information, or Social Security Numbers. Use extreme caution to ensure that the correct e-mail address is used for the intended recipient(s). If you are sending a document that contains sensitive information, it is recommended that you secure the document; for example, via password, encryption, use of secure socket transfer, etc.

## **Prohibited Use**

The user is responsible for his/her actions and activities involving District computers, networks, and Internet services, and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- Any use that is illegal or in violation of other board policies, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc.;
- Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
- Any inappropriate communications with students or minors;
- Any use for private financial gain, or commercial, advertising or solicitation purposes;
- Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or nonschool sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit.
- No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to

communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.

- Any communication that represents personal views as those of the District or that could be misinterpreted as such;
- Downloading or loading software or applications without permission from the system administrator;
- Opening or forwarding any e-mail attachments (executable, batch, and/or script files) from unknown sources and/or that may contain viruses or malicious software;
- Sending mass e-mails to District users or outside parties for school or non-school purposes without the permission of the system administrator [or other designated administrator].
- Any malicious use or disruption of the District's computers, networks, and Internet services or breach of security features;
- Any misuse or damage to the District's computer equipment;
- Misuse of the computer passwords or accounts (employees, students, or other users);
- Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct, including the use of profanity or vulgar, obscene or sexually explicit language;
- Any attempt to access inappropriate/unauthorized sites (i.e. Internet/Websites, intranet websites, and/or application servers);
- Failing to report a known breach of computer security to the system administrator;
- Executing, using, or viewing any application or website that is resource intensive, resulting in excessive network saturation and denial-of-service for other users;
- *Users* using District computer networks are prohibited from gaining unauthorized access to any information system or network to which they have not been expressly granted access. *Users* using District computer networks are also prohibited from in any way damaging, disrupting, or interfering with the operations of multi-user information systems to which they are connected. Likewise, *users* are prohibited from capturing or otherwise being in possession of passwords, encryption keys, or any other access control mechanism that has not been expressly assigned to them. *Users* are furthermore prohibited from possessing or using software tools which could provide unauthorized access to system resources (these include password dictionary attack programs, encryption key brute-force discovery programs, and software for defeating copy-protection mechanisms).
- Using school computers, networks, and Internet services after such access has been denied or revoked;
- Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these rules;
- Use that violates this Policy, the student code of conduct or the employee standards of conduct;
- Unauthorized disclosure, use, or distribution of personally identifiable information or personal identification regarding students or employees;
- Personal or political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit;
- Participating in chat rooms other than those approved, sponsored and/or overseen by the District; and/or
- The use of personal devices such as PDA's (Palms, Visors, cell phones with web capability, etc.) and laptops (either wireless or Ethernet) or any device used to access SAISD Networks is prohibited unless this Policy provides otherwise.

## **No Expectation of Privacy**

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Employees have no expectation of privacy in their use of District computing and network resources, including electronic messaging (e-mail), online chatting, any stored files, etc.

The District reserves the right to monitor, track, and report access to and use of District e-mail, the Internet, or other network or computer-related activity, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to requests for public records, or disclose messages, data, or files to law enforcement authorities. Monitoring by designated District staff shall occur at any time to ensure appropriate use.

## **Confidentiality of Information**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. When engaging in written communication regarding any student, employees should avoid using the student's name or ID number, and instead should use the student's initials if possible.

## **Staff Responsibilities to Students**

Teachers, staff members, and volunteers who use District computers for instructional purposes with students must supervise such use. Teachers, staff members and volunteers are expected to be familiar with the District's policies and rules concerning student computers and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal [or other appropriate administrator].

## **Compensation for Losses, Costs and/or Damages**

Users shall be responsible for any losses, costs or damages incurred by the District related to violations of policy CQ and/or these rules.

## **District Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The District assumes no responsibility for any unauthorized charges made by users, including but not limited to credit card charges, subscriptions, long distance charges, equipment and line costs, online gambling charges or debts, or for any illegal use of its computers such as copyright violations. Therefore, the District will hold the user liable for the user's actions.

## **User Acknowledgement Required**

Each user authorized to access the District computers, networks, telecommunications, and Internet services is required to sign an acknowledgement form (CQ Exhibit D), or the Employee or Student Handbook stating that they have read policy CQ and these rules. As a condition of continued employment, employees, consultants, and contractors must annually sign an acceptable usage policy or SAISD Employee or Student Handbook. The acknowledgement form will be retained in the employee's personnel file or in the Technology Department's files. Agreements from students will be maintained in campus records, as will Agreements from parents and volunteers.

**ACKNOWLEDGEMENT OF USER AGREEMENT FOR ACCEPTABLE USE OF  
THE ELECTRONIC COMMUNICATION SYSTEMS AND INFORMATION RESOURCES**

**User Signature Required**

Each user authorized to access the District computers, networks, telecommunications, Internet services, or other resources is required to sign an acknowledgement form (CQ Exhibit D) or the Employee or Student Handbook stating that they have read policy CQ and these rules. As a condition of continued employment, employees, consultants, and contractors must annually sign an acceptable usage policy or SAISD Employee Handbook. The acknowledgement form will be retained in the employee's personnel file or in the Technology Department's files. Agreements from students will be maintained in campus records, as will Agreements from parents and volunteers.

I hereby acknowledge that I have received information related to the User Agreement for Acceptable Use of the Electronic Communications Systems and Information Resources (commonly known as "Acceptable Usage Policy") as required on Board Policy CQ (LEGAL) and CQ (LOCAL). I further acknowledge that I have been offered the option to receive a paper copy of said agreement or to electronically access them. I agree to review the Acceptable Usage Policy by accessing the web sites provided or by requesting, in writing, a paper copy from the appropriate department.

---

Printed Legal Name

---

Staff or Student ID Number (not applicable if you are not a staff member or a student)

---

Campus/Location or Company Name

---

Role: Student, Volunteer, or Employment Position

---

Date

---

User Signature

## **Attendance Acknowledgment Form**

Dear Student and Parent,

Regular attendance is critical to a student's success in school.

In accordance with Texas Public School a Law, a school district must give notice to the student's parent/guardian, in writing, at the beginning of the school year, that if the student is absent (unexcused) from school on 10 or more days or parts of days within a 6 month period in the same school year or if the student is absent (unexcused) on 3 or more days or parts of days within a 4 week period that the student's parent and/or the student are subject to prosecution under the law. The student's parent is subject to prosecution under Section 23.095 and the student (age 10 or older) is subject to prosecution under Section 25.094 or the student is subject to a referral to a Juvenile Court.

The school district is further required to notify any student's parent if their student has been absent from school, without an excuse, on 3 days or parts of days within a 4 week period. By law, this notice shall include informing the parent that it is the parent's duty to monitor their student's school attendance and require the student to attend school. This notice must also include a request for a conference between the school officials and the parent to discuss the absences. The law states that even if the parent does not receive a notice from the school, this does not create a defense to prosecution under Section 25.093 or Section 25.094.

For further reference, this information as well as other attendance information is contained in the District's Student Parent Handbook.

**The District asks that you read the statement below and complete and sign in the spaces provided. Thank you.**

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**We acknowledge that we have received this attendance information and that we are responsible for reading and abiding by the rules and other information regarding compulsory school attendance.**

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_  
*(Please print)*

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
*(Please print)* *(Parent's date of birth)*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sign this page, remove it, and return it to the student's school.**