

DUMAS ELEMENTARY STUDENT HANDBOOK

2008-2009

**Cactus Green Acres
Hillcrest Morningside
Sunset**

⇒ **STUDENT:** _____
Last Name First Name Middle Name

⇒ **CAMPUS:** _____ **DATE:** _____

⇒ **DOCTOR/HEALTH PREFERENCE:**

To serve my child in case of ACCIDENT or SUDDEN ILLNESS to my child, I hereby authorize officials of Dumas Independent School District to refer this child to a licensed physician of my choice or any other physician available. I hereby authorize the release of information pertinent to my child's health care. The school officials are hereby authorized to take whatever action is deemed necessary in their judgment for the health of my child. This includes taking my child to the Dumas Memorial Hospital Emergency Room for treatment by the physician on call. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

The student handbook is provided in order that you may know the rules and regulations in the Dumas elementary schools. Included in the back of the handbook is the district's Student Code of Conduct. The current educational regulations require that parents receive and acknowledge receipt of the Student Code of Conduct. **Please sign below and return to the school.**

My child has received a copy of the Dumas Independent School District's Student Code of Conduct and Student Handbook. I understand and consent to the responsibilities outlined in the district's Student Code of Conduct. I also understand and agree that my child will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct is subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Student absences from classes for curricular, co-curricular, or extracurricular activities which have the approval of the administrator in charge shall also have the approval of the parents as evidenced by their signature acknowledging the content and provisions of the student handbook.

My child has my permission to go by bus to attend any event sponsored by the school during the 2008-2009 school year. I understand that I will be notified by written note prior to any out-of-town field trip that is taken.

Videotaping a lesson has proven beneficial to teachers in evaluating instructional skills. These are sometimes shared in a class setting of teachers. Tapes will only be used for non-commercial activities. This tape will not be used for an evaluation of students.

Occasionally, the school district wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

*

By signing below, I certify that I:

- ✓ Give my permission to Dumas ISD to seek medical treatment for the above named child in case of emergency.
- ✓ Have received a copy of the Elementary Student Handbook.
- ✓ Have received a copy of the Dumas ISD Student Code of Conduct.
- ✓ Have received a copy of the Dumas ISD Acceptable Use Policy.
- ✓ Have received a copy of the Right to Request Teacher Qualifications letter.
- ✓ Have received a copy of the Annual Notice of Student Education Record Privacy letter.
- ✓ Have received a copy of the Annual Notice for Disclosure of School Directory Information letter.
- ✓ Give my permission for the above named child to participate in school field trips.
- ✓ Give my permission for the above named child to be videotaped in the classroom setting.
- ✓ Give my permission to use my child's artwork or special project on the district's Web site and in district publications.

⇒ _____
Parent/Guardian Signature

⇒ _____

Student Signature

⇒ **ESTUDIANTE:** _____
 Apellido Primer Nombre Segundo Nombre
 ⇒ **CAMPUS:** _____ **FECHA:** _____
 ⇒ **PREFERENCIA DE DOCTOR/SALUD:** _____

Para que mi niño pueda recibir ayuda en caso de un ACCIDENTE o que de repente le pegue una ENFERMEDAD, yo autorizo a los oficiales del Distrito Independiente de la escuela de Dumas que envíen a este niño con un medico licenciado de mi preferencia o cualquier otro medico disponible. Por medio de esta forma declaro hacer publico la información pertinente para el cuidado medico de mi niño. Por medio de esta forma los oficiales de la escuela están autorizados de que tomen cualquier acción que sea necesaria en su opinión para la salud de mi niño. Esto incluye llevar a mi niño al Cuarto de Emergencia de Dumas Memorial Hospital, para el tratamiento del medico que esta encargado de los casos de emergencia. No haré el distrito de la escuela responsable por las fincas adquiridas por el cuidado y/o la transportación de emergencia para mi niño.

Se proveerá el manual del estudiante para que usted se entere de las reglas y las regulaciones de las escuelas primarias de Dumas. En las páginas de atrás del manual, se incluye el Código de Conducta Estudiantil del Distrito. Las regulaciones educativas actuales requieren que los padres reciban y reconozcan haber recibido el Código de Conducta Estudiantil. **Por Favor firme abajo y devuelva esta forma a la escuela.**

Mi niño ha recibido una copia del Código de Conducta Estudiantil del Distrito Independiente de la Escuela de Dumas y el Manual del Estudiante. Entiendo y consiento a las responsabilidades escritas en el Código de Conducta Estudiantil del distrito. También entiendo y estoy de acuerdo que mi niño será responsable por su comportamiento y de las consecuencias escritas en el Código de Conducta Estudiantil durante las horas escolares y en actividades patrocinadas o relacionadas por la escuela, incluyendo viajes patrocinadas por la escuela, y por cualquier mala conducta relacionada con la escuela, no importa el tiempo o la localización. Entiendo que cualquier estudiante que viola el Código de Conducta Estudiantil esta sujeto a acción disciplinaria, hasta e incluyendo enviar para el procesamiento criminal por la violación de la ley.

Las ausencias de clases del estudiante por causa de actividades curricular, co-curricular, o extra-curricular que tienen la aprobación del administrador que esta encargado, también necesitaran la aprobación de los padres que será evidente por su firma reconociendo el contenido y las provisiones del manual del estudiante.

Mi niño tiene mi permiso de ir en autobús para asistir cualquier evento patrocinado por la escuela durante el año 2008-2009. Entiendo que seré notificado por nota escrita, antes de que ocurra cualquier viaje fuera del pueblo.

En la evaluación de habilidades educacionales, la grabación de una lección ha probado beneficioso a los maestros. En ocasiones esta grabación se comparte en un ambiente de clases con maestros. La grabación será utilizada solamente para actividades que no son comerciales. Esta grabación no será utilizada como evaluación de los estudiantes.

De vez en cuando, el distrito escolar desea mostrar o publicar dibujos de arte o proyectos especiales de los estudiantes en el sitio Web del distrito y en publicaciones del distrito. El distrito consiente en usar estos proyectos de estudiantes solamente de estas maneras.

 *

Firmando abajo, certifico que:

- ✓ En caso, de una emergencia, yo doy mi permiso a la escuela de Dumas ISD que asesoren tratamiento medico para el niño nombrado arriba.
- ✓ He recibido una copia del Manual Elemental del Estudiante.
- ✓ He recibido una copia del Código de Conducta Estudiantil de Dumas ISD.
- ✓ He recibido una copia de la Política de Uso Aceptable de Dumas ISD.
- ✓ He recibido una copia del Derecho de Solicitar una Carta de Calificación de Maestros.
- ✓ He recibido una copia del Aviso Anual de la Carta Privada sobre los Expedientes Educativos del Estudiante.
- ✓ He recibido una copia del Aviso Anual de la Carta Informativa dando permiso para compartir el Directorio de la Escuela.
- ✓ Doy mi permiso para el niño nombrado arriba que participe en viajes de campo de la escuela.
- ✓ Doy mi permiso para que el niño nombrado arriba sea grabado en un ambiente de clases escolares.
- ✓ Doy mi permiso para usar los dibujos de arte o proyectos especiales de mi niño en el sitio Web del distrito y en publicaciones del distrito.

⇒ _____

PERSONNEL

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PRINCIPALS

Cactus Principal – Carla Tafoya – carla.tafoya@dumas-k12.net – 966-5102

P.O. Box 368, 100 South Drive
Cactus, TX 79013

Green Acres Principal – Sharla Wilson – sharla.wilson@dumas-k12.net – 935-4157

P.O. Box 736, 300 Oak
Dumas, TX 79029

Assistant Principal – Robin Kehoe

Hillcrest Principal – Stephanie Schilling – stephanie.schilling@dumas-k12.net – 935-5629

P.O. Box 715, 514 Pear
Dumas, TX 79029

Morningside Principal – Stan Stroebel – stan.stroebel@dumas-k12.net – 935-4153

P.O. Box 698, 623 Powell
Dumas, TX 79029

Assistant Principal – Kelly Carrell

Sunset Principal – Philip Rhodes – philip.rhodes@dumas-k12.net – 935-2127

P.O. Box 716, 401 West 14th
Dumas, TX 79029

Assistant Principal – Erin Pingelton

Si usted quiere esta guía en español, por favor llame a la oficina de la escuela.

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INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared so that it will be of great value to help you to become an integral part of and to adjust to our school.

Dumas 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Larry Appel, Superintendent – 935-6461
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Jessica Sutterfield – 935-6774
- All other concerns regarding discrimination: See the superintendent Larry Appel, Superintendent – 935-6461

ACCELERATED READER GUIDELINES

Accelerated Reader (AR) is a program for literature-based reading practice. AR is designed to motivate and encourage children to read more books while enabling teachers to evaluate, monitor, and record student progress.

Participation in the AR program begins at third grade and continues through eighth grade. The following are the guidelines for kindergarten through second grade students:

Accelerated Reader Guidelines for K-2

1. Kindergarten through Second grade will not participate in AR unless they are GT and meet the following criteria:

The student must perform at instructional or independent level (90%-100%) on Level J – Giant in the Forest and comprehension level in the adequate to very good range as specified in the DRA Benchmark Kit in order to be STAR tested. Level I is considered an at risk qualifier at semester. RATIONALE: Children have to be able to read to learn – interpret and comprehend. They are able to integrate meaning, structure, and visual cues in a flexible manner.

All students may begin the program at the beginning of third grade. Students will be assigned a reading level based on the results of the STAR test. Reading level placement may be adjusted by the teacher as necessary. Students who are reading at their optimum reading level will be able to score between 85% to 92% accuracy on the AR test corresponding to the book read. Three consecutive TOPS reports at or above 92% will move a student to the next level. Three consecutive TOPS reports below 85% will move a student down one level. Students will be allowed to read a book in their Color level as well as one level up and/or down.

Students will be awarded points when they read on level and demonstrate at least 85% accuracy rate on the AR test corresponding to the book read. Students will receive awards at specified levels based on campus guidelines.

Kindergarten through second grade students who meet the qualifications for participation as set forth above will fully participate in the program according to campus guidelines.

Students who are caught cheating on an AR test will lose any points earned on the test and will receive any other disciplinary measures deemed appropriate by the campus principal.

There are to be no punitive consequences and/or grades tied to the Accelerated Reader program. (This applies only

to the Accelerated Reader program and does not affect guidelines and consequences set forth by the teacher in regards to their regular reading curriculum and/or program.)

If a student checks out a book and does not want to finish it, they will be allowed to return it to the library and check out another book without having to test on it. Students do not have to check out AR books. They may choose any book they like, but they only can test on books within their color level.

District Reward Guidelines

- Students will participate in Six Week Rewards based on their individual point level. The specific reward will be determined by each campus.
- Points and averages will start over at the end of each six weeks.
- Students will begin the next six weeks in the color level they were in at the end of the previous six weeks.
- In order to attend the end of year reward trip, students must meet their six weeks goal 4 out of the 5 six weeks.
- Accelerated Reader will end the last day of the 5th six weeks.

ADVANCED PLACEMENT TEST

Students in all grades may use advanced placement examinations to be advanced one grade level or given credit for a subject. Students or parents who have questions about advanced placement examinations should discuss them with the principal.

ARRIVING AT SCHOOL

Students are requested to arrive on the school campus not earlier than 7:30 a.m. nor later than 8:00 a.m. Students are counted tardy if they are not in their classrooms by 8:10 a.m.

Arrival earlier than 7:30 a.m. must be approved in writing by the principal. Students with written approval will have to go to the area designated for early arrivals.

ATTENDANCE—CLASS CREDIT

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

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

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

- Documented health care appointment.
- An absence required by state or local welfare authorities.
- Days of suspension.
- Participation in court proceedings or child abuse/neglect investigation.
- A migrant student's late enrollment or early withdrawal.
- Days missed as a runaway.
- Completion of a competency-based program for at-risk students.
- Late enrollment or early withdrawal of a student under Texas Youth Commission.
- Teen parent absences to care for his or her child.
- An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.

- Required screenings, diagnosis, and treatment for Medicaid eligible students.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention. Documentation of the emergency is required.
- Participation in a substance abuse rehabilitation program.
- Homelessness, as defined in federal law.

If credit is lost, the attendance committee will decide how and if the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit is denied, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

ATTENDANCE—COMPULSORY

General Statutory Provisions

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

Texas law states that a student between the ages of 6 and 18 **must** attend school and district-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents. (TEA Code Sect. 25.085)

Any student not already exempted from the compulsory attendance law may nevertheless be excused for temporary absence resulting from personal illness, illness or death in the family, quarantine, weather, or any other cause acceptable to the superintendent or the principal of the school in which the student is enrolled.

It is a parent's responsibility to see that their child is in school. A parent of a truant child can not claim as a defense that he cannot compel his child to attend school. A child who fails to attend school for 10 or more days or parts of days within a six-month period or for three or more days within a four-week period without an excuse commits a Class C misdemeanor. Both the parent and child can be prosecuted. (Texas Family Code Sect. 51.03)

Excused/Unexcused Absences

Absences may be excused in one of two ways. (1)A student may bring documentation from a third party. These excuses may include but are not limited to, doctor/dentist notes, funeral memorial folders, a letter from a court or office of the law, documentation from Medicaid, documentation concerning attendance of a religious holy day, letter from immigration officials, and a letter from a business firm when the child's attendance is mandatory during school hours. (2)A parent may call the school, write a note, send a fax, or send an email. A parent may excuse only six absences per semester in addition to documented absences. All other absences the rest of the semester will be unexcused.

Overdue notes will not be accepted after 3 calendar days (excluding holidays). The written statement should contain the following information:

- Date of the absence(s)***
- Reason for the absence(s)***
- Signature of parent or guardian***

It shall be the policy of the Dumas ISD to declare that all undocumented absences in excess of six a semester are unexcused and the district will institute judicial proceedings against the parent and/or student on the next undocumented absence after six. Judicial proceedings will be instituted after three unexcused absences within a four-week period or ten truanancies within a six-month period.

If a student will miss school for a reason other than illness, parents are encouraged to visit with the principal before the absence.

Students who have missed class work due to an absence and without prior knowledge of the assignment will be allowed one (1) day for each day missed to a maximum of one (1) week to complete the work after returning to school. All

students who have been absent are responsible for making arrangements with teachers for completing the work missed. Teachers will not give constant reminders. If make-up work is not completed within the prescribed time, the grade for the days absent will be averaged as zeros.

Parental Consent to Leave Campus

A student absent from school for any portion of the school day shall be required to be signed out by any person listed as an emergency contact.

Special Provision for those receiving healthcare treatment

A student who is absent for part of a school day for treatment by health care professionals is considered present if the student begins classes or returns to school on the same day of the appointment or treatment.

Extracurricular participation when absent

Except for unusual circumstances, a student who is absent from school all day will not be allowed to participate in school-related activities on that day or evening.

Absences for curricular, co-curricular and extra curricular activities

Students who are absent from class for curricular, co-curricular, or extracurricular activities which have the approval of a school administrator will be counted present at school for funding purposes. Parent permission is acknowledged by signing the receipt for this handbook.

AWARDS AND HONORS

Students in grades 3-6 who maintain a 90 average for the six-weeks based on all numerical grades will be placed on the honor roll.

Sixth grade students who maintain a 90 average for 4th grade, 5th grade, and first semester of the 6th grade and who meet minimum expectations on all portions of the TAKS for the 4th and 5th grade years will receive the President's Education Academic Award.

Attendance certificates will be awarded following state guidelines.

BICYCLE SAFETY

Students who ride bicycles to school should obey state laws for their safety. They should ride with the traffic, ride in single file and not ride double, and use signals before turning.

Bicycles should be kept in the bicycle racks provided for them.

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. The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

BUS STUDENTS

Bus students are not counted tardy if the bus is late, but are counted absent if the bus does not run because of road or weather conditions.

Bus students must go immediately to the bus line when they are dismissed at 3:30. If they are not riding the bus, then they must let the duty assistant know.

No one other than a regular bus student may ride the bus unless he or she has a written request (pass) from a parent approved by the principal.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Transportation Department at 935-4710.

Riding the bus is a privilege, not a right; this privilege may be revoked if there is just cause.

CAFETERIA PROCEDURES

A nourishing breakfast will be served between the hours of 7:30 - 8:00 each morning for Hillcrest and Morningside Elementary. Breakfast is served in the classroom at Cactus, Sunset and Green Acres. Lunch times vary from campus to campus. Check with your campus secretaries for times.

Meals served in the cafeteria need to be paid for in advance or at the time of service. Breakfast prices are as follows: Paid – \$1.25; Reduced – 30 cents. Elementary Lunch prices are as follows: Paid - \$1.75; Reduced – 40 cents. Junior and High School lunch prices are as follows: Paid - \$2.00; Reduced – 40 cents. Students who do not have the funds available will be allowed to charge food until they accumulate \$7.00 in charges. Once a student has reached \$7.00 in charges, cafeteria staff will provide an alternate lunch to the student until the charges have been paid. There will be no cafeteria charges during the first six weeks and during the month of May.

Parents and/or guardians are invited to eat breakfast or lunch with their children. Breakfast prices for adults are \$1.35. Lunch prices for adults are \$2.85. Students inviting their friends home for lunch must have a note from a parent. Those being invited must also have a note from a parent. Parents or guardians may provide a sack lunch for their own child's consumption, but they may not provide restricted items to other children at school.

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the campus secretaries.

Applications approved last school term will expire September 26, 2008. If you need further assistance with your application, contact Food Service at 935-4275. Parents or guardians will be responsible for all cafeteria charges until applications have been approved. Menus are published by the semester. If you have comments or questions, contact Marion Wynne, Food Service Director.

CARE OF TEXTBOOKS AND PROPERTY

Students are responsible for all textbooks and library books issued to them. Whenever one of these books is lost, the student is required to pay the original cost of the book regardless of the number of years it has been used. Students are to keep these textbooks covered at all times.

We are proud of our school. Many are working hard at making it a pleasant place to work and play. All of us should remember to care for it as if it were our own personal property.

A \$100.00 reward is offered for the arrest and conviction of any person causing damage to school property.

Parents are urged to label articles of clothing such as jackets and coats in case such articles of clothing are lost. If found, they can then be turned in to the office.

CELL PHONES/PAGING DEVICES

Students will not have cell phones/paging devices at school during school hours on school days. Students that violate this policy will have their devices confiscated and released to the custody of the DISD Police Department. A fifteen dollar (\$15.00) administrative fee will be assessed for the first violation and the device will be returned to a parent. A second violation in the same school year will result in the device becoming the property of DISD for the remainder of the school year.

Cell phones/paging devices may be stored in the office during the school day if a parent wishes the student to be able to use the device after school hours. A parent's note must be on file in the office before the student will be allowed to

store the device in the office.

CHANGE OF ADDRESS

Any change in your residence, mailing address, or telephone number during the school year must be reported to the school secretary.

CHARACTER COUNTS PROGRAM

Dumas ISD will continue to participate in the Character Counts Program to instill the six pillars of character – trustworthiness, responsibility, caring, fairness, citizenship, and respect.

COMPLAINTS BY STUDENTS/PARENTS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

CORPORAL PUNISHMENT

Corporal punishment (paddling) will be administered if the principal or teacher thinks it is necessary. It is administered in cases where the violation warrants such measures or when other forms of discipline have failed to correct the behavior.

Profanity, vulgarity, and the use of tobacco, alcohol or drugs will not be tolerated. Use of such will be considered to be severe and the discipline will be appropriate.

COUNSELING AND GUIDANCE

A counselor is available on each campus to help students. This may be done in one-to-one counseling sessions or in group counseling. Student, parents, or school staff may recommend students to the counseling program. All referrals must be submitted to the principal's office first.

CREDIT BY EXAM FOR ACCELERATION

A student in any grade may take an examination for acceleration to be advanced one grade level or to gain credit for a course he or she has not formally taken for credit. The student must give a 30-day notice to the counselor or principal prior to the published test date so that appropriate testing materials will be available. The published dates for credit by exam for acceleration for 2008-2009 are:

Saturday, August 30, 2008	Wednesday, June 3, 2009
Saturday, October 11, 2008	Thursday, June 4, 2009
Saturday, September 27, 2008	Friday, June 5, 2009

A student or parent may request alternate dates other than the published dates. For further information regarding credit by examination for acceleration, contact the campus principal or counselor.

CRIMESTOPPERS

Dumas ISD supports Student Crimestoppers. This program pays cash rewards for information leading to the arrest and charge of offenders in any unsolved crime. Student Crimestoppers "Hotline" is 934-9999.

DUMAS ISD STUDENT DRESS CODE Grades Pre-K through 6

The district's dress code is established to promote grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect.

Student Dress Regulations

Each student will adhere to the student dress code at all times with the exception of designated days. Campuses may designate special days where changes to the dress code may be allowed in accordance with district guidelines.

UPPER GARMENTS

Collared shirts
Turtlenecks or mock turtlenecks
Sweaters

All upper garments must have a sleeve that covers exposure of the armpit.

When standing, if the garment extends below the back pocket area, it must be tucked in.

All upper garments for boys and girls must be worn in a way that eliminates exposure of the chest or cleavage, shoulders, back, armpits, midsection, and/or underwear.

LOWER GARMENTS

All lower garments are acceptable except spandex, athletic, knit, nylon and stretch-type materials, clinging or transparent clothing.

All lower garments must be at least knee cap length.

Lower garments must be worn to ensure that the midsection is covered when sitting or standing and that they do not sag.

Lower garments must be worn at the waist.

GENERAL RULES

No restrictions on colors or fabric patterns.

Shoes must be worn at all times. House shoes are unacceptable.

Sufficient underclothing is required and shall not be visible at any time.

Clothing must be in good condition.

Clothing must be sized appropriately.

Logos must be 4 x 4 inches or smaller on approved apparel, excluding outerwear.

Campus logos have no size restriction.

Students may wear the layered look as long as the primary garment is in compliance with the dress code. If the primary garment is in compliance, then students may garnish that garment with a layered look as long as they do not wear a t-shirt or spaghetti straps over the appropriate shirt.

The district's dress code is in effect from the first tardy bell to the end of the instructional day (which includes after school tutorials and detention).

UNACCEPTABLE DRESS

Baggy leg style pants or bell bottom pants wider than shoe length.

Caps, hats, gloves, and head coverings inside the building.

Sweatbands, bandannas, scarves, or hairnets.

All clothing with pictures, emblems, or writing on them that is considered lewd, offensive, vulgar, obscene, or related to tobacco, alcohol, drugs, or other inappropriate substances.

Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

Sweatshirts unless zipper type worn as outerwear.

JEWELRY, TATTOOS, AND HAIR

All visible piercings, including tongue rings, are prohibited for both genders. Exception: Girls are allowed to wear earrings in their ears.

Tattoos must be covered by clothing, makeup, or bandages.

Spiked jewelry and chains are not allowed.

Hair is to be neat, clean, and well-groomed so that vision is not obstructed, and its color, style, and accessories are not to be of a distracting nature.

EXCEPTIONS

Deviations from the dress code for the purpose of promoting school spirit, DEF, holidays, or special events are left to the discretion of the building principal.

With respect to any extracurricular activities, the administrator, in conjunction with the sponsor, coach, or other person in charge of such activity, may regulate the dress and grooming of participating students. (T-shirts/sweatshirts not allowed as a variance.) Such regulation may include denying the student permission to participate in the extracurricular activity or to go on extracurricular trips.

With respect to dress code variances based upon medical or religious reasons, documentation from a medical doctor or an established religious authority will suffice for such variances to be granted. All dress code variances must comply with the parameters outlined in this code.

DECISIONS

The campus administrator will have complete and final judgment on all matters concerning interpretation of the student dress code. Matters concerning appearance and dress not specifically covered in uniform policy shall be within the discretion of the administration.

Any clothing not referenced in this code is prohibited.

CONSEQUENCES

1st and 2nd Violations – Call Parent. Parents will be given the option to bring appropriate clothing, or the student will be assigned to ISS*.

3rd and Subsequent Violations – 1 Day ISS*.

*ISS – In School Suspension

When a violation calls for the student to be immediately placed in ISS*, parents will be notified of violations and consequences by written notice but not prior to student's assignment or placement in ISS*.

DUMAS ISD CÓDIGO DE VESTIDO DEL ESTUDIANTE Grados Pre-K hasta 6º

El código de vestido que ha establecido el distrito es para enseñar arreglo e higiene, instilar disciplina, prevenir interrupción, evitar riesgos de seguridad, y enseñar respeto.

Regulaciones de Vestido Del Estudiante

Cada estudiante se adherirá al código de vestido del estudiante en todo tiempo con la excepción de días especiales. Cada campus puede designar días especiales donde cambian el código de vestido estandarizado, pero debe estar bajo las pautas y reglas del distrito.

ROPA DE ARRIBA (Del Cuello Hasta la Cintura)

Camisas con cuello

Cuello de Tortuga (Cuello Alto o Corto)

Suéteres

Toda la ropa de arriba debe tener las mangas que cubren los sobacos.

Si el estudiante esta de pie, y la ropa de arriba pasa el área debajo de la bolsa de atrás, la ropa de arriba debe ser fajada por dentro.

Toda la ropa de arriba para los muchachos y muchachas debe ir puesta de tal modo que elimina la exposición del pecho o seno, hombros, espalda, sobaco, sección mediano del cuerpo, y/o la ropa interior.

ROPA DE ABAJO (De la Cintura Hasta Los Pies)

Toda la ropa de abajo es aceptable con la excepción de ropa hecha con tela spandex, nylon, que se estira, que se pega al cuerpo, o que sea transparente.

Toda la ropa de abajo debe llegar hasta la rodilla.

La ropa de abajo debe ir puesta para asegurar que la sección de medio del cuerpo esté cubierta cuando el estudiante esta sentado o de pie y que no quede grande o suelta.

La ropa de abajo debe quedar bien en la cintura.

REGLAS GENERALES

Ningunas restricciones con los colores o patrones de telas.

Se requiere usar zapatos a todo tiempo. Las pantuflas no son aceptables.

Se requiere usar suficiente ropa interior y no debe estar visible en ningún tiempo.

La ropa debe estar en buenas condiciones.

La ropa debe quedar apropiadamente a la medida.

Los logos deben medir 4 x 4 pulgadas o mas pequeños en ropa aprobada, excluyendo la ropa exterior.

La ropa que tiene logos de cierto campus no tiene ninguna restricción de tamaño.

Los estudiantes pueden ponerse más de una blusa o camisa mientras que la ropa primaria vaya de acuerdo con el código de vestido escolar. Si la ropa primaria esta conforme al código, los estudiantes pueden usar otra blusa o camisa encima, pero no pueden usar una camiseta o “blusa de tirantes” encima de la ropa primaria.

El código de vestido del distrito comienza desde que suena la primera campana tardía hasta que se termina el día escolar (incluyendo clases después del horario escolar como los tutorials y detención).

VESTUARIO INACEPTABLE

Pantalones muy amplios de las piernas o pantalones de campana que están más anchos de lo largo del zapato.

Cachuchas, sombreros, guantes, y coberturas de la cabeza dentro de la escuela.

Muñequeras, pañuelos, bufandas, o rede para el pelo.

Toda la ropa con retratos, emblemas, o escrituras que se consideran lascivias, ofensivas, vulgares, obscenas, o relacionadas con el tabaco, alcohol, drogas, o otras sustancias inadecuadas.

De ninguna manera se debe usar ropa que refleja una afiliación con pandillas; que oculta contrabando, o que causa distracciones.

Sudaderas a menos que sean con zipper y que se esta usando como ropa exterior.

JOYAS, TATUAJES, Y PELO

Todos los agujeros visibles son prohibidos para los dos géneros incluso anillos de lengua. Excepción: Se permite que las muchachas usen aretes en las orejas.

Tatuajes deben estar cubiertos con ropa, maquillaje, o con venda (curita).

No se permite usar joyas o cadenas con picos.

El pelo debe estar bien peinado, limpio, y bien cepillado de modo que la visión no sea obstruida, y el color, estilo, y los accesorios no deben distraer el ambiente educacional.

EXCEPCIONES

Las desviaciones de las normas del código del vestuario estandarizado para el propósito de promover el espíritu escolar, DEF, días festivos, o eventos especiales se dejan a la discreción del director/a de cada escuela.

Con respecto a cualquier actividad extracurricular, el director/a en cooperación con el patrocinador, el entrenador, o otras personas responsables de tal actividad, pueden regular el vestuario y el arreglo de los estudiantes que participan en éstas actividades. (Camisetas/sudaderas no serán permitidas como variaciones.) Tal regulación puede incluir el negarle al estudiante el permiso de participar en las actividades extracurriculares, o ir a viajes extracurriculares.

Con respecto a las variaciones del código de vestido que están basadas con razones médicas o religiosas, documentación de un doctor médico o de un personaje con autoridad religiosa será suficiente para que tales variaciones sean concedidas. Todas las variaciones del código de vestido deben cumplir con los parámetros bajo éste código.

DECISIONES

El director/a del campus tendrá la última palabra en todos los asuntos que conciernen la interpretación del código del vestido del estudiante. Los asuntos que conciernen la apariencia y el vestuario que no se indican específicamente en la política del uniforme se dejara a la discreción de los administradores.

Cualquier tipo de vestuario que no se ha referido en éste código es prohibido.

CONSECUENCIAS

1 y 2 Violación – Llamada a los padres. Los padres tendrán la opción de traer la ropa apropiada o el estudiante será asignado a ISS*.

3 y Subsiguiente Violación – 1 Día en ISS*.

*ISS – Suspensión Escolar

Cuando una violación pide que el estudiante sea puesto inmediatamente en ISS*, los padres serán notificados de la violación y consecuencia con un aviso escrito, pero no antes de que el estudiante sea puesto en ISS*.

DRUG FREE SCHOOLS

The use of illicit drugs and unlawful possession of alcohol is wrong and harmful.

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and/or alcohol, on school premises, or as part of any of the District's activities.

Students who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, referrals to appropriate law enforcement officials for prosecution, and/or actions as outlined in the district Student Code of Conduct.

Compliance with these requirements and prohibitions is mandatory.

Drug and alcohol counseling, rehabilitation, and re-entry programs available in the area are:

Student Assistance Program	Dumas High School	935-4538
	Dumas Junior High	935-5761
Dumas Family Services	8th and Bliss	935-5691

Memorial Hospital	224 East 2nd	935-7171
CareUnit Hospital Program	Canyon, Texas	655-2273
Charter Plains Hospital	801 N. Quaker Lubbock, Texas	1-800-692-4606

Additional information regarding Drug Free Schools can be found in District policies FNCF, FO, FOA, FOD, and FFE, DISD's Student Code of Conduct, and the District Drug Education Plan.

This notice complies with notice requirements imposed by the Federal Drug-Free Workplace Act (20 U.S.C. 3471, 1221e-3(a)(1) and 34 CFR 85.630) and notice requirements imposed by the Federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201).

EMERGENCY SCHOOL CLOSING

Student safety is our main concern at all times. When we dismiss school because of bad weather or when there is very bad weather at regular closing time that would be a hazard to health of students, we will follow these procedures.

1. Administrators will stay at the building until ALL students have been properly dispatched, regardless of hours, and will always stay until regular closing time to answer patrons.
2. Each principal (or secretary if principal is out of contact) will be notified by the superintendent's office by phone prior to the early closing time of action to be taken.
3. Radio station KDDD-KMRE will be notified by the superintendent's office at the same time of the action to be taken, and will be the official voice of Dumas Schools.
4. Non-bus riding elementary students will be kept inside building until they are called for in person by a responsible person who will get them home or to a suitable place of safety. Non-bus riding secondary students may be released at the discretion of the principal.
5. Bus riding students will be allowed to leave to board their bus, if it is cleared for travel; or they may be called for in person by a responsible person who will get them to a place of safety.
6. Whenever the weather turns bad, there is always a question about whether school will be cancelled or delayed, and whether or not buses will be running. In order to inform our community of changes to our regular school schedule, announcements will be available by 6:00 a.m. through the following forms of communication:
 1. Announcements on KDDD Radio – 95.3 FM
 2. Messages on “Time and Temperature” – 935-5681
 3. Announcements on Channel 7 – KVII TV in Amarillo
 4. Notices on the Dumas ISD Website – www.dumas-k12.net

In regard to 6th grade band and choir students who report to Junior High in the mornings, they should continue to do so even if bus routes outside of town have been cancelled. The school district will provide transportation for these students to return to their home campus after class.

Again, if a decision is made to change our regular school schedule, an announcement to do so will be made by 6:00 that morning in order to give your family time to make alternate arrangements.

ENROLLMENT

All students new and returning to the district will enroll for each elementary campus at the Student Enrollment Center located at 4th and Miller in the Central Administration Office during the hours of 8:00 – 5:00 Monday through Friday. For more information, call 935-6461. Interpreters will be available.

EXCUSE FROM P.E.

If a child is not to take physical education (P.E.) for whatever reason for a period of time NOT TO EXCEED FIVE

DAYS, please send a written note stating the reason. If the student is not to take P.E. for a period of time LONGER THAN FIVE DAYS, a statement from the family physician is required.

FEES

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to Mark Stroebel, Assistant Superintendent.

FIRE, TORNADO AND SAFETY DRILLS

For the students' protection, fire, tornado and safety drills will be held throughout the year. Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers quickly, quietly, and in an orderly manner.

GIFTED AND TALENTED PROGRAM (PEGS)

Definition of gifted: Gifted and talented students are those who excel consistently, or who show the potential to excel, in general intellectual ability, specific subject matter aptitude, or creative and productive thinking.

Purpose of the program: PEGS encourages the development of higher order thinking, investigative skills, in-depth analysis of ideas, early responsibility for self-learning, and leadership skills.

Screening: Five measurement criteria are used for Grade 1, and six criteria are used for Grades 2-6. All criteria are not administered on the same day.

Selection: The measurement information for those students who complete the entire screening procedure will be presented to a district selection committee which will make the decision for placement in the program.

How many hours a week are students in PEGS? Students attend PEGS for a three-hour class one day each week.

Where can I get additional information about PEGS? Ask for a nomination packet from your school secretary, or call Misti Stroebel, PEGS facilitator, Monday through Friday. The number is 935-4031.

GIFTS AT SCHOOL

Children should not bring gifts to school for teachers or other school personnel nor should they raise money in school for this purpose.

Gifts may be exchanged at Christmas in homerooms, but the cost should not exceed \$2.00.

GRADING

Methods for determining grades are on file in each principal's office. When class participation grades are used for determining six weeks averages, they will be recorded.

GUARDIANSHIP

A Power of Attorney must be secured on all students not living with their parents.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Jerrie Howe at 935-6461.

HOMEWORK

A reasonable amount of homework will be assigned to students depending upon their grade placement. Usually very little, if any, homework is assigned in grades one and two. It is suggested that parents check frequently with their children to see if they have such assignments.

INSTRUCTIONAL MATERIALS

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child with the exception of state assessments. State assessments may be viewed after they are released by the state.

KEEPING STUDENTS AFTER SCHOOL

Students who do not complete a written assignment during the school day may be kept in after school if in the opinion of the teacher such action is necessary. Parents will be contacted if possible so that they may know where their child is.

Students may also be kept after school as punishment because of a disciplinary problem.

Bus students will not be kept after school unless parents have one day's notice.

LEAVING SCHOOL

Students are not to leave the school campus during the school day without permission from the principal's office. With exception of emergencies, students will not be given permission to leave unless the parent has requested by signed note or personally comes or calls for his/her child. This does apply to students going home for lunch.

Students are expected to go directly home or to the "sitter" when school is dismissed.

School officials assume partial responsibility for students' behavior on the way to and from school each day. Parents will be contacted when it is considered necessary.

LIBRARY BOOKS

Library books are to be checked out for a period of one week. This time limit may be extended if deemed necessary. The library will be open from 7:45 a.m. to 4:00 p.m. each day. A fee of \$1.00 will be assessed for replacement of the library book mark used for check-out purposes.

LOCKERS

Lockers may be available for 4th, 5th, and 6th grade students. If a student wishes to put a lock on his/her locker, the lock must be purchased from the school office.

MEDICAL INFORMATION

Communicable Diseases

Parents of a student with a communicable or contagious disease should telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

All students excluded from school because of communicable disease may be readmitted to school by one of the following methods:

1. A certificate of the attending physician attending to their recovery and non-infectiousness.
2. After a period of time corresponding to the communicability of the disease.

For additional information, see meningitis listing.

Diabetes

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

Emergency Medical

If a student has a medical emergency either at school or on a school-related activity, every effort will be made to contact the parents. If a parent cannot be reached, the school will need written parental consent to obtain emergency medical treatment. Parents are asked each year to complete an emergency card for this purpose. This card is very important because it tells the school whom to contact in case parents can't be reached and gives permission to obtain medical treatment. Make sure all blanks are filled in. It is especially important to let the school know of any medical conditions or allergies that the student may have. If any information needs to be updated during the school year, please contact the office.

The District is not responsible for medical expenses associated with student injuries. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

Fever

Students with a fever (100 or greater) or obvious signs of illness such as vomiting or diarrhea must stay home until their temperature is within normal range for 24 hours without medication (Tylenol or Motrin).

If a student has temperature of 100 F or more at school, they will be sent home.

If your child has been fever-free for 24 hours and still feels ill, we encourage you to keep them at home.

Immunizations

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a

U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Medication at School

Parents should try to give all medications at home whenever possible. Only medications that must be given during school hours should be sent to school. The following guidelines must be followed in order to allow students to take medication at school.

1. The District must receive a written request to administer medication from the parent, legal guardian, or other person having legal control of the student.
2. Instructions on the request must include the name of the student, name of the drug, amount of dosage, and times to be given.
3. Medication kept at school for more than 10 days requires a physician's statement. This must be renewed annually.

4. Prescription and non-prescription medication must be in the original container and be properly labeled.
5. Medication will be administered only to the student whose name is on the container.
6. No drugs from foreign countries or prescriptions filled outside the United States will be administered by school personnel.
7. Only FDA-approved drugs will be given by school personnel.
8. All medications will be left at the office and stored in a locked cabinet or container unless otherwise directed by a physician.
9. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school.
10. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.
11. Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from your child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

Meningitis (Bacterial)

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

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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 by kissing; sharing drinking containers, utensils, or cigarettes).

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

How can bacterial meningitis be prevented? Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly 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 should you do if you think you or a friend might have bacterial meningitis? Seek prompt medical attention.

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

Meningitis Bacteriana

¿QUÉ ES LA MENINGITIS? La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y la menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

¿CUÁLES SON LOS SÍNTOMAS? Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas.

Los niños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener un fuerte dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces brillantes, rigidez en el cuello, dolores en las articulaciones, somnolencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos rojos o morados. Pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

¿QUÉ TAN GRAVE ES LA MENINGITIS BACTERIANA? Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente.

¿CÓMO SE CONTAGIA LA MENINGITIS BACTERIANA? Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

¿CÓMO SE PUEDE PREVENIR LA MENINGITIS BACTERIANA? No comparta las comidas, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa.

A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes universitarios, particularmente a los estudiantes de primer año que viven en residencias

universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

¿QUÉ TIENE QUE HACER SI CREE QUE TIENE MENINGITIS BACTERIANA O PIENSA QUE ALGÚN AMIGO LA PUEDE TENER? Hágase ver por un médico lo antes posible.

PARA MÁS INFORMACIÓN La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: www.cdc.gov y el Departamento de Salud de Texas: www.tdh.state.tx.us.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held one meeting.

MISBEHAVIOR

Your conduct during school hours and at functions where you represent our school should be above reproach. Any deviation from the expected good behavior will be dealt with according to the severity of the offense. (Reference Student Code of Conduct - back of handbook)

MINUTE OF SILENCE

The Dumas ISD will comply with the enacted law which mandates a minute of silence for the purpose of reflection, prayer, meditation, or quiet activity in addition to the recitation of the Pledge of Allegiance to the United States and Texas flags.

NOTICE TO BUILDING OCCUPANTS AND GUARDIANS ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Dumas ISD is working hard to maintain compliance with the federal AHERA regulations that govern asbestos in schools.

We are currently in the process of updating the management plans for each of our school campuses as required. In accordance with regulations, we do periodic surveillance of asbestos in the schools in June and December of each year to determine if any changes have occurred that require maintenance.

Should you desire to review the management plan for any school, a copy of the plan is available in each principal's office.

If you have any questions about the plan or this federally mandated program, please contact the AHERA designated person at 935-4710.

PARENT CONFERENCES

Parents desiring to talk with the principal or their child's teacher should schedule a conference with the school secretary. Conferences may be scheduled during a teacher's conference period or after 3:30 p.m.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed.
- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Attending board meetings to learn more about district operations.

PARTIES AT SCHOOL

There will be two parties each year -- Christmas and Valentine. Parents may be requested to help with these.

PESTICIDES

The schools periodically apply pesticides. Information concerning these applications may be obtained from the Integrated Pest Management coordinator at 935-4710.

Any school personnel that make application on a routine basis of any pesticides, insecticides, or at a school or on school property must be either a licensed noncommercial applicator or a technician.

A notification of pest control treatment must be posted at least 48 hours in advance. The purpose of the notice is to inform employees and faculty that a pest control treatment will be done. Also, a consumer information sheet must be provided to any employee upon request. Students may not re-enter a treated area for at least 12 hours following application. Outside application areas cannot be used by students for 12 hours following treatment. These reentry restrictions apply to normal academic and extra curricular activities.

All pest control use records shall be maintained on the employer's premises for two years. The records must include the name and address of customer (supervisor), name of pesticides or devices used, amounts of pesticides or devices used, percent in solution of pesticides used, purpose for which the pesticides or devices were used (target pest), date pesticides or devices were used, and location pesticides were used (school campus). The records must be made available to an employee of the Structural Pest Control Board upon request.

The Structural Pest Control Board would like to thank you for your support of the Integrated Pest Management program. Please contact our office with any questions or suggestions for the IPM committee. Please call (512) 835-4066 or write the Texas Structural Pest Control Board, 9101 Burnet Road #201, Austin, Texas 78758.

PHYSICAL EDUCATION

In accordance with EHAB (Local), all students in elementary grades will engage in at least 30 minutes of physical activity per day or 135 minutes per week. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

PHYSICAL FITNESS ASSESSMENT

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

POSTING MATERIAL

Permission of the superintendent must be obtained before students or parents can post or distribute material or media on

the school campus.

PROGRESS REPORTS

For grades 3-6, all students will receive a three-week progress report. Parents may receive additional progress reports at any time during a six-weeks period informing them of unsatisfactory performance on the part of their child. Good reports may also be sent during the six-weeks period.

PROHIBITED ITEMS

No toys will be brought to school unless permission is given by the teacher. This includes trading cards.

Never bring animals or insects to school without prior approval from a teacher.

No electronic devices (ex. Game Boys, Walkmans, Cameras, iPods).

PROTECTING STUDENT RIGHTS AND OBTAINING INFORMATION

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

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

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

“Opting Out” of Surveys and Activities

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

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

REPORT CARDS

For grades pre-kindergarten through second grade, students will receive a checklist report at the end of each nine weeks.

For grades 3-6, report cards on the progress of each student are issued each six-weeks period on the Wednesday following the end of the six-weeks period for parents' inspection. Report cards should be signed and returned the next day. If there is any question about the card, the parent should contact the teacher of the subject area concerned. A pupil must be in attendance for at least 15 days each six-weeks period before receiving his/her report card. Students will receive an "S" or "U" for art, music, P.E., handwriting, and health. All other subjects will receive numerical grades. Numerical grades of 70 and above will be given for passing work, and grades below 70 will be given for unsatisfactory work. A satisfactory or unsatisfactory standing will be indicated for citizenship.

RETENTION

In kindergarten-grade 2, promotion to the next grade level shall be based on assessment of student portfolios and proficiency of skills observed by the teacher. (EIE (Local))

In grades 3-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas, a grade of 70 or above in mathematics and reading, and passing scores on all state-required assessments. (EIE (Local))

When a student is being considered for retention, parents will be notified.

SELF-DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlines the whole education structure. Self-discipline is the training that develops character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

If a student understands the purpose of self-discipline in our school, he may form a correct attitude toward it and do his part in making our school a better place to learn. Each student is responsible for his behavior.

SERVICES FOR TITLE I PARTICIPANTS

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Kelly Legg and may be contacted at 935-6461.

SEXUAL HARASSMENT

The district believes that every student has the right to attend DISD schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal, or designee, or Special Services Director, who serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The students will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (Local). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

SPECIAL EDUCATION
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 including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees 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: Jessica Sutterfield

Phone Number: 935-6774

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en las clases regulares deben ser considerados para tutoría, servicios compensatorios, y otros servicios de apoyo académicos o de comportamiento que son disponibles para todos los estudiantes incluyendo el proceso de un programa basado en la Respuesta a la Intervención. Implementando el programa de Respuesta a la Intervención tiene la potencial de tener un impacto positivo para que el distrito escolar supla las necesidades de todos los estudiantes que luchan para lograr éxito.

En cualquier momento, un padre tiene derecho de solicitar una evaluación de los servicios de educación especial. Dentro de un periodo de tiempo razonable, el Equipo de Impacto del campus debe decidir si la evaluación es necesaria.

Si la evaluación es necesaria, el padre será notificado y se le pedirá que de su consentimiento escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de 60 días desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Jessica Sutterfield

Students Residing in a Household with a Special Education Student

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus.

SPECIAL PROGRAMS

Accelerated Reader	Migrant
At-Risk Intervention	Migrant Home Education
Impact Team	Pre-Kindergarten
Computer Assisted Instruction	Reading Recovery (Title I Reading)
Counseling	Special Education
Dyslexia	Content Mastery
Drug Education	Extended Year Service
Bilingual/Bilingual Transition	Homebound
504	Resource
Gifted/Talented	Self-Contained
Head Start	Inclusion
Literacy Collaborative	Speech Therapy
	Summer School

Parents who are interested in information concerning special programs should contact their child's principal.

STUDENT ELECTIONS

Sixth grade Student Council elections will be conducted in May to elect representatives for the 7th grade year. Candidates must maintain a 70 average based on all numerical grades for the 1st - 5th six weeks and demonstrate regular attendance throughout the year.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff), a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties. (such as a medical consultant).

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is P.O. Box 615; Dumas, Texas 79029

The address(es) of the principals' offices are listed in the front of the handbook.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.dumas-k12.net.

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

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

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

STUDENT SUCCESS INITIATIVE

Students enrolled in third grade and fifth grade must meet the new grade advancement requirements of Texas state law. Third grade students must meet the standard on the reading section of the Texas Assessment of Knowledge and Skills (TAKS) in order to be promoted to the fourth grade. Fifth grade students must meet the standard on the reading and math sections of the TAKS in order to be promoted to the sixth grade. Students will have three opportunities to meet the standard on the test. Students will receive accelerated instruction after each test opportunity on which they do not meet the standard. All retention/promotion issues as well as instruction decisions will be made by the ARD committee for Special Education eligible students.

SUMMER SCHOOL

A tuition free summer school will be mandatory for those students not passing the third grade reading TAKS, the fifth grade reading TAKS, and the fifth grade math TAKS. Summer school must be completed in a satisfactory manner, which will include no less than 90% attendance and successful completion of academic work. All exceptions must be approved by the superintendent.

Bilingual/ESL summer school will be offered for entering Kindergarten and first grade students.

TARDIES

A student arriving at school after 8:10 is tardy. Students who are tardy more than three times in a six weeks shall be disciplined.

TELEPHONE

The telephones at school are for school purposes. Except in emergency situations, personal messages for children should be taken care of before or after school hours. Students should be told before they leave home who is picking them up and what to do in case of bad weather. Please do not ask your child to call you after school every day to find out what they are supposed to do.

CELLULAR TELEPHONES AND PAGERS ARE PROHIBITED.

TEXTBOOKS

State-approved textbooks are provided to students 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 the student will be provided textbooks for use at school during the school day.

THREATS

Making any jokes or statements regarding bombs, and or threats during the time a student is enrolled in the Dumas Independent School District may be grounds for both criminal and civil penalties and school discipline.

All such matters will be taken seriously.

TOBACCO

Dumas ISD is a tobacco-free district. Students and adults may not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property.

TRANSFER REQUESTS (CLASSROOM OR CAMPUS)

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the [board or its designee] to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the [superintendent or designee] for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD (LOCAL).]
- To request the transfer of your child to another campus [or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or

off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

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

VENDING MACHINES

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Assistant Superintendent for Business. [See policies at CO and FFA.]

VISITORS

Visitors are welcome at school at any time, but brothers and sisters and other friends are not permitted to visit school without the presence of one of the parents. **ALL VISITORS MUST CHECK IN AT THE OFFICE AND RECEIVE A NAME TAG BEFORE ENTERING THE CLASS AREA.** All visitors must comply with all applicable district policies and procedures.

WITHDRAWAL FROM SCHOOL

Students who are withdrawn from school must do so through the school office by the secretary. Whenever a student withdraws from school, all of his/her records should be clear. Parents should notify the school office at least one day in advance of withdrawal.

Dumas Independent School District
Annual Parent Notice
Right to Request Teacher Qualifications

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school. Thank you for your interest and involvement in your child's education.

Sincerely,

DISD Elementary Principals

Dumas Independent School District
Aviso anual a los padres
Derecho a solicitar calificaciones de los maestros

Estimado padre/madre o apoderado:

Nuestra escuela recibe fondos federales para programas del Título I (en inglés, Título I) que forman parte de la ley sobre igualdad de oportunidades educativas del año 2001 *No Child Left Behind*. A lo largo del año escolar, continuaremos entregándole información importante sobre esta ley y la educación de su hijo/a.

Usted tiene derecho a solicitar información sobre las calificaciones profesionales de el o los maestros de la sala de clases de su hijo/a. Si lo solicita, el distrito o la escuela le entregará la siguiente información tan pronto como sea posible:

- a. si el maestro ha cumplido con los requisitos de licencia estatales para el grado escolar y las materias que está enseñando;
- b. si el maestro está haciendo clases en una condición de emergencia bajo la cual ha sido eximido de los requisitos de licencia estatales;
- c. el tipo de título universitario principal del maestro y la especialidad de cualquier título o certificado de postgrado; y
- d. si su hijo/a recibe servicios del Título I de parte de paraprofesionales y, de ser así, sus calificaciones.

Si desea solicitar esta información, por favor comuníquese con la escuela de su hijo/a. Gracias por su interés y participación en la educación de su hijo/a.

Atentamente,

Dumas ISD Elementary Principals

Dumas Independent School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
- 3) To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Dumas Independent School District
Ley de derechos educativos y privacidad de la familia (FERPA)
Aviso anual sobre privacidad de antecedentes educativos del estudiante

Estimado padre/madre/apoderado:

La ley de derechos educativos y privacidad de la familia (Family Educational Rights and Privacy Act, FERPA) es una ley federal que protege la privacidad de los antecedentes educativos de los estudiantes. La ley se aplica a todas las escuelas que reciben fondos federales.

La ley FERPA le otorga a los padres ciertos derechos con respecto a los antecedentes educativos de sus hijos. Cuando un estudiante cumple 18 años o asiste a una escuela postsecundaria o universidad, los derechos de los padres se transfieren al estudiante, el cual se convierte en un "estudiante calificado" según la ley.

Según la ley FERPA, los padres y los estudiantes calificados tienen los siguientes derechos:

- 1) A inspeccionar y revisar los antecedentes educativos del estudiante que conserve la escuela en un plazo de 45 días a partir de la recepción de la solicitud correspondiente por parte de la escuela. La solicitud debe identificar el o los antecedentes que se desean inspeccionar. La escuela no está obligada a proporcionar copias de los antecedentes y puede cobrar una comisión si se solicitan copias.

Se le avisará sobre el lugar y la hora en que podrá revisar el o los antecedentes.

- 2) A solicitar que la escuela corrija antecedentes que se crean son incorrectos o engañosos.

La solicitud debe presentarse por escrito y especificar claramente: (a) la parte de los antecedentes que se solicita cambiar, y (b) por qué dichos antecedentes son incorrectos o engañosos. Si la escuela decide no enmendar los antecedentes, los padres o el estudiante calificado tienen derecho a solicitar una audiencia. Después de la audiencia, si la escuela insiste en no enmendar los antecedentes, los padres o el estudiante calificado tienen derecho a incluir una declaración en los antecedentes sobre la información en disputa. La escuela no tiene la obligación de considerar solicitudes para enmendar información sobre las decisiones de calificaciones o disciplina, las opiniones de funcionarios escolares en los antecedentes educativos, ni la determinación de educación especial del estudiante.

- 3) A controlar la divulgación de información de identificación personal de su hijo/a en sus antecedentes educativos. Los padres pueden solicitar que la escuela, con ciertas excepciones, obtenga su consentimiento previo por escrito para divulgar información de su hijo/a. Una de las excepciones que permite la divulgación sin su consentimiento es la Divulgación a personal de la escuela que tenga un legítimo interés educativo, como una persona empleada por el distrito, un miembro de la junta de la escuela, una persona o empresa que el distrito haya contratado para realizar una tarea especial (como un abogado, auditor o terapeuta); o un padre o estudiante miembro de un comité oficial, como un comité de quejas o disciplinario o que ayude a otro funcionario escolar; y/o un funcionario de otro distrito escolar en el cual el estudiante quiera matricularse. Un funcionario escolar posee un legítimo interés educativo si tiene la necesidad de revisar un antecedente educativo para llevar a cabo su labor profesional.
- 4) A presentar un reclamo ante del Ministerio de Educación de los Estados Unidos sobre el presunto incumplimiento del distrito de los requisitos de la ley FERPA a la siguiente dirección:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE TO PARENTS: DIRECTORY INFORMATION

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the students. If you do not want Dumas ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of your child's first day of instruction for this school year. Dumas ISD has designated the following information as directory information: student name, dates of attendance, telephone number, grade level, photograph, awards or recognition received, participation in school activities, and weight and height of athletic team members.

**Dumas Independent School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information
Elementary/Middle School**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program showing your child's role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school/student directory
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (student records, etc.)
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

Our school district has designated the following as directory information:

Student name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must contact your child's school to complete the form "Parent Request for Non-Disclosure of School Directory Information" to let us know which type of directory information you wish to deny release or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child's school. If you have any questions or concerns, please let us know.

Sincerely,

Dumas ISD Elementary Principals

NOTIFICACIÓN PARA PADRES: INFORMACIÓN DEL DIRECTORIO ESCOLAR

Cierta información del Distrito de los estudiantes se considera como información del directorio y se librará a alguien que sigue el procedimiento para solicitar información a menos que el padre o el guardián se oponga a librar la información del directorio sobre los estudiantes. Si usted no quiere que Dumas ISD revele información del directorio de los archivos educativos sin que usted primero de su permiso en forma escrita, usted debe notificar el Distrito en forma escrita dentro de diez días después que su niño a comenzado clases de este año escolar. Dumas ISD ha designado la siguiente información como información del directorio: nombre del estudiante, fechas de asistencia, número de teléfono, nivel de grado, fotografía, premios o reconocimientos, participación en actividades escolares, y el peso y/o altura del miembro de los equipos atléticos.

**Dumas Independent School District
Ley de derechos educativos y privacidad de la familia (FERPA)
Aviso anual sobre divulgación de información del directorio escolar
Educación primaria/intermedia**

Estimado padre/madre/apoderado:

La ley de derechos educativos y privacidad de la familia (Family Educational Rights and Privacy Act, FERPA) es una ley federal que exige que el distrito escolar, con ciertas excepciones, obtenga su consentimiento por escrito antes de divulgar información de identificación personal incluida en los antecedentes educativos de su hijo/a. A veces, la escuela o el distrito pueden divulgar algunos datos de los estudiantes sin un consentimiento por escrito cuando se trate de "información de directorio" a menos que usted le haya solicitado a la escuela o al distrito lo contrario según los procedimientos pertinentes establecidos.

El principal propósito de la información de directorio es permitirnos incluir algunos tipos de información en ciertas publicaciones escolares. Por lo general la divulgación de esta información no se considera dañina ni una invasión de la privacidad. A continuación se indican algunos ejemplos de publicaciones escolares:

- un folleto o programa, en el que se indica el papel de su hijo(a) en una producción escolar
- una lista de honores o de otros reconocimientos publicada en la escuela o en la prensa
- directorio escolar/estudiantil
- sitio Web de la escuela o el distrito

La información de directorio también puede divulgarse a organizaciones externas sin el consentimiento previo por escrito de los padres. Las organizaciones externas incluyen:

- otras escuelas a las que pretenda asistir el estudiante (antecedentes del estudiante, etc.)
- autoridades estatales o federales que realicen auditorías, evaluaciones de programas o supervisen el cumplimiento de las leyes federales
- un tribunal mediante una citación judicial

Nuestro distrito escolar ha designado a los siguientes datos como información de directorio:

Nombre del estudiante	Fechas de asistencia
Número telefónico	Grado escolar
fotografía	Galardones o reconocimientos recibidos
Participación en actividades escolares	Peso y estatura de miembros de equipos deportivos

Si no desea que la escuela o el distrito divulguen información de directorio sobre su hijo(a) sin su consentimiento previo por escrito, usted debe ir a la escuela de su niño y llenar una forma llamada "Parent Request for Non-Disclosure of School Directory Information" para dejar saber que tipo de información usted desea negar del directorio o que tipo de información necesita su consentimiento escrito antes de librar la información.

Le pedimos que complete un formulario para cada hijo(a) y que lo regrese a la escuela correspondiente. Si tiene alguna consulta o inquietud, le rogamos que nos la haga saber.

Atentamente,

Dumas ISD Elementary Principals

ACCEPTABLE USE POLICY 2008-2009

The Dumas ISD is now making Internet access available to the staff and students in the district. We are very pleased to bring this access to Dumas ISD and believe the Internet offers a multitude of valuable resources.

The Internet is an electronic highway connecting thousands of computers all over the world to millions of individual subscribers who have access to electronic mail communication with one another, information and news from research institutions, colleges and libraries as well as discussion groups on a wide variety of topics.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school environment. Although Dumas ISD will try to curtail this information, it is almost impossible to control all materials. *Therefore, in order to protect the users, both adults and children, from obscene, pornographic, harmful, and inappropriate materials the district has an Internet filter in place, emphasizes to all users the appropriate use of the Internet, electronic mail, and other network usage, and has teachers and other staff members monitor student Internet use.* Ultimately, the responsibility rests with the user who must adhere to strict guidelines. These guidelines are provided so users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account could be terminated and future access denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Network Administration

District Level

The superintendent or designee will oversee the District's electronic communications system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use by individuals of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

As the district-level coordinator for the electronics communications system, the superintendent or designee will:

1. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
2. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
3. Set limits for disk utilization on the system, as needed.
4. Deny, revoke, or suspend specific user accounts, with or without cause or notice, for lack of use, violation of network regulations or as a result of other disciplinary actions against the user.

Campus Level

As the campus-level coordinator for the electronic communications system, the principal or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

System Access

Access to the District's electronic communications system will be governed as follows:

1. Upon agreeing to the District's Acceptable Use Policy and approval of the Superintendent or designee, a student or employee account will be setup and access to the network granted. Employees will receive system and electronic mail accounts. Students will receive a system account.
2. A teacher may apply for a class electronic mail account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. Students completing required course work on the system will have first priority for use of District equipment after school hours.
4. Any system user identified as a security risk or having violated District and/or campus computer use guidelines may be denied access to the District's system.
5. Termination of a user's access will be effective on the date the principal or District coordinator receives notice of student withdrawal, revocation of system privileges or on a future date if so specified in the notice.

User Responsibilities

The following standards will apply to all users of the District's electronic information/communications systems:

1. Be polite.
2. *Revealing personal information, including names, addresses or phone numbers of the user or others is prohibited.*
3. *Use appropriate language. Swearing, vulgarity, ethnic or racial slurs and any other inflammatory language is prohibited.*
4. *Users shall not deliberately use the computer to annoy or harass others with language, images or threats.*
5. *Users shall not deliberately access or create any obscene or objectionable information, language or images.*
6. Pretending to be someone else when sending/receiving messages is inappropriate.
7. *Transmitting obscene messages or pictures is prohibited.*
8. The individual in whose name a system account is issued will be responsible at all times for its proper use.
9. *Users shall not let other persons use their name, login, password or files for any reason (except for authorized staff members).*
10. *Users shall not use or try to discover another user's password.*

11. *System users may not use another person's system account without written permission from the District coordinator.*
12. *The system may not be used for illegal purposes, in support of illegal activities or for any other activity prohibited by District policy.*
13. Use for commercial, income-generating or "for-profit" activities, product advertisement or political lobbying is prohibited by users. Sending unsolicited junk mail or chain letters is prohibited.
14. Users shall not use DISD computers or networks for any non-instructional or non-administrative purposes (e.g. games or activities for personal profit).
15. System users must purge electronic mail in accordance with established retention guidelines.
16. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users while attempting to send/receive electronic mail is prohibited.
17. System users may not install any program or software without the written permission of one of the following; Superintendent, District-level coordinator or software committee.
18. Users shall not erase, rename or make unusable anyone else's computer files, programs or disks.
19. Users shall not use a computer or network for unlawful purposes, such as the illegal copying or installation of software.
20. Users shall not copy, change or transfer any software or documentation provided by Dumas ISD, teachers or another student without permission from the site administrator.
21. *Users shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.*
22. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources or allow others to misuse system resources.
23. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
24. Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or other technology personnel.
25. Users shall not take home technology equipment (hardware or software) without written permission of the supervisor.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Disclaimer

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 communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including without limitation those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by or that information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected.

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 District.

The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.