



A 2011 T.E.A. Recognized District

PISD

PAWNEE INDEPENDENT SCHOOL DISTRICT

2011-2012

Pawnee ISD

Student Handbook
&
Student Code of Conduct

Elaine Richardson, Superintendent
Demetrio D. Garcia, Principal

6229 FM 798
P.O. Box 569
Pawnee, Texas 78145
(361) 456-7256
FAX: (361) 456-7388
www.pawneeisd.net



PAWNEE INDEPENDENT SCHOOL DISTRICT

6229 FM 798 – P.O. Box 569

Pawnee, TX 78145

Phone: 361-456-7256 Fax: 361-456-7388

www.pawneeisd.net

Elaine Richardson – Superintendent
erichardson@pawneeisd.esc2.net

Demetrio D. Garcia – Principal
dgarcia@pawneeisd.esc2.net

Dear Students and Parents,

Welcome to Pawnee Independent School District, a 2011 Texas Education Agency Recognized District, and home of the “Fighting Indians and Redwings.” The 2011-2012 school year holds many wonderful adventures and learning opportunities for your child. As you may well know, this year marks the transition year of our state-mandated assessment moving from TAKS (Texas Assessment of Knowledge and Skills) to STAAR (State of Texas Assessments of Academic Readiness). At Pawnee I.S.D., we make a difference, so you can rest assured that the faculty and staff are prepared for this new challenge. They have worked diligently all summer to prepare for the best students in the world! As part of our preparations, we have compiled information and policies in this handbook that we hope you will find beneficial.

In an effort to make it easier to use, the Pawnee ISD Student Handbook is divided into two sections:

- ***Section I – PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and*
- ***Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.*

Please review the information in this handbook carefully with your child. The faculty, staff, Superintendent, and I are always happy to work with you if you have questions and/or concerns. Please give us a call, stop by the main office to schedule a conference, send me a note, or email me at dgarcia@pawneeisd.esc2.net, and I will do my best to answer your question, hear your suggestions, and assist you.

Pawnee ISD is an exceptional school District, and by working together we can have the best year ever and continue to provide your child with an excellent, well-rounded educational experience. Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. Reach for the stars-- let the adventures begin!

Respectfully,

A handwritten signature in black ink that reads "Demetrio D. Garcia". The signature is written in a cursive, flowing style.

Table of Contents

PREFACE.....	vii
MISSION STATEMENT	vii
USDE PERFORMANCE GOALS	viii
PAWNEE PRIDE	viii
SCHOOL MASCOT	viii
PAWNEE SCHOOL ALMA MATER.....	viii
DISTRICT CALENDAR.....	ix
FACULTY & STAFF.....	x
SCHOOL MAP	xi
SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES	1
PARENTAL INVOLVEMENT.....	1
Working Together.....	1
Services for Title I Participants.....	2
School-wide Title I Notice.....	2
PARENTAL RIGHTS	2
Obtaining Information and Protecting Student Rights.....	2
“Opting Out” of Surveys and Activities	3
Inspecting Surveys	3
Requesting Professional Qualifications of Teachers and Staff.....	3
Reviewing Instructional Materials	3
Displaying a Student’s Artwork and Projects	3
Accessing Student Records.....	4
Granting Permission to Video or Audio Record a Student.....	4
Removing a Student Temporarily from the Classroom	4
Removing a Student from Human Sexuality Instruction.....	4
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.....	5
Excusing a Student from Reciting a Portion of the Declaration of Independence	5
Requesting Limited or No Contact with a Student through Electronic Media.....	5
Requesting Notices of Certain Student Misconduct	6
Prohibiting the Use of Corporal Punishment	6
School Safety Transfers	6
Request for the Use of a Service Animal.....	7

Options and Requirements for Providing Assistance to Students Who Have Learning	
Parents of Students Who Speak a Primary Language Other than English	7
Accommodations for Children of Military Families	8
Student Records	8
Directory Information	10
Directory Information for School-Sponsored Purposes.....	10
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS	11
ABSENCES / ATTENDANCE	11
Compulsory Attendance.....	11
Exemptions to Compulsory Attendance	12
Failure to Comply with Compulsory Attendance	12
Attendance for Credit.....	12
Parent’s Note After an Absence.....	13
Doctor’s Note After an Absence for Illness.....	14
AWARDS AND HONORS	14
“A” Honor Roll	14
“A/B” Honor Roll	14
Perfect Attendance	14
Faithful Attendance.....	15
Citizenship Award	15
Fighting Indian Award.....	15
Most Athletic Boy/Girl	15
BULLYING	15
CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN	16
CLASS RANK / VALEDICTORIAN AND SALUTATORIAN	17
Scholastic Award	17
Valedictorian and Salutatorian.....	17
CLASS SCHEDULES	18
COMPLAINTS AND CONCERNS	18
CONDUCT	18
Applicability of School Rules.....	18
Disruptions of School Operations.....	18

Social Events.....	19
Public Display of Affection (PDA).....	19
CONTAGIOUS DISEASES / CONDITIONS	19
Head Lice and Nits.....	20
CORRESPONDENCE COURSES.....	20
COUNSELING.....	20
Personal Counseling.....	20
Psychological Exams, Tests, or Treatment	20
COURT ORDERS	20
CREDIT BY EXAM—If a Student Has Taken the Course.....	20
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	21
DATING VIOLENCE, DISCRIMINATION, HARASSMENT & RETALIATION	21
Dating Violence	22
Discrimination.....	22
Harassment.....	22
Sexual Harassment.....	22
Retaliation	23
Reporting Procedures.....	23
Investigation of Report	23
DISCRIMINATION	23
DISTANCE LEARNING	24
Qualifying Criteria for Student Entrance... High School Credit.....	24
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS	24
School Materials	24
Nonschool Materials...from students	25
Nonschool Materials...from others.....	25
DRESS AND GROOMING	26
Pawnee Elementary School (Pre-K to 4 th grade)	26
Pawnee Junior High School (5 th to 8 th grade)	28
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES.....	30
Possession and Use of Personal Telecommunications Devices, Including Mobile.....	30
Possession and Use of Other Personal Electronic Devices.....	31

Instructional Use of Personal Telecommunications and Other Electronic Devices	31
Acceptable Use of District Technology Resources	31
Unacceptable and Inappropriate Use of Technology Resources	31
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	32
Standards of Behavior	32
Athletic Events	32
UIL Literary Events	33
National Junior Honor Society (NJHS)	33
National Elementary Honor Society (NEHS)	34
Pawnee Cheer Team	34
FEES	34
FUND-RAISING	35
GANG-FREE ZONES	35
GRADING GUIDELINES	35
Grading Categories	36
Grade Weighting	36
Grade Cut-Off	36
Student Failure Criteria	36
Yearly Averages	37
Grading of Classwork and Homework	37
Reteaching / Retesting Policy	37
Six Weeks Tests	37
Incomplete Grades	37
HARASSMENT	37
HAZING	38
HEALTH-RELATED MATTERS	38
Bacterial Meningitis	38
Food Allergies	39
Physical Activity for Students in Elementary and Middle School	39
School Health Advisory Council	40
Other Health-Related Matters	40
Physical Fitness Assessment	40
Vending Machines	40

Tobacco Prohibited	40
Asbestos Management Plan	40
Pest Management Plan	41
HOMELESS STUDENTS	41
HOMEWORK.....	41
IMMUNIZATION	41
LAW ENFORCEMENT AGENCIES	42
Questioning of Students	42
Students Taken into Custody	42
Notification of Law Violations	43
LIMITED ENGLISH PROFICIENT STUDENTS	43
MAKEUP WORK	44
Makeup Work Because of Absence.....	44
DAEP Makeup Work.....	44
In-School Suspension (ISS) Makeup Work.....	44
MEDICINE AT SCHOOL.....	44
Psychotropic Drugs	45
NONDISCRIMINATION STATEMENT.....	45
NOTES REQUIRED FROM PARENTS	46
PERMISSION SLIPS	46
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS.....	46
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	47
PRAYER.....	47
PROMOTION CEREMONY	47
Kindergarten Promotion Ceremony	47
Student Speakers.....	47
PROMOTION AND RETENTION.....	48
RELEASE OF STUDENTS FROM SCHOOL	49
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES	50
RETALIATION	50
SAFETY	50
Accident Insurance.....	51
Drills: Fire, Tornado, and Other Emergencies.....	51

Emergency Medical Treatment and Information	51
Emergency School-Closing Information	51
SCHOOL FACILITIES	52
Use by Students Before and After School	52
Conduct Before and After School.....	52
Use of Hallways During Class Time	52
Use of Playground Equipment	52
Cafeteria Services	53
Meal Prices.....	53
Library.....	53
Meetings of Non-Curriculum-Related Groups	54
SEARCHES	54
Students’ Desks and Lockers	54
Electronic Devices	54
Trained Dogs.....	54
SPECIAL PROGRAMS	55
STANDARDIZED TESTING	55
STAAR (State of Texas Assessments of Academic Readiness).....	55
TAKS (Texas Assessment of Knowledge and Skills)	55
STEROIDS	55
STUDENTS IN PROTECTIVE CUSTODY OF THE STATE	56
STUDENT SPEAKERS	56
SUICIDE AWARENESS	56
SUMMER SCHOOL	56
TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)	57
TARDINESS.....	57
TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND...EQUIPMENT	57
TRANSPORTATION.....	57
School-Sponsored Trips.....	57
Buses and Other School Vehicles	58
School Bus Discipline Procedures	58
VANDALISM.....	59
VIDEO CAMERAS.....	60

VISITORS TO THE SCHOOL	60
General Visitors	60
WITHDRAWING FROM SCHOOL	60
GLOSSARY	61

PREFACE

The Pawnee ISD Student Handbook is designed, in compliance with the Texas Association of School Boards, to help students, parents, teachers, and other school staff members work together in providing a successful school.

Both students and parents should become familiar with the *Pawnee ISD Student Code of Conduct*, which is a document adopted by the Board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook or online at www.pawneeisd.net.

The Pawnee ISD Student Handbook is designed to be in harmony with Board policy and the *Pawnee ISD Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

In case of conflict between Board policy (including the *Pawnee ISD Student Code of Conduct*) and any provisions of the Student Handbook, the current provisions of Board policy and the *Pawnee ISD Student Code of Conduct* are to be followed.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this Handbook, please contact the Principal.

Also, please complete and return to your child’s school the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgement Form;
2. Student Directory Information Form and Release of Student Information Form;
3. Use of Student Work in District Publications
4. Corporal Punishment Consent.

[See **Obtaining Information and Protecting Student Rights** on page 2 and **Directory Information** on page 10 for more information.]

Please note that references to policy codes are included so that parents can refer to current Board policy. A copy of the District’s policy manual is available for review in the Superintendent’s office or online at www.pawneeisd.net.

MISSION STATEMENT

Pawnee ISD strives to be the educational leader in its community and surrounding areas by providing a safe environment where students thrive academically and socially. After completing the Pawnee program, students are prepared to meet the challenges of a changing society in their expanding world.

USDE PERFORMANCE GOALS

In order to accomplish the District's mission, the Pawnee ISD Board of Trustees has adopted the following four United States Department of Education performance goals:

- **Performance Goal 1:** By 2013-2014, all students will reach high standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics.
- **Performance Goal 2:** All limited English proficient students will become proficient in English and reach high academic standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics.
- **Performance Goal 3:** All students will be educated in learning environments that are safe, drug-free, and conducive to learning.
- **Performance Goal 4:** All students will graduate from high school.

PAWNEE PRIDE

All students will achieve the highest possible level academically, socially, physically, and emotionally.

SCHOOL MASCOT

Indians and Redwings

SCHOOL COLORS

Blue and Red

PAWNEE SCHOOL ALMA MATER

Pawnee School our alma mater, 'tis to thee we sing,
We your loyal sons and daughters let our voices ring,
Through the years our spirit gives us pride and better things,
And our hearts are always with you.
Thanks to thee we sing!

PAWNEE I.S.D. 2011-2012 CALENDAR

6229 FM 798 - P.O. Box 569 Pawnee, TX 78145 361-456-7256 FAX: 361-456-7388 www.pawneeisd.net

AUGUST 2011				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18 #	19
(22	23	24	25	26
29	30	31		



JANUARY 2012				
M	T	W	TH	F
2 #	(3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- H - Holiday
- # - Staff Workday / Student Holiday
- ▼ - Early Release / Staff Development
- ☒ - Staff Development
- ☒ - Comp. Staff Development (Student Holiday)
- - STAAR Testing Days
- (- Beginning of 6 Weeks
-) - End of 6 Weeks

SEPTEMBER 2011				
M	T	W	TH	F
			1	2
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30)▼

FEBRUARY 2012				
M	T	W	TH	F
		1	2	3 ☒
6	7	8	9	10
13	14	15	16	17)▼
(20	21	22	23	24
27	28	29		

1st Semester = 81 days
 2nd Semester = 96 days
 Total Days of Instruction = 177
 First Day: August 22, 2011

Student Holidays

Thanksgiving: November 23, 24, 25
 Christmas: December 19 - January 2
 Spring Break: March 12 - 16

OCTOBER 2011				
M	T	W	TH	F
(3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

MARCH 2012				
M	T	W	TH	F
			1	2
5	6	7	8	9
12 H	13 H	14 H	15 H	16 H
19	20	21	22	23
26 ●	27 ●	28 ●	29	30

NOVEMBER 2011				
M	T	W	TH	F
	1	2	3	4)▼
(7	8	9	10	11
14	15	16	17	18
21	22	23 H	24 H	25 H
28	29	30		

APRIL 2012				
M	T	W	TH	F
2	3	4	5)▼	6 H
(9	10	11	12	13
16	17	18	19	20
23	24 ●	25 ●	26 ●	27 ●
30				

DECEMBER 2011				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16)▼
19 H	20 H	21 H	22 H	23 H
26 H	27 H	28 H	29 H	30 H

MAY 2012				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24)▼	25 #
28	29	30	31	

STAAR Testing Days

March 26--Math 5th, 8th
 March 27--Reading 5th, 8th and Writing 4th, 7th - Day 1
 March 28--Writing 4th, 7th - Day 2
 April 24--Math 3rd, 4th, 6th, 7th
 April 25--Reading 3rd, 4th, 6th, 7th
 April 26--Science 5th, 8th
 April 27--Social Studies 8th

Foods of Minimal Nutritional Value Days

To Be Determined

Bad Weather Days

April 6, 2012 May 25, 2012

Pawnee Independent School District

2011-2012

(361) 456-7256

Office

Elaine Richardson, Superintendent – Ext. 101
Demetrio D. Garcia, Principal – Ext. 104
Juanita Munos, Secretary – Ext. 100
Tammi McGee, Nurse/Secretary – Ext. 110
Yolanda Salinas, ACE Grant Coordinator – Ext. 108

Student Services

Effie Herrera – Speech Therapist, Ext. 109

Teachers

Belinda Belyeu - Room 212, Ext. 212
Abby Brown – Gym
Vannessa Chandler, 3rd Grade - Room 205, Ext. 205
Marla Crawford, 1st Grade - Room 203, Ext. 203
Linda Cruickshanks – Room 210, Ext. 210
Elaine Dobson, Kindergarten – Room 202, Ext. 202
Stephen Gowens – Room 209, Ext. 209
Theresa Heep, 2nd Grade – Room 204, Ext. 204
Bridgit Hernandez, 4th Grade – Room 206, Ext. 206
Gwen Hesseltine, Pre-K – Room 201, Ext. 201
Kari Krebs – Room 211, Ext. 211
Cathy Morgan, Special Education – Room 208, Ext. 208
Kathy Naylor – Room 207, Ext. 207

Paraprofessionals

Heidi Bell – Ext. 111
Margaret DeLeon
Clara Duenes
Arleen Vera

Food Services

Janie DeLeon
Christina Garcia, Director – Ext. 302

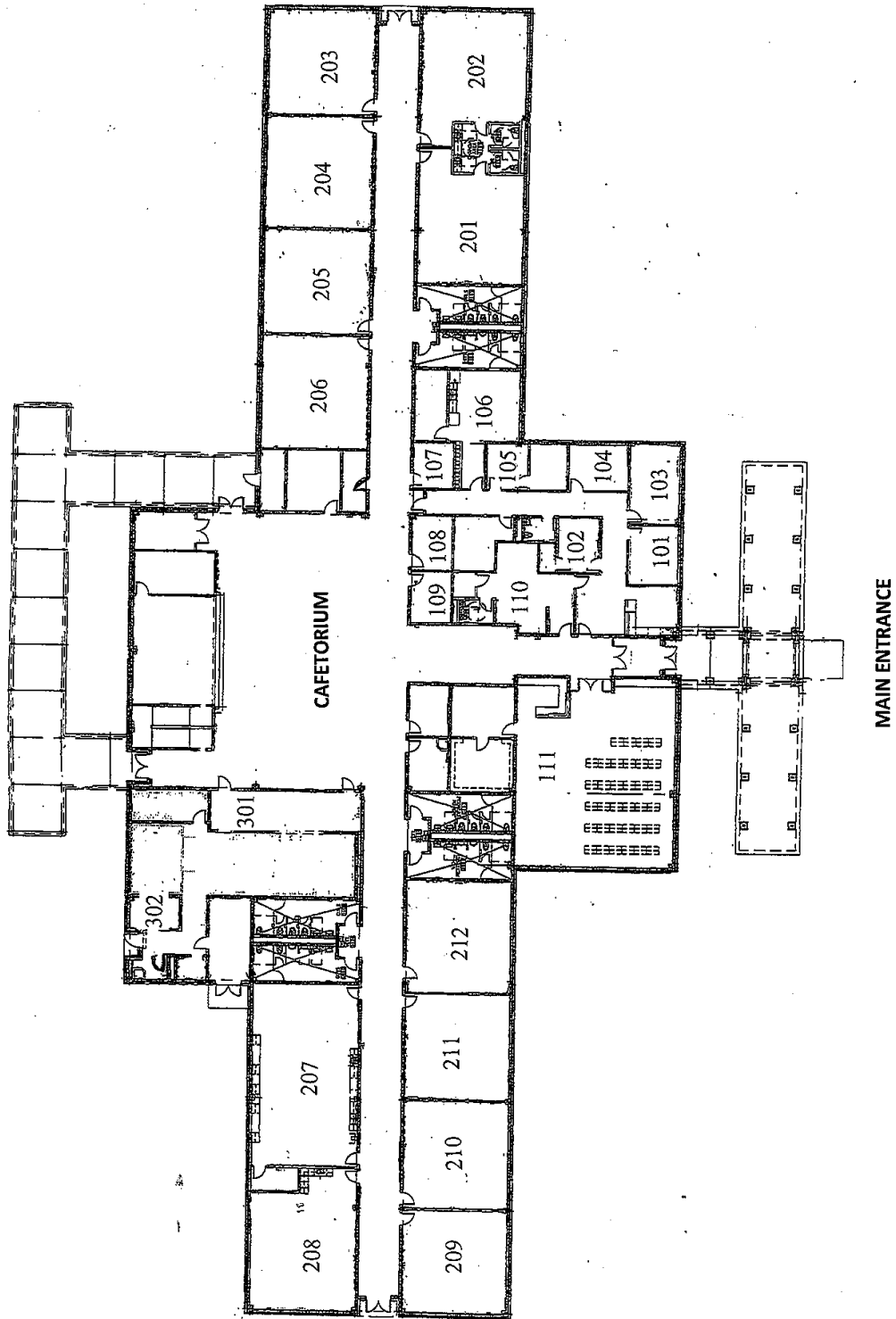
Maintenance

Judy Camacho
Luis Munos

Board of Trustees

Pete Dobson, President
Lisa Gill, Vice-President
Marivel DeLeon, Secretary
Jennifer Dobson-Card
Mary Duenes
Rachel Villarreal

PAWNEE ISD



SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Pawnee ISD Student Handbook includes information on topics of particular interest to you as a parent.

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 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. To schedule a telephone or in-person conference with a teacher, or the Principal, please call the school office at 361-456-7256 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 49.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Demetrio D. Garcia, Principal].
- Participating in campus parent organizations. Parent organizations include the Pawnee ISD Parent Teacher Organization (PTO). The PTO holds meetings regularly throughout the school year. Parents will be notified in a variety of ways regarding upcoming PTO meetings.
- Serving as a parent representative on the District-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Demetrio D. Garcia, Principal.
- Serving on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 40.]

- Attending Board meetings to learn more about District operations. Regular meetings of the Board are held on the second Tuesday of each month at 7:00 p.m. Unless otherwise provided in the notice for a meeting, Board meetings shall be held in the Conference Room of the Administration Offices. Notice of a Board meeting shall be posted on a bulletin board at a place convenient to the public in the central administration office for at least 72 hours before the scheduled time of the meeting.[See policies at BE and BED for more information.]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Demetrio D. Garcia, Principal and may be contacted at 361-456-7256, ext. 104.

School-wide Title I Notice

Pawnee ISD has a school-wide Title I Program. Our District gets funds from the Federal government for special programs and services under Title I, Part A of the No Child Left Behind Act of 2001. Title I services are for eligible students who need extra academic help, regardless of their economic background. The amount of money we get under Title I, Part A depends on how many students in our school are from low-income families.

Pawnee ISD qualifies for the school-wide Title I Program because at least 60% of our students are from low-income families. A school-wide Title 1 Program allows us the opportunity to combine Title 1 funds with other Federal, State, and local money to upgrade the entire program of our school. This allows us to better meet all of our students' academic needs.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [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 non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law. [See policies EF and FFAA.]

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing 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.

[Also see **Removing a Student from Human Sexuality Instruction** on page 4 for additional information.]

Displaying a Student’s Artwork and Projects

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement. However, the District will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the District’s Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

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

[See **Student Records** on page 8.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the District to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

As part of the District's curriculum, students may receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, a summary of the District's curriculum regarding human sexuality instruction may be found at policy EHAA (LEGAL).

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the District's SHAC. Please see the school nurse for additional information.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 46 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. According to State law, Celebrate Freedom Week is designated as the week in which September 17 falls. [See policy EHBK(LEGAL).]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual's professional

responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a District employee, please submit a written request to the Principal stating this preference.

Requesting Notices of Certain Student Misconduct

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Pawnee ISD Student Code of Conduct*.]

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in the forms packet or submit a written statement to the Principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, District personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus, if possible in the District, or to a neighboring district, if your child has been determined by the Pawnee ISD Board of Trustees 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 or a neighboring district. See the Superintendent for information. [See **Bullying** on page 15, and policy FDB and FFI (LOCAL).]
- 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 FDE(LOCAL).]
- To request the transfer of your child to 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 FDE(LEGAL) and (LOCAL).]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the Principal at least ten (10) District business days before bringing the service animal on campus.

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 (RtI). The implementation of RtI 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 District 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the District. The District is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Act (IDEA) is available from the school District in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families.

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Demetrio D. Garcia, Principal at 361-456-7256, ext. 104.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will

determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain District requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the District. The District will permit no more than 3 excused absences per year for this purpose.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the District must verify the identity of the person, including a parent or the student, requesting the information. 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, is emancipated by a court, or enrolls in a postsecondary institution, 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 and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the Superintendent and Principal; teachers, counselors, diagnosticians, and support staff; a person or company with whom the District has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "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; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the Superintendent's office and Principal's office is: P.O. Box 569, Pawnee, TX 78145.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the Superintendent. 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 found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous, or inconsistent with the District's grading policy. [See FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 49 and **Student or Parent Complaints and Concerns** on page 18 for an overview of the process.]

The District's policy regarding student records found at FL(LEGAL) and FL(LOCAL) is available from the Superintendent's office or on the District's website at www.pawneisd.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 parent 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

Directory Information

The law permits the District to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the Principal within ten school days of your child’s first day of instruction for the 2011-2012 school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.

Directory Information for School-Sponsored Purposes

Pawnee ISD has not designated a separate list of student information as directory information for school-sponsored purposes. As a result, if you object to the release of the student information included on the directory information response form, your decision **will also apply** to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, or athletic programs.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Demetrio D. Garcia at 361-456-7256, ext. 104.

ABSENCES/ATTENDANCE

When your child is absent from school, please use the following procedures:

1. Call Pawnee ISD at 361-456-7256, ext. 100 by 9:00 a.m. to report the absence.
2. When your child returns to school, please send a **signed note** explaining the absence or send a **signed physician's medical excuse** for the main office to keep on file. [For more information, please see “**Parent’s Note After an Absence,**” on page 13 and “**Doctor’s Note After an Absence...**” on page 14.]

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

Students enrolled in pre-kindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3 – 8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area. In addition, any student who does not meet the District’s requirements for promotion to the next grade level will be required to attend the accelerated instruction program offered during the summer. [See policy EIE(LOCAL).]

Please note:

To comply with State laws regarding compulsory attendance, (see “**Compulsory Attendance**” on page 10) every absence after ten (10) absences must be excused by the Principal. In addition, because attendance is a factor in determining the approval or denial of transfer students, a transfer student’s application may be revoked for violating District rules concerning attendance.

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the State; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

Attendance for 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, that 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.]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent or a medical excuse signed by a physician that describes the reason for the absence. A student will have **3 days** to turn in a note; otherwise, the absence will be considered **UNEXCUSED**. There is no exception to the 3-day rule.

Please note that all students are responsible for turning in parent notes or doctor's excuses when returning to school. District personnel are not responsible for looking through backpacks, folders, etc. to locate notes or excuses.

All absences will be determined by school administration to be excused or unexcused. Excused absences may include illness of a child, illness or death in the family of the child, weather or

road conditions making travel dangerous, or circumstances found reasonable and proper at the determination of administration. All other absences will be considered **UNEXCUSED**.

Please note that just because a signed note is sent to school after an absence doesn't necessarily mean that that absence will be marked "Excused." It will be marked as excused or unexcused based on each individual circumstance at the discretion of school administration.

For students with excessive unexcused absences, a signed parent note will not be accepted—a medical excuse signed by a physician must be submitted to classify the absence as excused. Failure to produce the signed medical excuse will result in the absence being classified as **UNEXCUSED**. For this purpose, excessive unexcused absences are defined as:

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

A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 5 (five) consecutive days because of a personal illness must bring a signed statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the Principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See FEC(LOCAL).]

AWARDS AND HONORS

"A" Honor Roll

Students in grades 1 through 8 named to the "A" Honor Roll must earn an "A" in the four core subjects of language arts, social studies, science and math. In addition, and if applicable, students in grade 8 named to the "A" Honor Roll must also earn an "A" in any high-school credit courses that he/she is enrolled in. An "A" is defined as a grade of 90 or more. The District's grading system will calculate these averages.

"A/B" Honor Roll

Students in grades 1 through 8 named to the "A/B" Honor Roll must earn at least one "A" and no less than one "B" in the four core subjects of language arts, social studies, science and math. In addition, and if applicable, students in grade 8 named to the "A/B" Honor Roll must also earn at least one "A" and no less than one "B" in any high-school credit courses that he/she is enrolled in. An "A" is defined as a grade of 90 or more. A "B" is defined as a grade of 80 to 89. The District's grading system will calculate these averages.

Perfect Attendance

This award recognizes students who have no absences for the school year. The District's attendance monitoring system will be used to identify these students.

Faithful Attendance

This award recognizes those students who have missed at least one but no more than two days of school for the school year. The District's attendance monitoring system will be used to identify these students.

Citizenship Award

This award will be given to one student in grades Pre-K through 5th grade each six weeks. Individual teachers at each grade level determine the recipient of this award.

A Citizenship Award will be presented at the end of the year to one 6th, 7th, and 8th grade student who represents good citizenship characteristics. To determine the recipient of this award, each junior high faculty member submits to the Principal one nominee for each grade level. The student in each grade level receiving the most nominations is awarded the Citizenship Award. For this award, there will be no ties.

Fighting Indian Award

This award will be presented to one 6th, 7th, or 8th grade boy and girl that puts forth his/her best effort, and always demonstrates a positive attitude all year long. The girl recipient of this award is selected by the girls' coach. The boy recipient of this award is selected by the boys' coach. The names of the recipient of each award will be given to the Principal on a date determined by administration.

For this award, there will be no ties—one award will be given to one boy; one award will be given to one girl.

Most Athletic Boy & Most Athletic Girl

This award is presented to one 8th grade boy and to one 8th grade girl that have been the most outstanding athletes as determined by each coach. For each award, three athletes are selected for consideration by each coach. The boys athletic team will vote by secret ballot to select one recipient out of the three athletes considered by the boys' coach to be named the Most Athletic Boy; the girls athletic team will vote by secret ballot to select one recipient out of the three athletes considered by the girls' coach to be named the Most Athletic Girl. The names of the recipient of each award will be given to the Principal on a date determined by administration.

For this award, there will be no ties—one award will be given to one boy; one award will be given to one girl.

In the event that there is only one (1) 8th grade boy and/or (1) 8th grade girl, the coach and/or Principal reserve the right to not issue this award.

In addition, if either coach and/or the Principal decides that no one meets the criteria for this award, it will not be issued.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression 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 physical harm or of damage to the student's property, or
- Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, Principal, or another District employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

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

[See **School Safety Transfers** on page 6, **Hazing** on page 38, and policy FFI(LOCAL).]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The District has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at policy GRA(LEGAL). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under State law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the Principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://snpn.nonprofitoffice.com>

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

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

CLASS RANK / VALEDICTORIAN AND SALUTATORIAN

Scholastic Award

This award will be given to the top-ranking student and second-ranking student in 6th, 7th, and 8th grades. For 6th and 7th grades, the average used to determine these awards will be based on the current year's overall average of the four core curriculum subjects which include language arts, social studies, science, and math. For 8th grade, the average used to determine these awards will be based on the current year's overall average of the following subjects: language arts, social studies, science, math, and any high-school credit course being taken. The District's grading program will calculate these averages. In the event of a tie, all students involved will be honored.

To be eligible for this award, a student must:

- be enrolled in the represented grade level for at least one full semester; and
- have a grade average of 90 or above.

Please note: In the event that there is only one student in the represented grade level with a grade average of 90 or above, the student will be named the top-ranking student. If there are no students in the represented grade level with a grade average of 90 or above, the Scholastic Award will not be given.

Valedictorian and Salutatorian

The Valedictorian award will be granted to the first-ranked 8th grade student. The Salutatorian award will be granted to the second-ranked 8th grade student.

To determine the recipients of these awards, the overall average will be based on the average of the final yearly numerical averages of the 6th and 7th grades and the numerical average of the first five six-weeks grades of the 8th grade year. The following core curriculum subjects will be used in determining these averages: language arts, social studies, math, and science. These averages will be taken from the District's grading program.

The names of the Valedictorian and the Salutatorian will be announced the Friday prior to promotion ceremonies. Each recipient will prepare a speech and submit it to the Principal for approval on or before the Wednesday prior to the ceremony. Once the speech has been

approved, the recipient will make preparations to recite the speech during the promotion ceremony.

To be eligible for this award, a student must:

- have been enrolled at Pawnee ISD for the last full 8th grade academic year; and
- have a grade average of 90 or above.

Please note: In the event that there is only one student in the 8th grade with a grade average of 90 or above, the student will be named the Valedictorian and a Salutatorian will not be named. If there are no students in the represented grade level with a grade average of 90 or above, neither a Valedictorian nor a Salutatorian will be named.

CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class schedule to fulfill each period of the day.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or Principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy may be obtained in the Superintendent's office or the District's website at www.pawneeisd.net.

In general, students and parents are encouraged to discuss their concerns and complaints through informal and/or formal conferences with the appropriate teacher first. If the concern is not resolved, the student or parent should submit a written complaint and request a conference with the Principal. If the concern is still not resolved, a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Please note that concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

CONDUCT

Applicability of School Rules

As required by law, the Board has adopted the *Pawnee ISD Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the *Pawnee ISD Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Pawnee ISD Student Code of Conduct*, as well as campus and classroom rules.

Disruptions of School Operations

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

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

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to check out with the Principal or designee when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Public Display of Affection (PDA)

Public display of affection, or PDA, (i.e. kissing, holding hands, groping, etc.) is not allowed on campus, any designated school activity or function, or while traveling to and from an extracurricular activity.

Any disciplinary action will be in accordance with the *Pawnee ISD Student Code of Conduct*.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or Principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the Principal's office can provide information from the Department of State Health Services regarding these diseases.

Head Lice and Nits

In the event that your child is discovered to have evidence of head lice or nits, you will be notified to come and pick up your child from school. Because it is easy to transmit lice from one person to another, this precaution is taken to prevent their spread to other children or classrooms.

When your child returns to school after being treated for head lice or nits, they must report to the school nurse **BEFORE** being admitted back into the classroom.

Please note that if your child is discovered to have evidence of head lice or nits, they will not be able to use District transportation to get to and from school until they have been cleared by the school nurse.

CORRESPONDENCE COURSES

The District permits Jr. High students to take correspondence courses—by mail or via the Internet—for local fine arts credit or credit toward high school graduation. The correspondence courses will be approved by the Principal. For courses taken toward high school graduation, certain criteria must be met. [See “**Qualifying Criteria for Student Entrance into Courses Receiving High School Credit**” on page 24.]

COUNSELING

Personal Counseling

The STAR Program from Connections Individual and Family Services, Inc. in Beeville, Texas, is a free community counseling service that is available to assist students and parents with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Students or parents who wish to meet with the counseling staff from Connections should call the Principal.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to EHBAA(LEGAL), FFE(LEGAL) and FFG(EXHIBIT).]

COURT ORDERS

To ensure the safety of our students, copies of court orders that deal with custody issues **MUST** be given to the main office. Court orders include Temporary Court Orders (as in a divorce or custody suit), Divorce Decree or Order in Suit Affecting the Parent Child Relationship (SAPCR) and/or Protective Orders. For any questions, please speak with Principal.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, Principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or

subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school.

The Principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the Principal and policies EHDB(LOCAL).]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2010–2011 school year include:

Dates Scheduled:

- October 7, 2011
- November 3, 2011
- December 2, 2011
- February 2, 2012
- April 3, 2012
- May 4, 2012

A student will earn credit with a passing score of at least 90 on the exam. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the Principal no later than 30 days prior to the scheduled testing date. The District may honor a request by a parent to administer a test on a date other than the published dates. If the District agrees to administer a test other than the one chosen by the District, the student's parent will be responsible for the cost of the exam. [For further information, see EHDC(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the Superintendent's office or on the District's website at www.pawneeisd.net.

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 21.]

DISTANCE LEARNING

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

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 32.]

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the Principal.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the Principal prior to enrolling in the course or subject. If the student does not receive prior approval, the District will not recognize and apply the course or subject toward graduation requirements or subject mastery.

Qualifying Criteria for Student Entrance into Courses Receiving High School Credit *(for the 2011-2012 school year only)*

- 90 or greater grade average in each of the four core subjects (Math, Science, Language Arts, and Social Studies) for the previous school year
- 95 or greater overall grade average for the previous school year
- No more than 10 absences with a maximum of 3 unexcused absences during the previous school year
- Scoring “Commended” status on each TAKS tests taken during the previous school year
- Member of the Pawnee Chapter of The National Junior Honor Society or Pawnee Chapter of The National Elementary Honor Society

Please note that students must meet at least three (3) out of the five (5) criteria for entrance into courses receiving high school credit.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the Principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school yearbook and school newspaper are both available to students. Please note the District reserves the right to produce either or both the school yearbook and/or the school newspaper in electronic and/or printed form.

All school publications are under the supervision of a teacher, sponsor, and the Principal.

[See **Directory Information for School-Sponsored Purposes** on page 10.]

Non-school Materials...from students

Students must obtain prior approval from the Principal before posting, circulating, or distributing more than ten (10) copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The Principal has designated the main entrance foyer as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a Principal's decision in accordance with policy FNG(LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the *Pawnee ISD Student Code of Conduct*. Materials displayed without the Principal's approval will be removed.

Non-school Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

Pawnee Elementary School (Pre-Kindergarten to 4th Grade)

The Pawnee ISD Elementary School Dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students in grades Pre-Kindergarten through 4th and their parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

General Regulations:

- No gang-affiliated clothing is to be worn.
- No item of clothing shall be so tightly fitted as to be immodest or offensive. This refers to pants, shorts, skirts, blouses, shirts, and sweaters.
- No outer apparel should be constructed of cling or see-through fabric. Pants should be made of fabric normally thought of as being used for trousers or skirts for normal street wear.
- No pajamas or clothing made from pajama-like material may be worn, including house shoes and/or slippers.
- Hats, caps, or sunglasses (non-prescription) are not to be worn inside any school building.
- Halter tops are not acceptable.
- Students may wear suitable shorts to school. The length of shorts must be fingertip length with the arms hanging at the sides, or must be mid-thigh in length.
- Short shorts and bike shorts are not acceptable.
- Any normal or usual type of shoes or boots will be acceptable for both males and females.
- Cleats, steel plates, roller blades, skates, tape, footwear with wheels (including Heelys skate shoes), house shoes or slippers are not to be worn as foot apparel.
- Visible tattoos (permanent or temporary) are not acceptable.
- Students in grades Pre-Kindergarten through 4th are not permitted to wear make-up/cosmetics to school.
- Friendly costumes are allowed on Halloween, at the discretion of the homeroom teacher. Costumes and make-up that are offensive (including, but not limited to, blood, vampires, demons, ghouls, violent or gothic characters) are not allowed. Violations will be handled as a dress code violation.

Regulations for Girls:

- Dresses or blouses with low necklines or strapless shoulders will not be worn to school. Shirts and blouses must cover the midriff area.
- No bare midriffs are allowed. (The length will be determined by the student extending her arms above her head.)

- Shirts and t-shirts of excessive length will be tucked in.
- Dresses, skirts, culottes, pant skirts, and shorts may be worn as long as they meet the following requirements:
 - The length must be finger-tip length with the arms hanging at the sides, or
 - Must be mid-thigh in length.
- Girls will refrain from exaggerated hair styles or colors.
- Visible body piercing(s) will not be acceptable.

Regulations for Boys:

- Shirts will be buttoned except for the collar button and top button.
- Shirt tails will be tucked in unless designed to be worn outside the pants. Any shirt that hangs below the bottom of the buttocks must be tucked in.
- Hair will be kept neat and off the collar; no exaggerated hair styles.
- Earrings, studs included, will not be worn.
- Key chains and/or wallets with chains are not permitted at school.
- Pants are to be worn at the waist.
- Visible body piercing(s) will not be acceptable.

Medical Exceptions

The Principal or Superintendent may grant an exception to any of the above provisions if the student has a medical condition rendering the compliance with the provisions detrimental to the student's health or well being.

Cleanliness, neatness, and good taste should be basic requirements for all decisions affecting grooming and dress. The District prohibits any clothing or grooming that, in the Principal's or designee's judgment, may reasonably be expected to cause disruption of or interfere with normal school operations. The District prohibits pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or those that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Texas or Pawnee ISD policy.

If the Principal or designee determines that the student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the parent(s) will be called to come to school to remedy the situation. Should this fail, or repeated problems occur, the student shall be assigned to in-school suspension for the remainder of the day, or until the problem is corrected. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases. The student dress code applies to all students at school and at any school-related activity.

Notes:

- Styles and fads come and go. It would be impossible to anticipate all changes before they appear in student's dress and grooming and to incorporate them in the

dress code. It is therefore, at the discretion of the Principal to adapt the dress code at any time to these changes.

- To encourage school spirit, students will be allowed to deviate from the school dress code on administrator-approved appropriately designated days.
- The Principal or designee reserves the right to determine appropriate/inappropriate dress at school, school-sponsored, or school-related activities.
- All dress code rules apply from the time the student arrives on campus until the school day ends or while traveling to and from school grounds to participate in school events or activities.

Pawnee Junior High School (5th grade to 8th grade)

Philosophy

Pawnee ISD'S Dress Code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and to teach respect for authority. Students are expected to appropriately and tastefully dress in attire that will be conducive to classroom behavior and respect. Extreme fads of hair, clothing, grooming or accessories that in any way reflect gang affiliation are not acceptable. Any attire deemed inappropriate or distasteful at the discretion of the Principal or administration will not be allowed. If a student's attire or hair distracts in the classroom or on campus, it will be considered inappropriate.

Hair and Body

Hair must be kept in such a manner to not cause distraction to students and staff members. Hair must be kept neat and clean, combed and out of the eyes. Unusually extreme fads of any type are not allowed, including extremely dyed hair. Pony tails, pig tails or braids may not be worn by males. Boys' hair can extend to the bottom of the collar in the back, and/or to the middle of the ear. Tattooing, body piercing, beards, goatees, or mustaches are not allowed.

Blouses, Tops and Shirts

Blouses, tops and shirts made of thin, sheer or pajama-like material worn alone, or in combination, that are in any way revealing, are not allowed. Narrow strap tops are not permitted, such as muscle shirts, halter tops, spaghetti straps, and tank tops. Blouses, tops and shirts must cover the waist and back at all times. Blouses, tops and shirts which advertise alcoholic beverages, tobacco products, or those with obscene connotations printed on them using words or pictures will not be permitted. All shirts must be appropriately-sized.

Pants, Shorts and Dresses

Short skirts, bicycle shorts and un-hemmed cutoffs are not acceptable. Dresses, shorts and skirts must be an appropriate length to not be distracting, and must meet the following requirements:

- The length must be finger-tip length with the arms hanging at the sides, or

- Must be mid-thigh in length.

Excessively baggy pants, jeans and shorts will not be allowed. Pants/shorts are to be worn without “sagging.” The waistline of pants, shorts and skirts must not reveal the torso. Undergarments must not be exposed. Straps on overalls must be properly fastened. Appropriately-sized sweat suits and wind suits are acceptable.

Jewelry

Earrings and ear studs are not acceptable for boys. Heavy chains are not acceptable jewelry for school. Extremes in jewelry and make-up are not permitted. Body piercing jewelry and/or accessories will not be allowed.

Caps and Hats

Caps and hats are acceptable on campus, but may not be worn in classrooms, hallways, cafetorium and offices.

Shoes

No street shoes will be allowed on the gym floor. Cleats, steel plates, roller blades, skates, taps, footwear with wheels (including Heelys skate shoes), house shoes or slippers are not to be worn as foot apparel.

Costumes

Friendly costumes are allowed on Halloween at the discretion of each homeroom teacher or class sponsor. Costumes and make-up that are offensive (such as, but not limited to, blood, vampires, ghouls, demons, violent or gothic characters) are not allowed. Violations will be handled as a dress code violation.

Pajamas

No pajamas or clothing made from pajama-like material may be worn, including house shoes and/or slippers.

Consequences

If the Principal or designee determines that the student’s grooming violates the District’s dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the parent(s) will be called to come to school to remedy the situation. Should this fail, or repeated problems occur, the student shall be assigned to in-school suspension for the remainder of the day, or until the problem is corrected. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases. This dress code applies to all students at school and at any school-related activity, including travel to and from the activity.

Medical Exceptions

The Principal or Superintendent may grant an exception to any of the above provisions if the student has a medical condition rendering the compliance with the provisions detrimental to the student’s health or well being.

Cleanliness, neatness, and good taste should be basic requirements for all decisions affecting grooming and dress. The District prohibits any clothing or grooming that, in the Principal’s or

designee's judgment, may reasonably be expected to cause disruption of or interfere with normal school operations. The District prohibits pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or those that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Texas or Pawnee ISD policy. The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

Notes:

- Styles and fads come and go. It would be impossible to anticipate all changes before they appear in student's dress and grooming and to incorporate them in the dress code. It is therefore, at the discretion of the Principal to adapt the dress code at any time to these changes.
- To encourage school spirit, students will be allowed to deviate from the school dress code on administrator-approved appropriately designated days.
- The Principal or designee reserves the right to determine appropriate/inappropriate dress at school, school-sponsored, or school-related activities.
- All dress code rules apply from the time the student arrives on campus until the school day ends or while traveling to and from school grounds to participate in school events or activities.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

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

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

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

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 53 and policy FNF.]

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

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the Principal's office. The Principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 53 and policy FNF.]

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this Handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the District has made an investment in the use of District-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the District's network systems and use of District equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this Handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is District-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the *Pawnee ISD Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for initial and continuing participation in many of these activities is governed by State law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-District competition, a maximum of five absences for post-District competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

[For further information, see policies at FM and FO.] For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 53.]

Athletic Events

The following athletic events are offered for participation at Pawnee ISD:

- Volleyball
- Basketball
- Track
- Tennis
- Golf

University Interscholastic League (UIL) Literary Events

As dictated by the UIL Constitution and Rules, the following UIL literary events are offered for participation at Pawnee ISD:

- Art Smart
- Calculator Applications
- Creative Writing
- Dictionary Skills
- Impromptu Speaking
- Listening Skills
- Mathematics
- Modern Oratory
- Number Sense
- Oral Reading
- Ready Writing
- Science
- Social Studies
- Storytelling

National Junior Honor Society (NJHS)

Pawnee students in grades 7 and 8 are eligible for induction into the NJHS. Membership is an honor bestowed upon a student who first meets academic requirements of a cumulative average of 87 percent. Secondly, students will be evaluated on the basis of service, leadership, character and citizenship. The selection of each member is by majority vote of the faculty council. Members who fall below the standards which were the basis for selection shall be warned in writing by the chapter adviser. In the case of flagrant violations of school rules, a member does not have to be warned in writing. The Faculty Council will determine when an individual is to be dismissed from the NJHS.

- **Please note:**
 - During the time a student is assigned to in-school suspension (ISS), DAEP (Disciplinary Alternative Education Program), or out-of-school suspension, the

student may not participate in or attend extracurricular activities or special events before, during, or after school.

National Elementary Honor Society (NEHS)

Pawnee students in grades 4, 5, and 6 are eligible for induction into the NEHS. Membership is an honor bestowed upon a student who first meets certain academic requirements. Secondly, students will be evaluated on the basis of personal responsibility, meaningful service to the school and community, and leadership skills. The selection of each member is by majority vote of the faculty council. Members who fall below the standards which were the basis for selection shall be warned in writing by the chapter adviser. In the case of flagrant violations of school rules, a member does not have to be warned in writing. The Faculty Council will determine when an individual is to be dismissed from the NEHS.

- **Please note:**
 - During the time a student is assigned to in-school suspension (ISS), DAEP (Disciplinary Alternative Education Program), or out-of-school suspension, the student may not participate in or attend extracurricular activities or special events before, during, or after school.

Pawnee Cheer Team

Pawnee students in grades 6, 7, and 8 are eligible for participation in the Pawnee Cheer Team. Members of the Cheer Team must meet certain criteria as listed in the by-laws and approved by the Board of Trustees.

Cheer Team members are selected for the primary purpose of supporting **ALL** athletic teams. Cheer Team members will demonstrate good citizenship and moral standards as well as assume responsibility for developing school spirit.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Uniform maintenance, when uniforms are provided by the District.

- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 57.]
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Superintendent at least 5 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GRADING GUIDELINES

In Pre-Kindergarten, achievement is reported to parents as:

- S – Satisfactory
- N – Needs More Time to Develop

In Kindergarten, achievement is reported to parents as:

- SD – Still Developing
- D – Developed
- E – Effectively Mastered
- S – Satisfactory Progress
- N – Needs Improvement

In grades 1 – 8, achievement is reported to parents as:

- 90 to 100 – A
- 80 to 89 – B
- 70 to 79 – C

- 60 to 69 – D
- 0 to 59 – F

Grading Categories

All students in grades 1 – 8 shall be assessed on the following two categories to determine a student’s grades:

1. Assessment Performance Measures which may include, but are not limited to, tests (including teacher-made tests), six-weeks tests, quizzes, benchmark assessments, projects, performances/demonstrations, presentations, reports, portfolios, and other grade-level acceptable assessment measures.
2. Classwork and/or Homework Measures which may include, but are not limited to, classwork, projects, journals, research, class participation, teacher observation, teacher checklists, homework assignments, and other instructional activities related to the content area.

Grades are to be based on curriculum-related criteria and will reflect academic achievement. Students’ participation or lack of participation in extra-curricular activities, rehearsals and/or performances beyond the regular school day will not negatively impact students’ grades.

Grade Weighting

The weighting of the two grading categories that are combined to calculate the total grade for any grading cycle is as follows:

Six Weeks =

- No more than 3 major grades that may include, but are not limited to, tests (including teacher-made tests), six weeks tests, quizzes, benchmark assessments, projects, performances/demonstrations, presentations, reports, portfolios, and other grade-level acceptable assessment measures. Major grades will count **60%** of the overall grade in the course.
- No more than 7 daily grades that may include, but are not limited to, classwork, projects, journals, research, class participation, teacher observation, teacher checklists, homework assignments, and other instructional activities related to the content area. Daily grades will count **40%** of the overall grade in the course.

Grade Cut Off

In order to give students every possible opportunity for maximum achievement, teachers should not cut off grades any earlier than **five days prior** to the end of the grading period.

Student Failure Criteria

1. Parents must be contacted if students are receiving a failing grade on the progress report or report card.
2. A parent or guardian must be contacted anytime a student’s grade drops from passing to failing during a grading period.

Yearly Averages

The 1st through 6th six weeks averages in each course are averaged together to arrive at the yearly average for the course.

Grading of Classwork and Homework

Assignments turned in by students—including classwork and homework—will be assigned a numerical grade on a scale from 0 to 100 according to the criteria as determined by the teacher. Students who do not turn in assigned work when due will have points deducted from the actual grade. If the student does not turn in the assignment in the time specified by the teacher, he/she will receive a 0 for the assignment.

Reteaching/Retesting Policy

Retesting is not mandatory, unless a majority (50% or more of the students tested per classroom) do not make a 70 or higher on a test. In this situation, the teacher will reteach and a retest will be administered.

When fewer than 50% of students make a grade on a test less than 70, the student will be given that grade without the option of a retest.

When students receive grades for products that result from a full process (writing assignments, research papers, labs, projects, etc.), it is not necessary to reteach and retest. If the process is followed carefully, instances of grades below 70 will be rare.

Additional reteaching/retesting may be done at the discretion of the teacher, but it must be done in a fair and consistent manner and follow the grade recording guidelines of this policy.

- **Please note:**
 - Students who have an unexcused absence will be expected to make up the work that was missed during the absence. This work will be subject to the late grading policy of deducting points.

Six-Weeks Tests

The purpose of six-weeks testing is to provide a comprehensive assessment of what each student learned during that six-week period. Therefore, there will be no retests for six-weeks test(s).

Incomplete Grades

Incomplete grades may be given in cases where a student was ill for a prolonged period. In such cases, the teacher will record an “I.” The “I” or incomplete grade must be made up and a numerical grade recorded before the next reporting period.

An “I” given for any other reason must be made up within five (5) school days of the end of the six-weeks grading period and the teacher must report such completion to the office immediately.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 21.]

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the District. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the *Pawnee Student Code of Conduct*. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the Principal or Superintendent. [Also see **Bullying** on page 15 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

State law specifically requires the District to provide the following information:

- What is meningitis?

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

- What are the symptoms?

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

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

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 cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

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

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

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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/>.

Food Allergies

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

Physical Activity for Students in Elementary and Middle School

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

Students in junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters or at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the District's requirements and programs regarding elementary and junior high school student physical activity requirements, please see the Principal.

School Health Advisory Council

During the preceding school year, the District's School Health Advisory Council held four meetings. Additional information regarding the District's School Health Advisory Council is available from Tammi McGee, Registered Nurse for Pawnee ISD. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. [See policies at BDF and EHAA and **Removing a Student from Human Sexuality Instruction** on page 4 for additional information.]

Other Health-Related Matters

Physical Fitness Assessment

Annually, the District will conduct a physical fitness assessment of students in grades 3-8 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the Principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

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. Pawnee ISD students will have access to the beverage machine and snack vending machine at dismissal time. For more information regarding these policies and guidelines, please see Christina Velasquez, Food Services Director. [See policies at CO and FFA.]

Tobacco Prohibited

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Pawnee ISD Student Code of Conduct* and policies at FNCD and GKA.]

Asbestos Management Plan

The District works diligently to maintain compliance with federal and State law governing asbestos in school buildings. A copy of the District's Asbestos Management Plan is available in the Superintendent's office. If you have any questions or would like to examine the District's plan in more detail, please contact the District's designated asbestos coordinator at 361-456-7256.

Pest Management Plan

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Elaine Richardson, the District's IPM Coordinator, at 361-456-7256.

HOMELESS STUDENTS

For more information on services for homeless students, contact the District's Liaison for Homeless Children and Youths, Elaine Richardson, Superintendent, at 361-456-7256.

HOMEWORK

Children will receive homework assignments. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational program. Homework enriches and strengthens classroom experiences. New concepts are introduced in class, not in homework assignments. In addition to improving students' abilities to work independently and become self-directed in learning processes, homework provides opportunities for students to make independent and stimulating discoveries. It is not used as a disciplinary measure and should be completed in a reasonable time, taking into consideration other courses and activities.

Failure to do homework or assigned work is to be treated as any other discipline matter, and is subject to the grading guidelines as noted on page 34. [See **Grading of Classwork and Homework** on page 37.]

IMMUNIZATION

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:

DSHS Immunization Branch (MC 1946)
P.O. Box 149347
Austin, TX 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, varicella (chicken pox), and meningococcal. 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>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation

officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policies FL (LEGAL) and GRA(LEGAL).]

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both District personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

MAKEUP WORK

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero (0) for the assignment.

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

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The District may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA(LEGAL).]

In-school Suspension (ISS) Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.

- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the District's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the District's form.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or District administration.

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. [See policy FFAF(LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Pawnee ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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: Elaine Richardson, Superintendent—P.O. Box 569, Pawnee, TX, 78145; Phone: (361) 456-7256, ext. 101.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Demetrio D. Garcia, Principal—P.O. Box 569, Pawnee, TX, 78145; Phone: (361) 456-7256, ext. 104.
- All other concerns regarding discrimination: Please see Elaine Richardson, Superintendent—P.O. Box 569, Pawnee, TX, 78145; Phone: (361) 456-7256, ext 101.

NOTES REQUIRED FROM PARENTS

Pawnee ISD **REQUIRES** signed notes from parents explaining the following:

- Absences
- Early dismissal requests
- Requests for your child to be picked up by an adult other than the parent(s) or other designated emergency contact(s)
- Permission for a child to go home with another student
- Changes in transportation (temporary or permanent)
- Requests to miss recess or physical education
- Authorization to administer prescription medicine
- Allergic reactions
- Special health needs and medical treatment

PERMISSION SLIPS

When a permission slip is sent home with a student asking for permission to travel off of school property, the permission slip must be signed by the student's parent/guardian. **NO VERBAL PERMISSION** of any form will be granted. If the student/parent cannot provide a signed permission slip, the student will not be allowed to go on the trip.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

According to policy FFAA(LEGAL), Pawnee ISD offers health screenings in the following areas:

- Vision
- Hearing
- Acanthosis Nigricans
- Spinal

A student desiring to participate in the UIL athletic program shall submit a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required in the first year of junior high school competition. In other years, students shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

The District may provide additional screenings as District and community resources permit.

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to the appropriate health agencies. [For further information, see policies at FFAA(LOCAL).]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags on page 5.**]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

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

PROMOTION CEREMONY

Kindergarten Promotion Ceremony

A promotion ceremony for Kindergarten students will only be held at the discretion of the Principal.

Student Speakers

Students promoting will be given an opportunity to provide opening and closing remarks during the 8th grade promotion ceremony. Only those students who hold the following neutral criteria positions of honor shall be eligible to use the limited public forum during the promotion ceremony: NJHS members. However, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at the promotion ceremony.

Students eligible to give the opening and closing remarks will be notified by the Principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the promotion ceremony, the names of all eligible students who

volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition the opening and closing remarks, the valedictorian and salutatorian may also have speaking roles at the promotion ceremony.

[For student speakers at other school events, see **STUDENT SPEAKERS** on page 55.] [See FNA(LOCAL).]

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the District. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1 through 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 and a grade of 70 or above in language arts mathematics, science, and social studies.

In grades 7-8, promotion to the next grade level is 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 and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR. *

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

* Because the 2011-2012 school year is the first year of implementation of the STAAR, students will not be required by State law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Parents of a student in grades 3 – 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011-2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the Principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the Principal.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a teacher or other staff member designated by the Principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the Principal and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the Principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six (6) weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course/subject area is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the Principal pursuant to the Board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 35.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the Principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within three days. "Unsatisfactory progress reports" are defined as progress reports from courses/subject areas that are at, near or below 70.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 21.]

SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the *Pawnee ISD Student Code of Conduct*, as well as any additional rules for behavior and safety set by the Principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

From time to time, 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 or others in charge quickly, quietly, and in an orderly manner.

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency on Campus

Intermittent bell	Teachers are to secure their classrooms, keep all students inside, and check email for further instructions
-------------------	---

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

In the event of weather-related or other emergencies that could affect the normal operation of school, including a school closing or a delayed start of school, students and parents are requested to listen to radio stations KAML 990 in Kenedy, or KICKER 105.7 in Beeville. These stations will be advised of emergency-caused cancellation of school.

In addition, the District utilizes School Reach, an instant parent contact system that uses telephone numbers and email addresses to contact parents with important information regarding school-closings, other emergencies and announcements.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

All students in Pre-Kindergarten through 8th grade who arrive to school prior to 7:45 a.m. are to report to the cafetorium. At 7:45, homeroom teachers will pick up students from the cafeteria and escort them back to their homerooms.

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

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

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Pawnee ISD Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Pawnee ISD Student Code of Conduct*.

Use of Playground Equipment

The following rules apply to all students:

- Slide: Sit on the slide and come down the slide one student at a time. Go up the ladder and not up the slide. Playing tag on the slide is dangerous and will not be allowed.
- Swings: No jumping out of swings, twisting of swings, standing on swings, or throwing of swings over the top bar to raise them higher.
- Games: No tackling, wrestling, or roughhousing.
- Climbing Bars: No pulling on people or hanging onto people.
- Wood Fiber Chips: No throwing of wood fiber chips. No covering anyone with wood fiber chips. Leave wood fiber chips on the playground.
- Students are not to kick footballs on the playground.
 - Please note: Junior High students (grades 5th through 8th) are not allowed to be in playground areas designated for lower elementary grade students.

Cafeteria Services

The District participates in the School Breakfast Program National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Please see the main office to apply.

All meals need to be prepaid for in the main office or at the cafeteria during times when meals are being served. Parents may pool money for family accounts or keep each child separate. Meals may also be paid for by students while going through the serving line.

Pawnee ISD has established the following prices for meals served during the 2011-2012 school year:

	Breakfast	Lunch
Reduced price for Pre-K through 8 th grade	\$.30	\$.40
Full price for Pre-K through 8 th grade	\$1.25	---
Full price for Pre-K through 5 th grade	---	\$1.25
Full price for 6 th through 8 th grade	---	\$1.50
Adults (Employees)	\$2.00	\$2.50
Guests (Parents, Grandparents, etc.)	\$2.00	\$3.00
<i>All students are allowed to charge up to <u>\$10.00</u> for meals. Once this limit has been reached, students will be served a peanut butter and jelly sandwich until their account is brought up to date.</i>		

The District follows the federal and State guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Student behavior in the cafetorium should be based on courtesy and cleanliness. At no time are students allowed to take cafeteria food outside of the cafetorium. Students are to remain in the cafetorium until dismissed by the monitor(s) on duty.

Library

The library will serve all students, Pre-Kindergarten through 8th grade. Students are encouraged to utilize the library materials for recreational reading, individual research, and the completion of class assignments.

Students have the privilege to check out two library books to take home. If the student loses a library book or has outstanding fines, all check-out privileges will be lost. Students and parents will be notified of missing or damaged books. The notice will specify the amount of the fine, including the cost of the book. A teacher may check out a book for a student for instructional purposes. If an assignment requires overnight use, the teacher may authorize overnight use in this case.

Students are expected to obey all library rules and to properly care for books and other library materials both in the library and at home.

If, for any reason, a parent does not want their child to check out books and materials from the library, including books on tape, **they should notify the Principal in writing.**

Please Note: Due to the varying readability levels of materials that the District library provides for its students and staff, some material may be considered non age-appropriate or not suitable for all students. These materials are labeled appropriately and students must have parental permission to check out these materials.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the Principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

Electronic Devices

Use of District-owned equipment and its network systems is not private and will be monitored by the District. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF(LEGAL) for more information.]

Trained Dogs

The District will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and other areas on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom or a locker to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the Principal.

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived. See **Promotion and Retention** on page 47 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at: http://www.uil.utexas.edu/athletics/health/steroid_information.html

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

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

Please contact Elaine Richardson, who has been designated as the District's liaison for children in the conservatorship of the state, at 361-456-7256 with any questions.

STUDENT SPEAKERS

The District provides students the opportunity to introduce the following school events:

1. Sporting events
2. Opening announcements and greetings for the school day; and
3. Guest speakers or presenters.

Students are eligible to introduce these events if they are students in the highest two grade levels of the school at which the student is publicly speaking and who hold an office in the National Junior Honor Society.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the Principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the Principal, students who have been selected for special honors, such as captain of an athletic team and leaders of school-sponsored organization, may also address school audiences at designated events. [See FNA(LOCAL).]

SUICIDE AWARENESS

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

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

SUMMER SCHOOL

Once STAAR test results are released for the academic year and if your child is identified as a student who would benefit from the additional educational opportunity provided through summer intervention programs, your child **will be required** to attend our summer school intervention

program. The extra instruction that students receive during this program will help to fill their gaps in learning, reinforce important skills, and better prepare them for the upcoming school year.

The summer school intervention program focuses on reading and mathematics skills. All instruction and intervention will be provided by highly-qualified teachers and staff.

Please note: Your child's attendance and participation in our summer school intervention program will be considered when reviewing and approving student transfer requests.

The District reserves the right to not offer a summer school intervention program for any reason. In addition, the District reserves the right to deny the summer school intervention program to any student who passes all STAAR tests or who is not identified as a student who would benefit from the additional intervention programs offered.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See **Standardized Testing** on page 54.

TARDINESS

A student who is tardy to class or school may be assessed penalties that may include, but are not limited to, a teacher warning, a teacher-assessed penalty, or detention hall. Please note that detention hall may occur before school, after school, and/or on Saturday mornings.

Upon subsequent tardiness, the teacher will notify the Principal and discussion with the parent will ensue.

Repeated instances of tardiness or failure to attend detention hall will result in more severe disciplinary action, in accordance with the *Pawnee ISD Student Code of Conduct*.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Principal, however, may make an exception if the parent makes a **written request** that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the District's Web site..

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, please contact Juanita Munos at 361-456-7256, ext. 100. To designate a regular alternate pickup or drop-off location for your child, please submit a signed request in writing to the Superintendent.

See the *Pawnee ISD Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program (DAEP).

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the *Pawnee ISD Student Code of Conduct*. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the *Pawnee ISD Student Code of Conduct*. Please note that bus-riding privileges may be suspended.

School Bus Discipline Procedures

The school bus is an extension of the classroom. All rules that apply in the classroom carry over to the bus. The Principal will administer discipline procedures along with the assistance of the bus driver, who has the knowledge of the incident in question. All Board policies that apply to student conduct and other activities apply to the school bus.

Only a school administrator, parent, or police officer may remove a student from a bus.

If a student violates safety procedures, a discipline referral will be written. The following steps are followed for referrals:

- First Referral: The school administrator will discipline the student using an appropriate measure according to the *Pawnee ISD Student Code of Conduct*.
- Second Referral: The student may be removed from the bus for 1 to 3 days and the parents will be notified, either in writing, in person, via email, or by telephone.
- Third Referral: The student may be removed from the bus for 3 to 5 days and the parents will be notified, either in writing, in person, via email, or by telephone.
- Fourth Referral: The student may be removed from the bus for 5 to 10 days or up to the remainder of the school year. Parents will be notified, either in writing, in person, via email, or by telephone.
- Subsequent Referrals: The student can be removed for 10 days or up to the remainder of the school year. Parents will be notified, either in writing, in person, via email, or by telephone.

The Principal has the authority to skip the above steps for serious violations or to repeat any step if the misconduct is not a serious safety violation.

Parents are responsible for providing transportation to and from school in the event a child is removed or suspended from a bus for disciplinary measures. The number of days suspended from the bus will include the morning and afternoon routes, extracurricular and co-curricular trips.

Infractions of bus rules that could endanger the health and safety of the students will result in the immediate removal of a student's bus riding privileges for the remainder of the school year.

Please note: **Morning Routes** – For students who ride the bus from designated pick-up locations outside of the District (i.e. Kenedy and Beeville), please know that bus drivers have been instructed to not stop to pick up any students who did not board the bus at the designated location. Once the bus departs from the parking lot, it will only make stops that are part of the bus route until it arrives at the school parking lot.

Afternoon Routes – Bus drivers have been instructed to wait at the designated drop-off locations 10 minutes after arriving. After 10 minutes, any student not picked up will be brought back to the school and parents will be responsible for driving to Pawnee and picking up their child from the school.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Pawnee ISD Student Code of Conduct*.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The Principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Pawnee ISD Student Code of Conduct*.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit our school campus at any time. For the safety of those within the school and to avoid disruption of instructional time, all visitors **must first** report to the main office to receive a Visitor's Pass. All visitors must comply with all applicable District policies and procedures while on campus.

Visits to individual classrooms during instructional time are permitted **only with approval of the Principal and teacher** and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Please note that visits to individual classrooms should be scheduled at least one day in advance, when possible.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the Superintendent's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian or designee to ensure a clear library record; to the clinic for health records; and to the Principal for the last report card and course clearance. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance Review Committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Pawnee ISD Student Code of Conduct*.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or District-wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Pawnee ISD Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion. Students have multiple opportunities to take the tests if necessary for promotion.

Student Code of Conduct is developed with the advice of the District-level committee and adopted by the Board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the Principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The *Pawnee ISD Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten through grade 12.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.