

# **ELKHART INDEPENDENT SCHOOL DISTRICT**

## **ELKHART MIDDLE SCHOOL STUDENT HANDBOOK**

(July 2017)

### **MISSION STATEMENT**

“Academic Excellence Through Innovative Instruction.”

### **NOTICE OF UPDATE POLICY**

During the course of the school year supplements or addendums to this handbook may be issued. These supplements would be for the expressed purpose of further explaining the implementation of the rules and policies which have been established by this handbook.

### **NOTICE OF CORRECTIONS**

Every effort has been made to avoid errors in this handbook; however, any suggestions for improvement, including misspellings, grammatical errors, typographical errors, rephrasing, additions or deletions, should be submitted in writing to the principal’s office

### **ELKHART I.S.D. WEBSITE**

Please visit our District website, [www.elkhartisd.org](http://www.elkhartisd.org) to view an online version of the Elkhart I.S.D. Student Handbook, District School Board Policy Manual, District Improvement Plan, District Calendar, and additional information of interest to students, parents, community members, and staff of the Elkhart Independent School District.

### **SCHOOL ADDRESS**

Elkhart Independent School District  
301 E. Parker Street  
Elkhart, Texas 75839

## **I. SCHOOL PERSONNEL**

### **ELKHART ISD SCHOOL BOARD**

Charles McShan, President  
Kevin Bush, Vice President  
Krispen Rucker, Secretary  
Paul Barnett  
Joe Estes  
Harold Holloway  
Chad Steely

### **SCHOOL ADMINISTRATIVE PERSONNEL**

Dr. Ray DeSpain, Superintendent  
Kay Chapman, Director of Special Programs  
Jason Ives, High School Principal  
Roger Mays, Assistant High School Principal  
Ron Mays, Middle School Principal  
Sam Wells, Athletic Director  
Rhonda Brewer, Business Manager  
Ella Thacker, PEIMS Coordinator  
Candy Facklam, District Bookkeeper  
Tammie Pyeatt, Secretary to the Superintendent  
Beverly Holliday, Payroll Clerk  
Rachell Glenn, Administrative Receptionist  
Kim Stanaland, High School Counselor  
Melody Holloway, Middle School Counselor  
RJ Defreece, IT Director

## SCHOOL TELEPHONE NUMBERS

Ray DeSpain, Superintendent .....	903-764-2952
Kay Chapman, Curriculum Director.....	903-764-2952
Ron Mays, Middle School Principal.....	903-764-2459
Melody Holloway, Middle School Counselor.....	903-764-2459
Cafeteria.....	903-764-8538
Nurse's Office.....	903-764-2979
Sam Wells, Athletic Director.....	903-764-5161
Band Hall .....	903-764-5161
Bus Barn.....	903-764-8541
School Fax .....	903-764-8288

## II. SCHOOL CALENDAR & ACTIVITIES

### ELKHART PUBLIC SCHOOLS

#### 2017-2018 CALENDAR

August 17-25.....	Teacher In-Service
August 28.....	First Day of School
September 4.....	Labor Day Holiday
October 6.....	End of 1st Six-Weeks
October 9.....	Teacher In-service/Comp Day
November 10.....	End of 2nd Six-Weeks
November 22-24.....	Thanksgiving Holidays
December 22.....	End of 3 <sup>rd</sup> Six-Weeks/First Semester
Dec. 25 – Jan 5.....	Christmas Holidays
January 15.....	Workday/Inservice
February 16.....	End of 4th Six-Weeks
February 19.....	Workday/Inservice
March 12-16.....	Spring Break
March 30.....	Teacher In-service/Comp Day
April 13.....	End of 5th Six-Weeks
April 20.....	Workday/Inservice
June 1.....	High School Graduation
June 1.....	End of 6th Six-Weeks/Second Semester
June 2.....	Workday/Inservice

\* April 23 and May 28 are designated as bad weather days. If they are not used, they will be student holidays.

\* November 21, December 21-22, March 9, March 29, May 31, and June 1 are early release days.

## III. POLICIES & PROCEDURES

### REGULAR BELL SCHEDULE

#### MIDDLE SCHOOL

First Bell	7:55
1st Period	7:55 – 8:45
Passing Period/2 <sup>nd</sup> Breakfast	8:45 – 8:55
2nd Period	9:00 – 9:50
3rd Period	9:55 – 10:45
4 <sup>th</sup> Period	10:50 – 11:40
Lunch/Study Hall	11:40 – 12:35
5 <sup>th</sup> Period	12:40 – 1:30
6th Period	1:35 - 2:25
7th Period	2:30 – 3:20

## What to do if . . .

### **You Need To See The Principal:**

Leave your name with the secretary. The principal will send for you at his earliest convenience.

### **You Need To See The Counselor:**

See "Counselor Service" under Policies and Procedures.

### **You Need To See A Certain Teacher:**

Make arrangements with the teacher.

### **You Are Late To School:**

Go to the Principal's office and sign in. Then go directly to class. A tardy will be recorded by the office.

### **You Have Been Absent:**

Bring a note stating the reason for absence signed by a parent or guardian. The note should be turned in to the campus attendance clerk prior to the beginning of the school day.

### **You Need To Leave School:**

If you have a medical appointment you will need to present a note signed by your parent or guardian to the attendance clerk. In order to leave school for any reason other than a medical appointment you must be signed out of school by a parent or guardian. Before leaving school for a medical appointment, go by the office, sign the checkout list, and receive permission from the principal. Office approval is required prior to leaving your assigned campus to visit another campus for any reason other than to attend a class. Failure to properly check out through the office may result in disciplinary action.

### **You Need To Leave The Classroom During Class:**

Get a hall pass signed by the teacher. Students are not to leave class without a compelling reason.

### **You Are Hurt Or Ill:**

Serious injury or illness should be reported to the nearest staff member who should immediately notify the principal. Other injury or illness should be reported to the office. Students will be allowed to call a parent or guardian to arrange transportation. NEVER leave the campus without prior approval by the nurse, an administrator, or the school secretary.

### **You Need To Take 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:

Authorized employees, in accordance with policy FFAC, may administer:

1. Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
2. Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
3. Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
4. Herbal or dietary supplements provided by the parent if required by the students 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:

1. In accordance with the guidelines developed with the District's medical advisor and
2. When the parent has previously provided written consent to emergency treatment on the District's form.

### **You Have Lost Or Found An Item:**

Check in the office before or after school, not during class time.

### **You Want A Transcript Of Your Record:**

Leave a written request with your name on it in the registrars' office. Allow 3 days for processing.

### **You Want To Withdraw From School:**

Parents or guardians must sign a withdrawal form before a request can be initiated.

### **You Want A Poster Or Sign Displayed:**

Signs and posters must be approved by the principal. Unauthorized signs or posters will be removed. Any students who post printed material without prior approval may be subject to disciplinary action.

## ACCEPTABLE USE POLICY

The Acceptable Use Policy for Electronic Communication and Data Management (Internet/Computer use) provides guidelines and specific rules for: system access, individual user responsibilities, on-line conduct, information content/third party supplied information, network etiquette, termination/revocation of system use, student/parent agreement form, and other information. Further information will be available through the computer teacher, counselor, or principal.

## ADMISSION REQUIREMENTS

Students moving to the Elkhart I.S.D. from other schools must have cleared records from the previous school attended. **Students attending Elkhart I.S.D. must reside in the district or have an approved transfer. Students entering the Elkhart Schools from an unaccredited school will be required to take standardized test(s) and/or criterion reference test(s) for correct placement.**

All students entering the Elkhart I.S.D. for the first time must present evidence of successful immunization against diphtheria, tetanus, polio, measles, rubella, and tuberculosis:

- (1) Each student should receive or have record of receiving one tuberculin skin test administered after the student's fourth birthday.
- (2) Students transferring from countries outside the United States should receive a current tuberculin test, except those with known significant reactions.

Students must also have the following information when they enroll in Elkhart I.S.D. Schools:

1. Proof of residency in Elkhart Independent School District.
2. Social Security Card number or other identification.
3. Birth certificate.

## ANNOUNCEMENTS

Any announcement that is to be made to the school must be approved by the principal. Announcements should be brought to the principal's office before 7:55 a.m. All announcements should be made in a dignified and professional manner, and at appropriate times, minimizing the disruption of classes.

## ASSEMBLIES

A student's conduct in assemblies must meet the same standards as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

## ATTENDANCE

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

The state compulsory attendance law requires that a student between the ages of 6 and 19 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 19 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass. School employees must investigate and report violations of the state compulsory attendance law.

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 committee to determine whether there are extenuating circumstances for the absences and how the student may regain credit. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

Students with fewer than 90% attendance must petition a campus attendance committee composed of an administrator, a counselor, and a teacher that convenes as needed. The attendance committee meets to consider extenuating circumstances that caused the excessive absences. Students with extenuating circumstances may be required to make up work or regain credit lost by an alternative method such as Saturday classes established by policy. In determining whether there were extenuating circumstances for absences, the attendance committee must use the following guidelines for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performance, subject to established limitations.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Juvenile court proceedings documented by a probation officer.
5. Absence required by state or local welfare authorities.
6. A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
7. Observance of religious holy days, including travel for that purpose.
8. If makeup work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose.
9. In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
10. The committee will consider the acceptability and authenticity of documented reasons for the student's absence.
11. 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.
12. 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.
13. The committee will consider whether the absences were for reasons over which the student or the student's parents could exercise any control.
14. Temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, including personal illness, illness or death in the immediate family.
15. A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.

If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent in accordance with policy FNG.

The District shall provide the following alternative ways for students to make up or regain credit lost due to absences:

1. Complete additional assignments, as specified by committee
2. Satisfy time-on-task requirements before and/or after school
3. Attend tutorial sessions as scheduled
4. Attend Saturday classes
5. Maintain the attendance standards for the remainder of the semester

## **ABSENCES**

The districts automated phone system will call the home of any student who is absent to notify the parent or guardian. When returning to school after an absence, a student must bring a note signed by the parent (limit 3 per semester and can only excuse absences of 2 consecutive days or less) that describes the reason for the absence: notes signed by the student, even with the parent's permission, will be considered a forgery and the student may be disciplined. It is the student's responsibility to check with the teacher for missed class work, homework, and due dates. Students who are absent from school for any reason not acceptable to the sponsor or principal will not be allowed to participate in school related activities that day or evening.

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up work within the time allotted by the teacher will receive a grade of zero for the assignment. Teacher(s) may assign additional work to assure students who have been absent have sufficient opportunity to master the essential elements or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine makeup work.

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

A student who is tardy to class by more than 10 minutes is considered absent for that class period. Students will be considered absent instead of tardy from 1<sup>st</sup> period if they arrive after 8:10 am.

### **Excused Absence:**

All absences must be verified by a parent. Parents should call the school when their child is absent. The student must present a written note, stating the reason of absence and must be signed by his/her parent or guardian. The note is to be in the office no later than two (2) school days after the absence. Only 3 parent notes per semester will be accepted and parent notes will only excuse absences for 2 days or less (absences that exceed 2 consecutive days will require a doctor's note). Parent notes are for students that are kept home by their parents or guardians because of a personal illness.

Absences for the following reasons shall be considered unavoidable and shall be classified as excused for the student:

1. **PERSONAL ILLNESS** - The principal may require the certification of a physician if he deems it necessary.
2. **DEATH** - of a family member.
3. **STUDENT HEALTH SERVICES** - and family or individual counseling therapy appointments. The principal shall require appropriate documentation verifying the absence for this purpose.
4. **RELIGIOUS HOLIDAYS** - and activities. Any child of an established religious faith will be excused if his/her absence is for the purpose of observing a religious holy day, consistent with his/her creed or belief, upon furnishing the principal with a written request (prior to the absence) from the parent/guardian.
5. **COURT APPEARANCE** - The principal shall require the presentation of an appropriate court document, subpoena, etc. which indicates that a student should appear in court.

**NOTE:** The principal will take extenuating circumstances in consideration when determining whether or not an absence should be excused. An appeal concerning approval of an excused absence for reasons other than those listed above may be made to the Superintendent or his designee.

**MEDICAL APPOINTMENTS:** Parents should make a special effort to request scheduled appointments at a time after school hours. When several appointments must be scheduled during school hours, a different hour of the day should be used each time to avoid the student missing the same class period several times.

### **Unexcused Absence:**

An absence for any reason other than those listed above shall be classified as unexcused. Absences that are classified as excused shall not be excused if the student has not presented a written notice with the reason of absence signed by his/her parent or guardian no later than two (2) school days after the absence. In exceptional circumstances, prior parental request to the building principal concerning an impending unexcused student absence may result in approved credit for work missed. A student who has two or more unexcused absences will be subject to disciplinary action.

### **Truancy:**

Absence from school without the knowledge and approval of the parent will be considered truancy and will be unexcused. Each absence due to truancy will result in a grade of zero for any activity, test, or assignment missed if all members of the class are assigned grades for the same work. A student who is intentionally absent from school one or more periods without a legitimate excuse and without knowledge of parent is considered to be truant and will be subject to disciplinary actions as specified in the Student Code of Conduct.

## **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; its cost is reimbursed by the State of Texas. Under some circumstances, such as student safety, the District may permit students who live within two miles of the school to use school transportation. Bus routes and any subsequent changes are posted at the school. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 764-2952. Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Any student who fails to comply with that code or other established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. Video cameras are used in District vehicles to promote compliance with the rules of conduct.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

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

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window; nor hold any object out of the window; nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco, alcohol, or drugs.
8. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, may lead to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
10. In order for a student to ride a different bus other than his or her assigned bus, the student must have a note from parent or legal guardian requesting the change.
11. When students ride in a District vehicle or passenger car, other than a bus, seat belts must be used at all times.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving an administrator, the student passenger, the driver, and parent(s) may be required.
2. The administrator may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct which endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus and/or to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's IEP.

### **CAFETERIA, SNACKBAR, LUNCHTIME**

The District participates in the National School Lunch Program and offers free and reduced priced lunches based on a student's financial need. Breakfast is part of this program. Information concerning this program can be obtained from the principal's office.

The cafeteria serves nutritionally balanced meals each day. The price for a meal is \$2.75 for grades 6-12 and \$3.50 for adults. The price for breakfast is \$1.75 for grades 6-12 and \$2.25 for adults. The cafeteria has a no charge policy.

Students will eat in the cafeteria, snack bar, or bring their lunches. Microwaves are available for middle school students in the cafeteria. **NO STUDENT WILL BE ALLOWED TO LEAVE THE CAMPUS FOR LUNCH!**

Charging will be permitted to a maximum of 3 meals per person. Beyond 3 meals, an alternate meal (which will include a sandwich, milk, and fruit) will be provided. Student balances can be checked via computer through the "My School Bucks" program or by calling the cafeteria at 903/764-8538 between the hours of 6:30 am and 2:30 pm. Middle and High School Students will be told when their balance is getting low or if it reaches a negative balance by the cashier. If parents do not wish for their students to purchase extras with money placed in their account, they will need to let the cafeteria staff know. They will note this on the student's account in the computer system. The Foodservice Department offers complete meals for students going on field trips at the same price they would pay for normal meals. If a student requires a special diet or diet substitution, parents will be required to provide the foodservice department with a signed Medical Doctor's note with a list of appropriate substitutions. Any questions regarding the cafeteria can be directed to Elkhart ISD/Southwest Foods Excellence Director Joseph Ripp, email ([jripp@elkhartisd.org](mailto:jripp@elkhartisd.org)).

### **CARE OF SCHOOL PROPERTY**

The student who has school spirit has pride in the appearance of the school grounds and facilities. Students who damage library books, textbooks, equipment, or other school supplies or materials provided by the school shall be required to reimburse the district at the replacement cost, including labor and/or handling expenses.

Students and their parents or guardians shall be responsible for payment of damages done willfully to buildings, buses, furniture, grounds, or other property of the school. School records of grades shall be withheld for students who do not settle accounts owed the school. Suspension may result from refusal to pay for willful damage.

Textbooks are the property of the State of Texas. State approved textbooks are provided free of charge for each subject or class. Students are required to use these books carefully.

Lost and/or damaged books must be paid for in the office before others will be issued. Any student failing to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for.

### **CELLULAR PHONE**

For safety purposes, students are allowed to have cell phones at school. Devices are to remain off and out of sight during the school day, from 7:55 to 3:25. Smart phones may be used as a form of technology when allowed by teachers in the classroom. These devices will be used for instructional purposes only. When used during the school day, devices can only be connected to EISD's filtered wireless network. Use of cell phones as a communication device (calling, texting, messaging, etc.) during the school day is prohibited. Posting on social media is not allowed at any time during the school day. Students violating any part of this policy will have their cellular device confiscated. Repeated offenders shall be subject to disciplinary action. The device will be held in the campus principal's office and be returned to the parent or guardian after a \$15 fine is paid. Use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas.

while at school, school-related, or school-sponsored events. Students bring electronic devices to school at their own risk. The district is not responsible for damaged, lost, or stolen devices.

### **CD PLAYERS, RADIOS, & OTHER ELECTRONIC DEVICES & GAMES**

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal.

Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the items at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

### **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. The diseases include: amebiasis, campylobacteriosis, chickenpox, fever (100.4 or greater), fifth disease, viral gastroenteritis, giardiasis, head lice, hepatitis (viral, Type A), impetigo, infectious mononucleosis, influenza, measles (Rubeola), German measles, bacterial meningitis, viral meningitis, mumps, pink eye (conjunctivitis), ringworm of the scalp, salmonellosis, scabies, shigellosis, streptococcal sore throat, tuberculosis, and whooping cough.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communication between home and school regarding a child's education is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and school open house or back-to-school nights, for instance.

Communication might also include requests for conferences--initiated by the school or the parent--to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office (903-764-2459). Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well. [See the section on Parent Involvement, Responsibilities, and Rights]

### **COMPLAINTS AND CONCERNS BY STUDENTS/PARENTS**

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. 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. In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and 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.

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the Superintendent's office or on the District's Web Site at <http://www.elkhartisd.org>.

Specialized complaint procedures exist regarding:

Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.

Loss of credit because of excessive absences: policy FDD.

Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.

Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.

Expulsion of a student: policy FOD and the Student Code of Conduct.

Discrimination on the basis of sex: policy FB.

Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct.

Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct.

Instructional materials: policy EFA.

On-campus distribution of non-school materials to students: policy FMA.

### **Computer Access-Acceptable Use policies for students and staff**

#### **PREAMBLE**

The basic principles that animate the Internet Acceptable Use Policy that follows is to:

- Make Internet resources, especially broadband access, widely and equitably available for all learners;
- Provide continuous and relevant training and support for educators, administrators and students;
- Build a new research framework of how people learn in the Internet age; and develop high quality online educational content that meets the highest standards of educational excellence.

It is intended that Internet access will improve the processes of teaching and learning as well as facilitate improvements in communication between all members of the learning community, especially between parents and teachers. Elkhart ISD seeks to establish a secure, appropriate virtual learning space that will be available, during and after regular school hours. In essence, Internet access hopefully can function as an all-encompassing "home base" for the instructional business of the entire community of learners embraced by the public school of Elkhart. Through Internet access, students, parents, and educators will have extended access to learning opportunities at home, at public libraries, or at any other location at which the Internet can be reached.

## **ACCEPTABLE USE POLICY**

### **A. GENERAL PRINCIPLES OF ACCESS**

- 1) Elkhart Independent School District (“EISD”) is obtaining access to the Internet, including access to e-mail, for its employees, Department members, students, and guests. Guests include but are not limited to parents, substitute teachers, temporary Department employees, parent volunteers, and other school volunteers.
- 2) Internet access and the use of any other resources through the EISD’s system, is limited to educational purpose. The term “educational purpose” includes use of the system by students and their parents for learning activities both in school and at home, employee professional or career development, communication between teachers, students and their parents and the facilitation of information-sharing between teachers and administrators throughout the Elkhart school system. If any user has a question whether their Internet use is consistent with the EISD’s educational purpose, goals, and mission, s/he should consult with the appropriate supervisor, principal, teacher, etc. This Internet Acceptable Use Policy governs all electronic activity and devices, including e-mail and access to the Internet, which is undertaken by EISD employees, students, and parents/guardians either in their official EISD capacity or as part of the educational, instructional or extracurricular programs connected to the EISD. No EISD employee, student, or parent/guardian may engage in activities prohibited by this IAUP, whether through the EISD’s Internet service or through another Internet Service Provider, when those activities are undertaken either in their official EISD capacity or as part of the educational, instructional, or extracurricular programs of the EISD.

As with other curricular offerings and tools, parents do not have a general right to opt their child out of classroom use of the Internet. As set forth more fully below however, parental consent is required with respect to certain aspects of Internet use (e.g., posting a child’s photograph on a school web page). Parents moreover, are strongly encouraged to discuss and monitor their child’s school Internet use and to discuss any issues or concerns that they may have with the school’s teacher and administrators.

- 1) Student access to the Internet will be governed by this policy, related EISD regulations, and the Conduct and Uniform Disciplinary Measures (“the student disciplinary code”). Employee use will be governed by this policy, related EISD regulations, EISD employment policy, and applicable collective bargaining agreements. All use will be in compliance with the acceptable use provisions of the Internet service provider.
- 2) EISD reserves the right to terminate any user’s access to the Internet, including access to e-mail, at any time and for any reason. EISD reserves the right to monitor all technology resources, including all e-mail, through use of the EISD’s system. EISD specifically reserves the right to revoke access and/or take other appropriate disciplinary action, with respect to any user who violates this policy.

### **B. SYSTEM RESPONSIBILITIES**

- 1) The Technology Department will serve as the coordinator to oversee Internet access via use of EISD systems.
- 2) District staff are responsible for the dissemination of this Internet acceptable Use Policy and will work with schools to enforce this policy.
- 3) EISD reserves the right to revise this Internet Acceptable Use Policy as it deems necessary and will post the current policy on its web site as notice to users of any revisions. Users are responsible for reading the policy regularly.
- 4) District staff who require technical assistance with EISD Technology resources should email [supportticket@elkhartisd.org](mailto:supportticket@elkhartisd.org).

### **C. LIMITATION OF LIABILITY**

- 1) EISD makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the EISD system will be error-free or without defect. EISD will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. EISD is not responsible for the accuracy or quality of the information obtained through or stored on the system. EISD will not be responsible for financial obligations arising from a user’s unauthorized use of the system.
- 2) Users will indemnify and hold EISD and its respective districts harmless from any losses sustained by EISD as a result of intentional misuse of the system by user.
- 3) EISD makes no warranties of any kind, either expressed or implied, pertaining to any student owned equipment. Student owned equipment is the sole responsibility of the student and parents if used during school hours or on school property.
- 4) EISD makes no warranties of any kind, either expressed or implied that student owned equipment will work with or be compatible with EISD resources. EISD will not provide any technical support pertaining to equipment not owned by the district.

### **D. FILTERING**



EISD has installed Internet filtering in an attempt to block user access to inappropriate and/or harmful content on the Internet. The filter works by scanning web site addresses, web site content, e-mail and other documents for objectionable words or concepts. Objectionable words and concepts are pre-determined by EISD and the filter manufacture. When the filter finds any such objectionable words or concepts, it denies the user access to them based on the level of access assigned to the word or concept by EISD. Generally, levels of access go from the least restrictive level, which allows users access to the web site or document that contains the word or concept, to the most restrictive level, which denies users access to the web site or document that contains the word or concept. Filtering technology is not perfect and therefore, may in effect interfere with legitimate educational research.

The default level of access that will be granted to students varies depending on grade level and are referenced in subsections a, b, and c below. Each campus shall establish a process for modifying the filter or for defiltering internet access for students when it is educationally appropriate. The district process must indicate whether defiltering requests are to be approved at the district or school level and appropriate monitoring mechanisms must be established by the district. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children gain access to inappropriate and/or harmful material, EISD will not be liable. All student filtering will comply with CIPA requirements. No bullying with technology resources will be tolerated.

- a) Default filtering levels for grades Kindergarten through 5: The filter is set at the most restrictive.
- b) Default filtering levels for grades 6 through 8: Same setting as Kindergarten through 5 above.
- c) Default filtering levels for grades 9 through 12: The filter is modified to be less restrictive consistent with age and educational goals.

A monthly report will be provided to the administration of EISD with general information such as employee Internet usage, top users of internet resources, student and employees attempting to access legal sites, etc if deemed necessary.

## **E. REGULATIONS OF ACCESS**

### **1) Review of Access Privileges**

- a. EISD will cooperate fully with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the EISD system.
- b. EISD may revoke Internet access in its sole discretion. If a student's access is revoked, EISD will ensure that the student nonetheless continues to have a meaningful opportunity to participate in the educational program.
- c. Student disciplinary actions should be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accordance with the applicable provision of the code.
- d. Employee violations of EISD Internet Acceptable Use Policy will be handled by appropriate discipline.

### **2) Privacy**

- a. EISD reserves the right to use "cookies" on its site. Cookies are computer programs that allow EISD, among other things, to verify whether a visitor is an authorized user of EISD's system and that store information about a user on a computer hard drive or disk. Information stored includes, but may not be limited to, the date and time a user visits the site and information about the user's activities while online. Any information gathered is obtained solely for the purpose of improving EISD's services and providing the system with statistical information to assist in improving teaching and learning by teachers and students respectively. Except as otherwise provided in this Internet Acceptable Use Policy, EISD will not use cookies to gather personal identifying information about any of its users. Personal identifying information includes, but is not limited to, names, home addresses, e-mail addresses and telephone numbers.
- b. As required by the Children's Internet Protection Act ("CIPA"), EISD will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating, EISD Internet Acceptable Use Policy, the student disciplinary code, or the law. EISD also reserves the right to monitor other users (e.g., non students) online activities.
- c. EISD reserves the right to employ and review the results of software that searches, monitors and/or identifies potential violations of the Internet Acceptable Use Policy.
- d. Users should be aware that their personal files may be discoverable in court and administrative proceedings and in accordance with public records laws.
- e. System users have no privacy expectation in the contents of their personal files and records of their online activity while on the EISD system.

- f. Student owned devices that have access to Internet outside the Internet provided by EISD could access the Internet without the protection of EISD's filters. If students use other sources to access the internet other than ones provided by EISD then they and their parents are solely responsible for internet content access by the student. Any device on EISD property fall under the acceptable use policy weather using EISD resources or not.

### **3) Parental Notification and Responsibility**

- a) As appropriate, EISD will provide students and parents with guidelines and instructions for student safety while using the Internet.
- b) EISD Internet Acceptable Use Policy contains restrictions on accessing inappropriate material and student use generally will be supervised. However, there is a wide range of material available on the Internet, some of which may or may not fit the particular values of the students. It is not practically possible for EISD to monitor and enforce a wide range of social values in student use of the Internet. Further, EISD recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. EISD will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through EISD system.
- c) If EISD provides home Internet access or equipment that can access the Internet, parents are exclusively responsible for monitoring their own and their child(ren)'s use of the Internet if they access the system from home. Filtering may or may not be employed to screen home access to the Internet. Parents should inquire with the school or district.
- d) If a student elects to bring a device to school the content on the device and the use of the device will fall under the EISD acceptable use policies and it is the parents and students sole responsibility to follow these policies.

### **4) Limitations on Internet Usage**

#### **A) Personal Safety Violations for Students**

- i) Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to, home address, telephone number, school name, school address and classroom.
- ii) Student users will not agree to meet with someone they have met online without their parent's approval and participation.
- iii) Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. The student should report any bullying experienced via technology resources.

#### **B) Illegal Activities**

- i) Users shall not attempt to gain unauthorized access to EISD system or to any other computer system through the EISD system, or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, or attempting to log in through another person's account. Further, users may not attempt to access, copy, or modify another user's files. These actions are not permitted and may be illegal, even if only for the purposes of "browsing."
- ii) Users shall not attempt to subvert network security, impair the functionality of the network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software or equipment.
- iii) Users shall not use the EISD system to engage in any other illegal act, such as arranging for a drug sale, purchasing alcohol for a minor, engaging in criminal gang activity, threatening the safety of a person, bullying, etc.

#### **C) System Security Violations**

- i) Users are responsible for the use of their individual account if applicable and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person, except that supervisors and/or teachers may require users to provide their passwords.
- ii) Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person) and other users will immediately notify the system administrator. No users will go looking for security problems, because this may be construed as an illegal attempt to gain access.

#### **D) Inappropriate Language**

- i) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

- ii) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language via any technology resource.
- iii) Users will not post information that could interfere with the educational process or cause a danger of disruption in the educational environment.
- iv) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- v) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop. However, nothing in this paragraph shall prohibit supervisory use of e-mail in connection with Department activities and employment.
- vi) Users will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **E) Privacy Violations**

- i) Users should not repost a message that was sent to them privately without permission of the person who sent them the message.
- ii) Users should not post private information about another person.

#### **F) Respecting Resource Limits**

- i) Users will use the system only for educational and professional activities. Staff may not use the Internet for personal use during working hours, except that they may engage in incidental use during their duty-free time (e.g., staff may be permitted to use the Internet for purchasing a book for personal use during their lunch hour, but may not operate a business or engage in any profit-making activity at any time).
- ii) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
- iii) Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unsolicited message to many people, except that an unsolicited message sent by a supervisor, relating to work activity does not constitute spamming.
- iv) Users will check their e-mail frequently and delete unwanted messages promptly. Users will limit the size of their mailboxes to a district-identified storage limit. The system will notify users when they are approaching the limit and users will not be able to send e-mail once they have exceeded a defined limit, currently 3 gigabytes. However, users may still be able to receive and view e-mail upon exceeding the limit.
- v) Users will not send e-mail containing commercial links unless the link is predominantly instructional in nature (as described in Section 8, B, ii, d of this policy).

#### **G) Plagiarism and Copyright Infringement**

- i) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- ii) Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

#### **H) Access to Inappropriate Material**

- i) Users will not use the EISD system to access material that is profane or obscene (e.g., pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (e.g., hate literature). For students, a special exception may be made if the purpose is to conduct research and is approved in writing by both the teacher and the parent. EISD employees may access the above material only in the context of legitimate research expressly approved in writing by the employee's supervisor.
- ii) If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office. This will protect users against an allegation that they have intentionally violated the Internet Acceptable Use Policy.

#### **I) Other**

- i) Users will not use the Internet for advertising, promotion, commercial purposes or similar objectives, except that employees may make personal purchases online during their duty-free (e.g., lunch) time.

ii) Users will not use the Internet to conduct for-profit business. Users are also prohibited from engaging in any non-governmental-related fund raising or public relations activities such as solicitation, lobbying for political purposes, or soliciting votes. The Department is not responsible for this or any other commercial activity users engage in.

**6) Web Pages: EISD's Web page policy is as follows:**

**A) Student Information**

Each school must obtain written parental objection or student information or student work can be posted on any EISD Web page. Student information includes name, address, school name, grade, class, photograph, writing or other creative work.

**B) Web Page Requirements**

The provisions of this Internet Acceptable Use Policy will govern material placed on the web.

Web Pages shall not:

- a) Contain personal contact information about students beyond that permitted by the school, district and parent.
- c) Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
- d) Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
- e) Display for promotional purposes, the logo or other commercial insignia of the vendor that created the web page.

Web Pages should:

- a) Material placed on the web site is expected to meet academic standards of proper spelling, grammar and accuracy of information.
- b) All web pages should include a notice that the web page may contain copyrighted material and that visitors may not download any such material without the prior consent and approval of the copyright owner.
- c) All Web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
- d) Users should retain a back-up copy of their Web pages.
- e) Each district and each school may host one (1) web site on official EISD web servers, but this is not a requirement. However, all district, school, teacher, staff, student, extracurricular organization and central office web sites not hosted by EISD may do so only if they register with the EISD and Information Technology. This ensures that in the event of hacking or any other violations of this policy that come to the EISD 's attention, EISD can contact the appropriate parties. This requirement will also make it possible for Office of Legal Services to review the contracts between the district/school and the third party vendors that provide the hosting service to ensure that such contracts comply with the terms set forth in this policy.

**D) School Web Pages**

The building principal will designate a School Web Publisher, responsible for managing the school Web page and monitoring class, teacher, student, and extracurricular web pages subject to district procedures. All official material originating from the school must be consistent with the style and content guidelines developed by the School Web Publisher and approved through a process established by the School Web Publisher. The school Web Publisher will develop additional guidelines for the school Web page in accordance with Policy, Procedures and Guidelines.

**G) Student Web Pages**

- i) Subject to district-wide policies and procedures, students may create a web site as part of a class activity. Material presented on a student class activity web site must meet the educational objectives of the class activity.
- ii) Subject to District procedures and with the approval of the campus principal or Web Publisher, students may establish personal web pages. Material presented in the student's personal web page must be related to the student's educational and career preparation activities.
- iii) The District has the right to exercise control over the content and/or style of student web pages so long as its actions are reasonably related to legitimate pedagogical concerns. Requiring removal of material that fails to meet established educational objectives or that is in violation of a provision of the Internet Acceptable Use Policy or student disciplinary code will not be considered a violation of a student's right to free speech under the Student Bill of Rights. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
- iv) Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to EISD."
- v) Schools have the right to remove student web pages at the end of each school year.

## H) Extracurricular Organization Web Pages

i) With the approval of the building principal, extracurricular organizations may establish web pages. Material presented on the organization web page must relate specifically to organization activities. EISD has the right to exercise control over the content and/or style of organization web pages so long as its actions are reasonably related to legitimate pedagogical concerns.

ii) Extracurricular organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to EISD."

## 7) E-mail Policy:

### A) Email Acceptable Use Guidelines

i) "Acceptable" e-mail activities are those that conform to the purpose, goals, and mission of EISD and to each user's duties and responsibilities. Users shall have no right to privacy while using the EISD's e-mail system. E-mail may not be used for personal purposes during school hours.

"Unacceptable" use is defined generally as activities using EISD hardware, software, or networks at any time that does not conform to the purpose, goals, and mission of EISD and to each user's duties and responsibilities. The following list, although not inclusive, provides some examples of unacceptable uses:

1. Opening unknown e-mail attachments or introducing computer worms or viruses. Users are prohibited from performing any activity that will or may cause the loss or corruption of data or the abnormal use of computing resources (degradation of system/network performance).
2. Using e-mail services for private commercial or business transactions and any activity meant to foster personal gain.
3. Using your EISD e-mail address to subscribe to websites or other internet services that do not conform to your EISD duties and responsibilities.
4. Conducting non- EISD fund raising or public relations activities such as solicitation for political causes or not-for-profit activities.
5. Transmitting threatening, offensive harassing information (messages or images) containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.
6. Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
7. Distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitations.
8. Revealing, publicizing, using, or reproducing confidential or proprietary information regarding EISD including, but not limited to, financial information, databases and/or the information contained therein, computer network access codes, staff or student information and business relationships. Users should contact their supervisors about questionable e-mail usage.
9. Student email is intended for internal use only. Student will not be delivered to contacts outside EISD unless cleared by the Technology Department and student's teacher. Violation of this e-mail policy may result in disciplinary action.

## **ELKHART ISD TECHNOLOGY INITIATIVE Bring Your Own Device - BYOD**

### Definition

Bring your own device (BYOD) refers to technology models allowing students to bring a personally owned device to school for the purpose of learning. For the purpose of EISD's BYOD initiative, a personally owned device is any technology device with a screen 7 inches or bigger, brought into the school and owned by a student (or the student's family), staff or guests.

### Elkhart ISD BYOD Program

BYOD (Bring Your Own Device) program will permit students **grades 3-12** to bring their own internet-connected devices to school beginning in the 2013-2014 school year. The success of the BYOD program will depend on (1) the success of students adhering to the guidelines and policies for use of their own technology at school; and (2) success of adapting instruction and improving learning in the classroom. Elkhart retains the right to amend or change any policies surrounding the BYOD program at any time. We fully expect this to be a wonderful addition to our district's learning environment and appreciate your patience as we implement this large, far-reaching program. We will continue to refine and add to this plan to meet Elkhart ISD's needs over the life time of the program.

### BYOD Phase 1 Expectations

**Phase 1** - beginning of 2013-2014 school year

EISD will allow student-owned devices in classrooms. There will be a separate Wi-Fi network created for all student devices that will allow connection to the internet via the [web filter](#). Each student will have a unique login to bypass the filter, thus allowing us to track usage and possible infractions on a per-student basis. This will

allow students access to internet and our internal resources while maintaining CIPA compliancy.

**PLEASE NOTE:**

- *Students and staff will be responsible for setting up their own device to access the Wi-Fi network.*
- *Access to school resources will depend on the device and its capabilities.*
- *BYOD will allow usage of mobile devices with a screen 7 inches or larger, including [laptops](#).*
- *Teachers have full control over if and when devices will be used in their classrooms.*

**Considerations prior to purchasing equipment for BYOD**

1. ***Individual teachers will have control over use in the classroom - if and when student owned devices will be used.***

Prior to purchasing any equipment, we recommend you visit with staff on your student's campus to better understand how and if devices may be used in each classroom.

2. ***What types of computing devices may my child bring to school?***

Students may use devices that fall into the following categories: (1) laptops, (2) netbooks, (3) tablets, and (4) e-Readers.

3. ***How can my child's computing device connect to the Internet?***

Elkhart schools provide a [wireless network](#) which students may connect to while using their devices in the building.

Additionally, the family will be responsible for any expense as well as the supervision of internet content incurred if a student uses a device with internet connection from an outside provider, such as a [cell phone carrier](#).

4. ***Are there suggested accessories?***

Providing a padded bag or protective sleeve is suggested. This will provide more protection for the day-to-day use of these computing devices. Please be aware that some recommend while carrying a computer in a bag from class to class, no books or other non-technology supplies may be stored in the bag.

A headset with microphone may be useful in some cases when accessing a website with audio and/or video. However, this is not required and may be used at the discretion of each classroom teacher.

5. ***Will there be "charging stations" so my child's electronic device can be recharged?***

Considering today's battery technology of electronic devices, a full battery charge should be sufficient for lessons requiring use of the device throughout the day. "Charging stations" will not be provided.

6. ***Are there any specifications for the type of laptop, netbook, or tablet my child may bring to school?***

Buying a computer is a personal choice. Ultimately, each person will need to choose the device that works best for his/her child.

Generally speaking, a laptop or tablet that can run Microsoft Office would be the better choice, as most classroom work will be created in Office programs, such as Word or PowerPoint. However, as long as the device is able to connect to the wireless network and meets the minimum device requirements mentioned in EISD policy, this should suffice for most work.

7. ***Can my child use an iPad or Android tablet?***

Any type of tablet, netbook or laptop can be used. Whichever you choose, the device must be able to connect wirelessly to Elkhart schools' wireless network and have a screen larger than 7 inches. Also be aware that with different tablets come different levels of capability with our systems. We are unable to provide a list of all different manufactures and their level of compatibility with our systems.

8. ***What software will be needed on my child's computer?***

No software is required to be purchased in order to [connect to local network](#).

For the [creation of documents](#), most classes may use Microsoft Office 2012, as a standard at this time. This program will not be installed on personal devices by EISD.

Because purchasing a computing device is a personal choice, anyone may purchase and use other productivity tools that best suit one's personal needs.

### Responsibility of Equipment and Usage

1. **Who pays for the technology brought to school?**  
These devices will be purchased by and remain the property of the family.
2. **Who is responsible for any repairs or updating to personal computing devices?**  
Students and/or their families are responsible for their personal computing devices at all times. EISD does not have the technology support staff to repair or update personal computing devices.
3. **Who is responsible for damage, loss, or theft of devices your child brings to school?**  
Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility.  
Elkhart ISD takes no responsibility to search for lost or stolen devices, nor is there any assumption of financial responsibility by Elkhart ISD for damaged, lost or stolen personal computing devices.
4. **Will the family need to have Internet access at home?**  
No. It would be helpful, however, to have some form of Internet access (wired or wireless) in order for a child to make full use of school resources from home, as well the multitude of resources available on the World Wide Web. However, it is not required in order for a child to use a personal computing device at school.
5. **Does Elkhart ISD suggest any other considerations?**  
It may be wise to acquire theft or hazard insurance and to fully understand the details of that policy.  
If purchasing a new computing device for a child to use at school, we recommend purchasing the extended warranty.

### Miscellaneous Information

1. **How will a child's education differ if the family does not have an Internet-connected device to bring to school?**  
Many lessons are collaborative, allowing students to work together, sharing information accessed through personal devices. When the work is individual, students may use computers and other devices located in classrooms and/or in the Media Center, or by signing out laptops from the laptop carts.  
No child's learning experience or academic performance will be affected because he or she does not have an Internet-connected device to bring to school. Elkhart ISD is committed to reducing technology inequity so every child may experience learning equality.
2. **Will my child need to have a signed Acceptable Use Policy on file?**  
Yes. In order for Elkhart ISD to supervise student use of the computer network and the Internet, both the [Student Acceptable Use Policy](#) and the [Bring Your Own Device Pilot Program - Student Technology Acceptable Use Addendum](#) forms must be signed by all students who want to have access to educational resources. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of Elkhart Independent School District.
3. **When can my child use the electronic device at school?**  
Students may use their electronic devices in class, as instructed by the teacher. It is not expected that a teacher will need students to bring electronic devices every day and classroom management is the sole responsibility of each teacher.  
Students may use their electronic devices during classroom instruction, lunch periods, when in the Media Center, or when otherwise authorized by school personnel, provided that the devices are being used for academic purposes only.
4. **Will my child be expected to use his or her computing device both at school and at home?**  
Just as with traditional assignments, some assignments may need to be completed at home. If there is a computing device malfunction or an interruption of Internet connectivity at home, a student may use computers at school before or after the school day, as has been the policy of EISD in previous years.
5. **Will this program go district-wide?**  
At the conclusion of the 2013-2014 school year, Elkhart High School and Middle School staff along with district technology staff will examine the effectiveness of the BYOD program. This data will be shared with other building administrators, district administration and the Board of Trustees, after which any further implementation plans will be evaluated.
6. **Will students be able to print documents from their personal computing devices?**  
Students will not be able to access printers at Elkhart ISD from their personal computing devices. We will provide alternatives as follows: (1) printing capabilities from school computers, and/or (2) electronic delivery of documents through email or other online methods.
7. **Where will my child's work be stored?**  
Students will be encouraged to store their work on personal storage devices or their district provided location. In so doing, during the school year, the student will have access to his/her work wherever internet access is available.

### General Information and Reminders

#### All Electronic Devices:

- Classroom staff has ultimate control regarding when and what type of electronic devices are used in the classroom.
- Teachers may opt out of using BYOD devices in their classroom.
- Students reading from e-Readers should be allowed the same permissions as with a printed book.
- The hallways should be free from electronic devices.

\* Students should not be sitting in the halls using their devices.

\* Students are not permitted to have their headphones/ear buds in when moving through the hallways.

#### Mobile phones in the classroom:

No cell phones will be allowed on any campus during school hours.

## COUNSELOR SERVICE

Students who wish to see the counselor must make an appointment between classes. Counselor appointments may be made by students for academic, social or emotional needs. Questions concerning grades specific to classes should be directed to the student's instructor(s).

### Academic Counseling:

Students are encouraged to talk with counselors, teachers, and the principal in order to learn about the curriculum, course offerings, graduation requirements, differences between graduation requirements for the regular and advanced programs. Each spring, students in grades nine through twelve will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities. Students who are interested in attending college, university, training school, or some other advanced educational facility should work closely with the counselor so that they may take the high school courses, including school-to-work and tech-prep programs that will best prepare them for further work. The counselor can also provide information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### Personal Counseling:

The counselor is also able to help students with a variety of personal concerns and is familiar with community resources and may direct students to other sources of information and assistance.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, **unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.** All matters will be held in strictest confidence.

## SPECIAL EDUCATION SERVICES

### Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the school principal 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 special education evaluation. Students having difficulty in the regular classroom should be considered for tutorials, 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 positive impact on the ability of 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 evaluation 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 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
- \* Partners Resource Network

## DRESS CODE

In establishing standards of school dress, it is not the intention of the District to regulate fashion or determine what is or is not stylish, but to enhance the high quality of the Elkhart student body by encouraging the development of good grooming habits. The Elkhart I.S.D. Dress Code promotes the effective personal presentation skills which contribute significantly to successful living in adult society. The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Students are expected to attend school and school-related functions neatly groomed and wearing clothing and accessories which will not be distracting, draw inordinate attention to the individual student, attract improper attention, or present a health or safety hazard to themselves or to others.

The principal in connection with the student's teacher, sponsor, coach, or other person in charge of an instructional or extracurricular activity shall determine whether the student's dress meets the district dress code policy.

Instructional or extracurricular activities may require special standards of dress which shall be determined by the teacher, coach, or other sponsor in charge of the activity. The principal may suspend the usual code of dress for special school functions such as homecoming week activities or class projects requiring costumes.

The following policy has been adopted by the District:

### Boys

Hair: Cannot touch bottom of shirt collar, below eyebrows, or below ear lobes (including sideburns.)



Hair length may not exceed 3 ½ inches.  
No lines/designs.  
No hair dye of any color.  
No distracting hair styles (pony-tails, man-buns, mohawks, fauxhawks, etc.)  
All hair rules apply when wearing braids as well.

The only facial hair allowed is a mustache that does not extend below top of lower lip.  
No hats, headbands, hoods, or combing devices in any area of the building.  
No sleeveless shirts/tank tops/muscle shirts.  
No inappropriate slogans/designs/ads or any handwriting on clothing.  
Pants or shorts must be pulled up to waist at all times.  
No unrepaired holes or tears in pants or any other clothing. Any small holes must be repaired with permanent patch or have appropriate clothing underneath to cover skin. Undergarments will not be considered appropriate.  
All pants and shorts must be hemmed.  
Shorts not to extend beyond 5 inches above bottom of kneecap while standing.  
Tights/compression shirts may be worn as long as outer garment worn with them. Outerwear must comply with dress code.  
No see-through or sheer material unless worn over other dress code-compliant clothing.  
No visible undergarments.  
No sleepwear (pajama pants, etc.)  
Appropriate footwear must be worn at all times. No house shoes/slippers.  
No piercings in any part of body.  
No visible tattoos.  
No make-up or nail polish.  
No bandanas or anything that could be considered gang-related.  
No items that could be considered racially insensitive, controversial, or that depict a weapon.  
No sunglasses in any area of the building.  
No jewelry (chain necklace, medallion, etc.) that could be considered to be used as weapon.

#### **Girls**

Hair: Must be of natural color. No shades of red, blonde, etc. that are not of natural color.  
No. lines/designs.  
No visibly shaved parts of head. If any hair is shaved, must be covered by longer hair.  
No distracting hair styles (mohawks, fauxhawks, etc.)  
No hats, hoods, or combing devices in any area of the building. Headbands are allowed, but no bandanas.  
Any shirts or dresses worn must cover the tops of the shoulders and entire backs. Sleeveless are allowed, but must reach the tip of the shoulder.  
No visible cleavage or midriffs, including when arms are raised above the head.  
No inappropriate slogans/designs/ads or any handwriting on clothing.  
Pants, shorts, or skirts must be pulled up to the waist at all times.  
No unrepaired holes or tears in pants or any other clothing. Any small holes must be repaired with permanent patch or have appropriate clothing underneath to cover skin. Undergarments will not be considered appropriate.  
All pants and shorts must be hemmed.  
Dresses, skirts, and shorts not to extend beyond 5 inches (7 inches for splits in skirts/dresses) above bottom of kneecap while standing.  
Tights/yoga pants/compression shirts may be worn as long as outer garment worn with them. Outerwear must comply with dress code.  
No see-through or sheer material unless worn over other dress code-compliant clothing.  
No visible undergarments.  
No sleepwear (pajama pants, etc.)  
Appropriate footwear must be worn at all times. No house shoes/slippers.  
The only piercings allowed are ear piercings. No gauges are allowed. No tongue, nose, or lip pins or any other object allowed.  
No visible tattoos.  
No bandanas or anything that could be considered gang-related.  
No items that could be considered racially insensitive, controversial, or that depict a weapon.  
No sunglasses in any area of the building.  
No jewelry (chain necklace, medallion, etc.) that could be considered to be used as weapon.

**Teachers are required to refer questionable dress and/or clear dress code violations to the office.** Questionable dress is considered any attire that draws undue attention and is questionable to good taste and modesty. A parent conference is mandatory for students upon receiving his/her third violation. Exception to the dress code may be made only by the principal or superintendent of school when provided certification by a medical doctor stating that student has a physical deformity or abnormality and that compliance with the code would be detrimental to the physical health of the student.

#### **FIRST OFFENSE –**

- \* The student will be assigned to detention for the remainder of the school day.

#### **SECOND OFFENSE –**

- \* The student will be placed in ISS.

#### **THIRD OFFENSE-**

- \* The student will be placed in ISS for a minimum of 2 days or suspended from school.

- \* A parent conference shall be required.

#### **REPEATED OFFENSE -**

- \* Repeated violations will be considered as an act of insubordination and appropriate disciplinary actions will be taken. Disciplinary action will draw on the professional judgment of administrators and on a range of discipline management techniques.
- \* A parent conference shall be required.

Additions or deletions to, or clarification of, the dress code policy may be made as deemed necessary by the faculty council and the administration.

### **EMERGENCY, EMERGENCY DRILLS, AND SAFETY**

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

1. Avoid conduct that is likely to put the student or other students at risk.
2. Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principals, teachers, or bus drivers.
3. Remain alert to and promptly report safety hazards, such as intruders on campus.
4. Know emergency evacuation routes and signals.
5. Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

From time to time students, teachers, and other District employees will participate in drills of emergency procedures. Students must follow the directions of teachers or other District employees quickly, quietly, and in an orderly manner.

### **EMERGENCY MEDICAL TREATMENT**

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, 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 to medications, etc.). Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses.

### **EMERGENCY SCHOOL CLOSING**

In the event of an emergency school closing due to weather or other emergency, parents/guardians will be notified by school messenger, viewing the school website, or listening to the following radio stations or television stations:

KBHT 93.5 FM

KLTV Channel 7, Tyler

KYYK 98.3 FM

KETK Channel 56, Tyler

### **FACILITIES**

The taxpayers of the community have made a substantial financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended--both this year and in the coming years--littering, defacing, or damaging school property is not tolerated. Students are required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

### **FEES**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, papers, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
2. Security deposits.
3. The materials for a class project the student will keep.
4. Personal physical education and athletic equipment and apparel or personal apparel used in extracurricular activities, that becomes the property of the student.
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance on school-owned instruments.
7. Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
8. Parking fees and student identification cards.
9. Fees for damaged library books and school-owned equipment.
10. Fees for optional courses offered for credit that require use of facilities not available on District premises.
11. Summer school courses that are offered tuition-free during the regular school year and must be taken through another school district.
12. Saturday School fees. A fee not to exceed \$50 for cost of providing an educational program outside of regular school hours for a student who has lost credit due to absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement will be charged. 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.

## **GLASS CONTAINERS**

Glass containers are not allowed on Elkhart I.S.D. School grounds.

## **HEALTH RELATED MATTERS**

The District will make available for public inspection a statement of the policy adopted to ensure that students in kindergarten through grade 8 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, along with other information. For information regarding the District's adopted policies regarding elementary and intermediate student physical activity requirements, please see the principal of each respective campus.

For information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, please contact the superintendent's office. If you are interested in taking an active role in evaluating and recommending activities related to our school health and wellness programs, you are encouraged to apply for appointment on this committee. For more information, please contact the district Special Programs Director.

The district has implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. Information regarding vending machines in District facilities and student access to the machines is available from the campus principals.

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

The District has an Asbestos Management Plan which is available for public inspection located in the Administration Office.

The District has a Wellness Coordinator in place. That person is Kay Chapman, District Director of Special Programs. Parents or community members are welcome to contact Mrs. Chapman at 903-764-2952 if they are interested in participating in the development, implementation, and evaluation of the wellness policy and plan.

## **HUMAN SEXUALITY INSTRUCTION**

As a 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, below is a summary of the district's curriculum regarding human sexuality instruction:

The program, for grades 6 through 9, consists of an 8 to 10-session curriculum for each grade level served. It is based on the medical and legal facts regarding teen sexual activity which teaches abstinence as the healthiest choice for teens. This program takes a conservative approach to sex education, and stresses healthy relationship-building among teens. As a parent, you are entitled to review the curriculum materials.

In addition, you may remove your child from any part of the human sexuality 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 campus principal for additional information.

## **HOMEWORK**

Elkhart I.S.D. encourages the giving of homework, as long as it reinforces learning and is reasonable in length. Homework emphasis should be placed on "reinforcing learning". Homework is due when assigned by the teacher. Class work assigned before the absence (including exams ) will be due on the first day back in class. For school sponsored absences, (field trips, competitions, athletics, etc.) students are responsible for getting assignments in advance of the absence and having work completed on time the first day back to class. Long term projects of two to six weeks will not be accepted after the due date unless the teacher gives special permission for extenuating circumstances. Students who are absent on the day the project is due must make arrangements to have the project turned in on time. Teachers have the option to refuse late work or to give only partial credit. It is the student's responsibility to check with each of his/her teachers for homework assignments when the student is absent from class.

## **IMMUNIZATION**

All students must be immunized against certain diseases or must present a certificate or statement that for medical or reasons of conscience, including a religious belief, the student should not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: hepatitis A, hepatitis B, varicella (chicken pox), diphtheria, tetanus, polio, rubella (measles), mumps, rubella and hemophilic influenza type B. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunizations may be personal records by a licensed physician or public health clinic with a signature or rubber stamp validation.

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

## **BACTERIAL 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 serious 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, drink, 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 last 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 DO YOU GET MORE INFORMATION?**

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

## **INSURANCE**

The District will assume no financial responsibility for accidents at the school or at school sponsored functions. At the beginning of the school year, the District will make available to students and parents a low cost student accident insurance program. This policy will act as coinsurance with the family policy.

**Parents/Guardians are responsible for sending insurance applications directly to the insurance company. The District does not send in applications.** Premiums will be paid to and claims will be submitted to the insurance company. The District shall not be responsible for cost of treating injuries or assume liability for any other cost associated with an injury.

The District will purchase accident insurance for all students that take part in University Interscholastic League activities, that go on field trips, and are cheerleaders. This policy is also a coinsurance policy with the family policy.

### **Athletic Insurance:**

Students who participate in athletic activities will be provided insurance purchased by the school district. The policy will act as coinsurance with the family policy. Each participant will furnish the name of their family policy to the office. The school district will not be responsible for claims not paid by the insurance company or claims in which students do not have insurance coverage.

## **LAW ENFORCEMENT**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview students at school:

1. 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.
2. The principal will ordinarily make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
3. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
4. The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

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

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. 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.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety. Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

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

#### **Notification of Law Violations**

The District is required by state law to notify:

1. 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.
2. All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

### **LIBRARY REGULATIONS**

Library hours will be from 7:30 a.m. until 3:50 p.m. Students may check books in or out during this time period. This includes before school, between classes, during break, or after school. Books can be checked out for two weeks or renewed for one additional week. Fines for overdue books are 5¢ per school day (not including weekends and holidays).

### **NOTICE TO PARENTS OF PESTICIDE USE INTEGRATED PEST MANAGEMENT PROGRAM**

Elkhart ISD has a policy that requires us to follow integrated pest management (IPM) procedures to control pests on school grounds. This district strives to use the safest effective methods to manage pests, including a variety of non-chemical control measures; however, pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free school environment.

All pesticides used in our district are registered for their intended use by the U.S. Environmental Protection Agency and Texas Department of Agriculture and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area.

Elkhart ISD has contracted with East Texas Pest Control Services to provide pest control services to our district. Parent with further questions, or who wish to be notified directly about upcoming pesticide applications on their children's campuses, can contact the District IPM Coordinator Jason Ives at (903)764-2952 or email [tpyeatt@elkhartisd.org](mailto:tpyeatt@elkhartisd.org), we request that you send us an email with your specific requests per §7.147 of the Texas Department of Agriculture's School IPM rules.

### **PARENT CONFERENCES**

Conferences between parents and teachers may be held if a student is not maintaining passing grades or is not achieving the expected level of performance, or in any other case the teacher considers necessary. Parents who need to meet with a teacher should call the principal's office to schedule a conference during the teacher's conference period. A principal may be present at the request of the parent or the teacher.

### **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Attend Board meetings to learn more about the District operations, including the procedures for addressing the Board when appropriate.
3. Review the information in the Student Handbook (including the Student Code of Conduct) with your child; and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the building principal.
4. Become familiar with all of your child's school activities and with the academic and special programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instrument administered to your child.
7. If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. 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 TEA.
8. Become a school volunteer. For further information, contact the building principal.
9. Participate in campus parent organizations. These activities are varied, ranging from band boosters to the District and campus planning committees formulating District and campus plans to improve educational opportunities for all students. For further information, contact the building principal.
10. Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape voice recording is to be used for

school safety; relates to classroom instruction or a curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.

11. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at the appropriate campus for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time.
12. Offer to serve as a parent representative on the District-level or campus-level planning committees which formulate educational goals and plans to improve student achievement.
13. Request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualifications 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 degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
14. To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
15. To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has 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.

### **PARENT-SCHOOL COMPACT**

The Elkhart Independent School District Parent-School Compact is a statement of mutual responsibility which lists the goals and defines the responsibilities of parent, student, teacher, administrator, superintendent and board of trustees.

#### Parent-School Compact Goals

- Improve student learning and academic growth for all students.
- Clarify areas of responsibilities for parent, student, teacher, administrator, and board of trustees.
- Increase percentage of successful students.
- Enhance learning, safety, and health for all students.
- Equip students to perform as productive citizens.

#### Statements of Mutual Responsibility

The SUPERINTENDENT, BOARD OF TRUSTEES, and ADMINISTRATORS shall:

- Provide the necessary trained and dedicated leadership, personnel, equipment and materials to assure quality education for every student;
- Enact and implement policies, rules and regulations which facilitate the establishment and maintenance of an atmosphere conducive to good behavior and learning;
- Plan a flexible curriculum and activities to meet the needs of all students and provide the resources necessary to implement those plans;
- Ensure student safety through maintenance of school buildings, grounds, and equipment.

The TEACHERS shall:

- Comply with the district's policies;
- Prepare and implement lesson plans and learning activities which provide an effective educational program for each student and meet the district's guidelines;
- Strive to perfect discipline management techniques needed for the classroom;
- Be on time and be prepared to perform teaching duties;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and a positive atmosphere with students, parents and other staff members;
- Help students strive toward self-discipline;
- Encourage good study habits;
- Serve as appropriate role models for students;
- Adhere to standards set forth in this code.

The STUDENTS shall:

- Attend all classes on time, except when ill or otherwise lawfully excused;
- Prepare for each class, with assigned work and appropriate material;
- Be accountable for his or her own work;
- Pursue and attempt to master the curriculum prescribed by the State and local district;
- Show respect for all individuals and property;

- Observe the district’s dress code;
- Seek help from school personnel when having problems relating to school;
- Be aware of and observe all rules and regulations for student behavior and conduct;
- Refrain from making profane, insulting, threatening or inflammatory remarks or engaging in disruptive conduct;
- Follow the rules and regulations established by the school and employees of the school.

PARENTS shall:

- Establish and maintain a positive attitude toward the school, school personnel and the educational process;
- Prepare the child emotionally and socially to be receptive to learning and discipline;
- Ensure the student’s regular attendance daily;
- Encourage the student to develop proper study habits at home;
- Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives;
- Participate in meaningful parent/teacher conferences during the school year;
- Ensure compliance with district’s dress code;
- Cooperate with district personnel when their child is involved in a disciplinary matter;
- Encourage attendance at tutorials when needed;
- Assume responsibility for their child’s action. A student’s parent is liable for property damage proximately caused by (a) the negligent conduct of the student, if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or (b) the willful or malicious conduct of a student (Texas Family Code 33.01);
- Take care of the physical needs of the child;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their child’s education;
- Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at school;
- Submit a signed statement that they understand and consent to the responsibilities outlined in this section.

Required signature sheet is located at the end of this handbook.

### **PARENT INVOLVEMENT POLICY**

Acknowledging that parents/guardians are a student’s first teachers and that this continuing support is essential for academic success, Elkhart ISD is committed to the following parent involvement policy:

Title I, Part A parents will annually receive information concerning the implementation of the Title I, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.

Parents will be given timely information concerning overall student performance standards and expectations (TEKS).

Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, iStation’s, ISIP, TELPAS, TAKS, STAAR, STAAR-Alt, etc.

Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).

Parent representatives (including parents of Title I, Part A students) will be involved in the development, review, and evaluation of the campus improvement plan.

Title I, Part A parents will be involved annually in the review/revision of the School/Parent Compact.

Title I, Part A parents will be asked to complete surveys seeking evaluation of the Title I, Part A program and parent involvement.

### **PARENT NOTIFICATION**

Federal No Child Left Behind Act

The No Child Left Behind Act (NCLB) requires districts to provide information regarding the qualifications of a paraprofessional providing services to a student upon the request of the student’s parent.

The Texas Education Code Chapter 21 §21.057

Parent Notification:

(a) A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom.

(b) The superintendent of the school district shall provide the notice required by Subsection (a) not later than the 30th instructional day after the date of the assignment of the inappropriately certified or uncertified teacher.

(c) The school district shall:

(1) make a good-faith effort to ensure that the notice required by this section is provided in a bilingual form to any parent or guardian whose primary language is not English;

(2) retain a copy of any notice provided under this section; and

(3) make information relating to teacher certification available to the public on request.

(d) For the purposes of this section, “inappropriately certified or uncertified teacher”:

(1) includes:

(A) an individual serving on an emergency certificate issued under Section 21.041 (b) (2); or

(B) an individual who does not hold any certificate or permit issued under this chapter and is not employed as specified by Subdivision (2) (E)

## PHYSICAL EXAMINATIONS

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in Texas indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of junior high school (7th grade) competition and the first and third year of high school competition. The UIL Medical History form must be completed annually.

The District may provide additional screening 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 appropriate health agencies. The student's health record shall include a statement of the referral and any follow-up contact that may be done.

## PHYSICAL FITNESS ASSESSMENT

Annually, the district will conduct a physical fitness assessment of students in grade 9-12. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

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

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

## PRINTED AND OTHER MATERIALS DISTRIBUTION

School-sponsored newspapers and/or yearbooks are under the complete supervision of the teachers and campus principal. Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, 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, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the superintendent for specific 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 policy DGBA, FNG, or GF.)

## PROTECTION OF STUDENT RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation--funded in whole or in part by the U.S. Department of Education--that concerns: Political affiliations; mental and psychological problems potentially embarrassing to the student or family; sexual behavior and attitudes; illegal, antisocial, self-incriminating, and demeaning behavior; critical appraisals of other individuals with whom the student or the student's family has close family relationship; relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. As a parent you also have a right to receive notice and opt your child out of participating in:

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

## PUBLIC DISPLAY OF AFFECTION

**Student Relations:** In keeping with the traditions of our school, students are reminded that we expect only conduct that is fitting to young ladies and gentlemen at all times. "There is a time and place for everything." Show of affection is perfectly normal, but it is not appropriate at school or school functions. There shall be no public displays of affection while at school or at school functions. This includes hand-holding, arms around waist, etc.

## SCHOOL TRIPS

The following regulations are to be observed for school trips:

1. Students or organizations making trips or using school facilities should pay their own expenses. If the trip is sponsored by the school and the facilities are used for school purposes, arrangements may be made whereby the school may assist with expenses.
2. All buses must be operated by licensed drivers approved by the District & State.
3. Buses, sponsors, and students must be insured for the trip or waivers must be in the school office or with the principal.



4. At least one faculty member shall accompany students on overnight trips. Lodging and meals shall be furnished for chaperones.
5. The bus expense shall be paid by the organization using the bus.
6. All plans and an itinerary shall be submitted to school officials for approval. All school trips shall be of an educational nature, not merely a party or pleasure trip.
7. Rules for lodging, conduct, etc. should be agreed upon by chaperones and school officials before any trip.
8. All funds for such trips are to be furnished by the class or organization.
9. No overnight class trips will be permitted.
10. Students on school sponsored trips must return with the sponsoring group or with their own parents.
11. The code of conduct will be in force for all trips.
12. The regular school dress code will also be in force.
13. Students should be passing all classes using the UIL's Eligibility Guidelines to be eligible for any school trip.

### **SEARCHES BY TRAINED DOGS**

Trained dogs are used periodically as a deterrent to contraband. Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a dog is reasonably reliable in indicating that contraband is currently present.

### **SEXUAL HARASSMENT**

Elkhart I.S.D. believes that every student has the right to attend District schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment. Unwanted and unwelcome conduct of a sexual nature--words, gestures, sexting, or any other sexual conduct, including requests for sexual favors--directed toward another student or a District employee is unacceptable. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

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

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

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

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

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

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal or the principal's designee.

If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy FNCJ(LOCAL).

### **HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN OR DISABILITY**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, campus principal, or designee.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the campus principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL).

### **SPECIAL PROGRAMS**

The District provides special programs for at-risk, gifted and talented, homeless students, bilingual 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 and programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact their campus principal.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus principal.

### Title I:

Elkhart I.S.D. participates in a School-wide Title I program designed to give special help to students identified with below average language arts and/or math skills. This program is offered to students in grades EC-12.

### Discovery Program:

The Discovery program is an advanced program for students that have been identified through the District's comprehensive and ongoing screening and assessment process as gifted and talented. Students may be nominated for placement for the program by any school district personnel, parents, other interested persons, or the students themselves. The program is open to students in grades K-12. "Gifted and Talented Student" means a child or youth who performs at or shows the potential for performing at a **remarkably** high level of accomplishment in areas defined by the Texas Education Code when compared to others of the same age, experience, or environment and who: (1) exhibits high performance capability in an intellectual, creative, or artistic area; (2) possesses an unusual capacity for leadership; or (3) excels in a specific academic field. Assessment measures are collected from multiple sources according to each area defined in **The Texas State Plan for the Education of Gifted/Talented Students**. Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but shall not be limited to: intelligence tests, behavioral checklists completed by teachers and parents, teacher nominations based on classroom observations, and student work products, if available. All students, including: special needs, culturally different, economically disadvantaged, and students with disabilities shall be ensured of fair assessment. Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in local policy. A selection committee composed of at least three professional educators who have received training in the nature and needs of the gifted students shall be established at each campus. This committee shall evaluate each nominated student according to the criteria and shall select those students for whom gifted program placement is the most appropriate educational setting.

Parents shall be notified in writing upon the selection of the student for the program. Participation is voluntary. The District shall obtain written permission of the student and the parent before a student is placed in the program. The District shall not perform reassessment of students placed in the program. Within 30 days of the enrollment of a transfer student who was enrolled in a gifted and talented program at the previous district, the committees shall determine the eligibility of the student to enter the Discovery Program based upon transferred records, observation reports of District teachers who instruct the student, and student and parent conferences. The District committee may elect to grant a furlough to a student at the student or parent's request, or in the event that the student is unable to maintain satisfactory performance in the program. At the end of the furlough period, the student's progress will be reassessed and reentry to the program may be granted, the furlough extended, or the student may be removed from the program. The student or parent may request removal from the program and that request shall be honored after a conference with the committee by the parent and student. A student shall be removed from the program at any time the committee determines it is in the student's best interest to do. Parents or students may appeal any final decision of the committee first to the committee and then according to local policy. The program shall be evaluated periodically by those involved in planning and implementation of the program as well as those served by it. This handbook shall serve as a tool to give parents and community members an opportunity to understand and support the program.

Students or parents with additional questions about these programs should contact the campus principal. The principal can answer questions about the eligibility requirements and programs and services offered in the District or by other organizations.

## STUDENT RECORDS

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

The law specifies that certain general information about Elkhart ISD students is considered "directory information" and will be released to anyone who follows accepted procedures for requesting it. That information includes:

1. A student's name, address, telephone number, and date and place of birth.
2. The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
3. The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

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

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

1. The parents whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.
2. District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such a person would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
3. Various governmental agencies or in response to a subpoena or court order.
4. A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency -- such as a prospective employer or for a scholarship application -- will occur only with parental or student permission as appropriate. The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

The principal is a custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent inspection during these school hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the Superintendent and principals are listed in the front of this handbook.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor 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, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 75¢ for the first page and 25¢ for each additional page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent fails to follow the proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-priced lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

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

### **STUDENT'S RIGHT TO PRAY**

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

### **TARDY**

Students have plenty of time for changing classes. Students should be inside the room and seated by the time the bell begins to ring. Tardies will be reported to the office. After the third unexcused tardy, the student may receive appropriate disciplinary action. If tardiness becomes a problem the campus site based committee along with the principal may formulate stricter guidelines and consequences. A student who is tardy more than 10 minutes is considered absent from that class. Students arriving to school are considered absent from 1<sup>st</sup> period instead of tardy after 8:10 am.

### **TELEPHONE**

Students are not to receive messages during school hours unless an actual emergency exists. Parents should plan ahead and communicate with their children before school. **THE OFFICE PHONE IS NOT TO BE USED BY STUDENTS, EXCEPT FOR SCHOOL BUSINESS OR FOR AN EMERGENCY.** Forgotten homework, gym clothes, lunch money, band instruments, etc. are not considered emergencies.

### **TESTING PROGRAM**

The school testing program is an integral part of the total instructional program. Test results are used by the administration for program evaluation and to plan instructional strategies. The State of Texas Assessment of Academic Readiness (STAAR) scores are also used for placement in Compensatory programs.

The counselor or designee is responsible for communicating test results to the administration, classroom teachers, students, and parents. The following tests may be given to students of the District:

1. STAAR (State of Texas Assessment of Academic Readiness) for:
  - a. Mathematics
  - b. English language arts
  - c. Social studies
  - d. Science
2. Special Education Assessments
3. Any other subject and grade required by federal law

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

### **TRAVEL - SCHOOL - SPONSORED**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. However, the principal may make an exception in the following circumstances: (1) the parent/guardian personally requests in writing that the student be allowed to ride **FROM** the contest with the parent/guardian; and in such an event the coaches may release athletes **ONLY** to the parents/guardians.

### **TUTORIALS**

The district may provide remedial and compensatory instruction to students who have taken any state assessment and have not performed satisfactorily on each section and to other eligible students as defined by local policy.

The district shall provide tutorial services at readily accessible District schools. A student whose grade in a subject for a reporting period is lower than 75 on a scale of 100 may be required to attend tutorials in the subject during the following reporting period as determined by the district.

### **VISITORS**

Parents and other visitors are welcome to visit District schools. All visitors must first report to the principal's office and must comply with all applicable district policies and procedures. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The Board, or its authorized representative, may refuse to allow persons having no legitimate business to enter on property under the Board's control and may reject any undesirable person from the property for his/her refusal to leave peaceably on request. Identification may be required of any person on the property.

Parents of students are asked to remain outside of the buildings in the afternoon until the students have been dismissed from class. Your cooperation in this is greatly appreciated.

### **WITHDRAWAL FROM SCHOOL**

Students who wish to withdraw from school must have parent or guardian verification before they will be given a withdrawal form from the principal's office. A parent wishing to withdraw a student from school must present a signed request to the principal stating the reason for the withdrawal and the effective date. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the nurse for health records; to the cafeteria to clear all lunch charges; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

All State textbooks must be returned. Students must clear all library materials, shop, lunchroom, and other charges. 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. Failure to properly clear student records in respect to any of the above will result in the school refusing to release student grades or any other pertinent information until the student has complied with all of these requirements.

## **IV. CURRICULUM**

### **CREDIT BY EXAMINATION**

The District will provide at least 4(four) times per year when examinations for acceleration required under Texas Education Code, 28.023, shall be administered in Grades 1-12. The dates will be publicized in the community. The District has contracted with the Region VII Education Service Center to schedule and administer these tests for students without prior instruction. The central office will be notified of the dates selected.

A student in any of Grades 6-12 must be given credit for an academic subject in which he or she has had no prior instruction if the student scores 80% on a criterion-referenced test for the applicable course. Each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area. A student planning to take an examination for acceleration shall be required to register with the principal or designee no later than 30 days prior to the scheduled testing date on which the student wishes to take the test. The District will not honor a request by the parent or student to take a test on a date other than the published dates. Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules. A score of 80 is required in order for approval or credit to be given.

Elkhart I.S.D. shall determine prior instruction based on a review of educational records. Examinations used to earn credit under this policy shall assess the student's mastery of the essential knowledge and skills requirements and shall be properly evaluated before credit is granted. The District may develop the examinations or may obtain them from another source. The examinations may be administered by a District or State approved outside agency. A student who

has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60 may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 60 on the examination. Credit obtained by this method shall be recorded on the permanent record of the student.

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities; nor shall it be used to earn credit when students have excessive unexcused absences. Students who have withdrawn from the District to enroll in home schooling shall not be permitted to test for placement or credit by examination until they have completed at least one year of home schooling.

### **EXTRACURRICULAR ACTIVITIES**

Participation in school and school-related 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 participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) -- a statewide association overseeing inter-district competition.

Students will be permitted to participate in extracurricular activities, subject to the following restrictions:

1. During the initial six-week period of the school year, students must have been promoted into the next grade level or must have accumulated the required number of units toward graduation. (See PROMOTION & RETENTION)
2. A student who receives, at the end of any subsequent six-week grade period, an average grade below 70 in any academic class or below a 60 in 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 foreign language or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. A student may rehearse while suspended. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes other than those that are honors or advanced (60 or above); and (2) completed three weeks of suspension. The following courses are considered advanced: Pre-AP, AP, and Honors.
3. In addition to the number of absences permitted by state rules for extracurricular activities, the District shall permit a maximum of eighteen absences for local competitions and performances sponsored by UIL or by any other organization approved by the Board. All UIL activities come under this provision as do all Board approved extracurricular activities. Any absence resulting from a student's participation in an activity not on the approved list shall be unexcused.
4. Sponsors of student clubs and performing groups such as band, flag corp, cheerleading, 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 Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

### **GRADING SYSTEM**

The Elkhart I.S.D. shall determine student academic achievement using a numerical score on a scale of 0 - 100. For grades 6-12, numerical scores shall be used for State Board approved courses. Numerical scores shall be maintained in the permanent records for grades 1-8 and used on all academic achievement records (transcripts) for grades 9-12. Numerical scores shall be used in determining promotion, course credit, and maintenance of a grade of 70 for participation in extracurricular and other activities.

Teachers follow grading guidelines approved by the campus principals that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. See policies at EIA.

### **SEMESTER & FINAL EXAMS**

All courses will have semester or final exams. Students will not be allowed to take semester or end-of-the-year exams early. State law requires that students attend school during the entire school year to receive credit. Students who are not present during the exam days will need to make arrangements with the principal to make up the exams. Makeup exams will be given only to students who have verified medical or family emergencies. The only excused absences on semester or final test days will be with a doctor's note or prior arrangement with the principal.

### **REPORT CARDS AND PROGRESS REPORTS**

Elkhart I.S.D. is attempting to move to a "paperless" campus in as many ways as possible. Parents are therefore encouraged to set up an on-line grade book account for their children. This must be done through the campus office. Daily monitoring of students' grades has proven to be far more effective than report cards and progress reports being handed out every three weeks. Teachers are required to update their students' grades at least weekly. Hard copies of both report cards and progress reports can still be provided upon request, but will only be distributed after paperwork has been filled out through the campus office. Please contact the campus office for assistance.

Official Grades will be posted on:

First Six-Week.....	October 10, 2017
Second Six-Weeks.....	November 13, 2017
Third Six-Weeks.....	January 8, 2018
Fourth Six-Weeks.....	February 20, 2018
Fifth Six-Weeks.....	April 16, 2018
Sixth Six-Weeks.....	June 4, 2018

Progress Report Dates fall at the half way point of each six weeks' grading period.

### **HONOR ROLL**

The middle school has two honor rolls for each six-weeks' period and the year. Students in grades 9-12 are eligible. To be placed on the "A" honor roll, all of a student's grade averages must be 90 or above for the six-week period or year being reported. To be placed on the "A-B" honor roll, all of a student's grade averages must be 80 or above for the six-week period or year being reported. In addition, a student who receives a "U" in conduct will be kept from both honor rolls.

### **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. To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards. In addition, students at certain grade levels will be required to pass the state mandated test as a further requirement for promotion.

## **V. CLUBS & ACTIVITIES**

### **SCHOOL CALENDAR**

All school-sponsored activities must be placed on the school calendar. The official school calendar will be kept in the office of the Superintendent; all activities must be approved by the principal and Superintendent before being placed on this calendar. Be sure to check the calendar when planning any kind of school-sponsored activity. A notice of the activity must be given to the principal in writing five working days prior to the activity.

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as band, cheerleading, honor society, art honor society, student council and athletic teams may establish rules of conduct, and consequences for misbehavior, that are more strict than those for students in general. If a violation occurs, it is also a violation of school rules and the consequences specified by the school shall apply in addition to any consequences specified by the organization.

### **ELECTION PROCEDURES**

#### **Elections:**

All elections requiring paper ballots will be certified as correct by a panel of three judges. The paper ballots will be numbered before the election is held and all ballots will be collected and counted.

The ballots will be counted three times. No election will be declared final until the panel of judges is in complete agreement on the count of the ballots. Ballots from the election will remain on file for ten school days after the election. During this ten-day period the results of the election may be challenged by either a student involved in the election or the parent/guardian of a student involved in the election. If a challenge is presented, the following officials will conduct the recount: an administrator, the sponsor (if an organization is involved), and a minimum of two teachers. The parent (s)/guardian (s) and/or student (s) involved may be present as observers of the recount.

#### **Recount Expense:**

If a challenge is presented, the total expense of the recount will be paid by the individual requesting the recount. A deposit of \$100.00 will be required before the recount is conducted to cover the expense of the recount. The total expense of the recount may be more or less than the \$100.00, depending upon the amount of time required for the recount.

### **ELIGIBILITY**

#### **General Requirements:**

The following general requirements apply to student council officers, class officers, cheerleaders, twirlers, mascot, flag corp, athletics and other school activities.

To be counted as a full-time student and eligible to participate in school activities, a student must be taking at least five academic subjects. In order to participate in activities, be elected to any honor, hold any office or participate in sports during the school year, a student must maintain a passing grade (70+) in all subjects for the preceding grading period. Semester averages are not used. To be eligible for any election, a student must be enrolled in Elkhart I.S.D. for at least 90 calendar days immediately prior to election.

Any student who has been removed from a team or a position in an organization for any disciplinary reason, or who has quit a team or position in an organization for any reason not acceptable to the sponsor, is ineligible to participate in that activity for one year from the date of the infraction. Any student who has abused the discipline requirements set forth in the Student Code of Conduct and/or the Elkhart I.S.D. Discipline Management Plan, is ineligible for participation in school activities. This includes, but is not limited to excessive tardies or absenteeism.

Participating in extracurricular activities is a privilege governed by local rules, state laws, and UIL regulations. Cheerleaders, twirlers, mascot, and flag corp have additional requirements that must be met. These requirements are on file in the principal's office.

#### **Cheerleaders:**

The principal and cheerleader sponsor(s) will determine the eligibility of all students who wish to try out for cheerleader. Eligibility will be based upon the requirements set forth in this handbook and any additional requirements on file in the principal's office.

There will be twelve varsity cheerleaders and one mascot, and twelve junior varsity cheerleaders. The middle school will have a twelve member 7th grade squad and a twelve member 8th grade squad.

Any student wishing to try out for a cheerleader team must file for the position in the principal's office ten days prior to the election. The candidates will compete for a position before a team of judges only. The judges will be selected by the principal and sponsor from either a college or university or from a professional cheerleader organization. The scoring will count as follows: Judges 75%, Teacher Evaluation 25%. **The decision of the judges is final.**

#### **Class Officers:**

Class offices will consist of the following: president, vice president, and secretary/treasurer. A student desiring to run for a class office must file for the position in the principal's office. The student must also campaign for the office.

The campaign rules for the middle school is as follows:

1. A student may put campaign posters in the halls.
2. The posters must be approved by the principal prior to placement in the halls.
3. If a poster is placed in the hall for a student, that student is responsible for removal of the poster after the campaign.
4. All posters must be removed by the end of the school day after the election.
5. Students will not be allowed to campaign during class time.
6. Prior to the election, each candidate will have an opportunity to speak before his or her class members.

### **FUND RAISING**

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fund raising drives. Only one major fund raiser for each student organization or club will be permitted each year.

Application for permission must be made to the principal at least ten days before the event. Except as approved by the Superintendent, fund raising is not permitted on school property. No outside organizations of any sort may solicit any contributions of any type from students on school grounds.

Students' grades and participation in activities will not be effected by their participation, or lack of participation, in fund raising activities.

### **CONCESSION STAND PROCEDURES**

#### **General Information**

1. The high school office schedules the concessions for varsity and junior varsity football, volleyball, basketball, baseball, and softball games.
2. The middle school office schedules the concessions for middle school football, volleyball, and basketball games.
3. Concession stand sign up is first come first serve with preference to the junior and senior classes.
4. A member of the high school faculty will collect and deposit the proceeds, except Elkhart Athletic Booster Club, Band Booster Club, and Project Graduation after each concession the high school office schedules.
5. A member of the middle school faculty will collect and deposit the proceeds at each concession the middle school office schedules.
6. The key for the high school football, volleyball, basketball, and baseball concessions will be picked up from and returned to the high school secretary for each event.
7. The key for the middle school football concessions will be picked up from and returned to the middle school secretary for each event.

#### **Fees**

1. A \$25.00 user fee will be assessed each time the football concession stand is used.
2. A \$10.00 user fee will be assessed each time the volleyball, basketball, baseball, and softball concession stand is used.
3. These fees will go into the concession fund to buy/replace appliances and other kitchen equipment.
4. These fees will be transferred from the high school organizations' account into the concession fund account after each deposit. All other clubs and organizations shall pay the concession fee directly to the high school office after the concession stand has been held.

#### **Organization Responsibilities**

1. Each organization that signs up for a concession stand is responsible for the purchase or donations of the goods to be sold.
2. Each organization is responsible for cleaning up before and after the games.
3. Each organization is responsible for its own start-up money.
4. Each organization that signs up for a volleyball or basketball concession stand will also provide a person to take care of the game gate.
5. A gate form is to be filled out for the gate receipt. It is to be counted by two people, one of whom is the administrator on duty.

### **ELKHART INDEPENDENT SCHOOL DISTRICT Random Drug Testing Program for Middle and High School (Revised 6/12/17)**

#### **I. OBJECTIVES**

- A. To allow students an opportunity to say "NO" to drugs.
- B. To provide a deterrent to drug use for students in grades 7-12.
- C. To help maintain a drug-free school environment.
- D. To reduce the risk of injuries.
- E. To ensure positive testing students are required to obtain drug counseling and/or education.

#### **II. PLAN**

- A. All students who wish to participate in extracurricular activities (see list on Page 5 of this document) and/or drive a vehicle on campus at Elkhart I.S.D. must submit to the regulations of the Drug Testing Program. Any student who does not participate in an extracurricular activity or drives on campus may voluntarily choose to participate in the program. A minimum of 150 students will be tested initially. A minimum of 30 students per month, drawn from a pool of all students involved in the drug-testing program, will be tested on a random selection basis.
- B. The student and his or her parent/guardian must sign the Drug Testing Authorization Form.

C. THE LAB laboratory of Tyler will be in charge of the entire testing procedure including random selection of students to be tested, collection of specimens, and analysis processes. Accepted immunological screening procedures and confirmation techniques will be used before positive results are reported.

D. Each student selected will be required to provide a urine sample to the supervising technician upon request. Failure to comply with providing a sample will be deemed as a “positive” result.

E. After student numbers are drawn, they will be placed back into the pool.

F. Any student whose name is drawn that is absent from testing will automatically be placed back onto the list for the next testing date.

G. Students refusing to be tested will not be allowed to represent Elkhart I.S.D. in any school-sponsored activity and/or drive a vehicle on campus. After a 30-day waiting period, if the student wishes to participate, he or she must be tested with negative results.

H. Drugs for which testing may be conducted include:

Amphetamines, Barbiturates, Cocaine, Marijuana, Opiates, Steroids, and other Illegal Drugs and Controlled Substances.

I. This drug-testing program does not in any way seek to modify the Student Code of Conduct or Chapter 37 regulations. If a student is involved in selling, giving, delivering, possessing, using or being under the influence of marijuana, a controlled substance or a dangerous drug Chapter 37 regulations will be followed. Student Code of Conduct, Chapter 37 and Zero Tolerance Policies are found in the Elkhart Student Information Handbook.

### III. TESTING PROCEDURES AND PROTOCOL

A. Random Testing: All students in the drug testing program in grades 7-12 will be placed in a pool making them eligible for testing during the entire school year. A predetermined number of the participant’s names will be randomly selected from a computer program each month. They will be required to submit a urine sample immediately upon request. All specimens will be collected under the supervision of a technician (provided by the testing company) adhering to strict chain of custody procedures.

B. All positive test results will be confirmed by the student’s admission and/or an additional test from a split sample, which will be conducted by the testing company. A student wishing to contest positive test results may, at his or her own expense be retested, within time constraints dictated by Elkhart I.S.D, by the following drug testing company: THE Lab (518 S. Fleishel Avenue, Tyler, TX – Phone # 903-533-1434). If a student is clearly under the influence of marijuana, a controlled substance or a dangerous drug, the student will come under the guidelines of Chapter 37 consequences. Chapter 37 consequences are outlined in the Student Code of Conduct in the Student Handbook.

C. The testing company will submit test results to the Superintendent/or designee who will notify the appropriate principal, director, and/or sponsor in writing.

D. “Positive” tests are in accordance with the National Institute of Drug Abuse (NIDA) standards. A marijuana test of 20 nanograms or higher will be considered a “positive” test.

E. The noncompliance by any student with the above testing procedures will be considered a violation of this policy. The noncompliance will also be reported to the principal, director, and/or sponsor.

F. Any student who refuses to be tested will be referred to the principal, director, and/or sponsor for removal from all extracurricular activities or will not be allowed to drive on campus. The student’s parent/guardian will be notified of the student’s refusal to be tested and of the consequences of that refusal.

### IV. CONFIDENTIALITY

A. The collection and coding of specimen samples will be executed in a manner insuring total confidentiality and proper identification.

B. Test results will be known only by the student, parent/guardian, director and/or sponsor, principal, and Superintendent/or designee.

C. All test results will be destroyed when the student completes his or her enrollment in Elkhart I.S.D. Test results are not transferable to another school.

### V. CONSEQUENCES FOR POSITIVE TEST RESULTS/DRIVING PRIVILEGES

A. All offenses are cumulative for the Middle School and the High School careers individually.

B. The following disciplinary measures will be taken for any student testing positive:

#### FIRST OFFENSE

##### Procedures:

1. Notification of parent/guardian to set up a conference for discussion of the student’s positive test results and the consequences.

2. This conference may include the student, parent/guardian, principal, and the student’s director or sponsor.

##### Sanctions:

1. Suspension from the program for a minimum of 30 calendar days. If a student participates in extra-curricular activities they may not be allowed to participate in regular practices/activities and drivers may not be allowed to drive vehicles on campus.

2. To qualify for reinstatement, the student must pass the drug test given nearest the test date after the end of the suspension period.

\*3. Retesting may be required at each subsequent testing period for the remainder of his or her Middle School or High School careers.

\*4. The student must complete a drug education program approved by Elkhart I.S.D. at his or her own expense prior to reinstatement.

5. Approval of the principal, director and/or sponsor must be given prior to reinstatement into the program.

*(\* Sanctions 3 and 4 will be the only sanctions required of students that are not involved in extra-curricular activities or drive vehicles on campus.*

#### SECOND OFFENSE

##### Procedures:

1. Notification of parent/guardian to set up a conference for discussion of the student’s positive test results and the consequences.

2. This conference may include the student, parent/guardian, principal, and the student’s director or sponsor.

##### Sanctions:

1. Suspension from the program for the remainder of the school year. If the offense occurs during the final six weeks, the suspension continues through the first semester of the next school year.



2. Retesting may be required at each subsequent testing period for the remainder of his or her Middle School or High School careers.

## **STUDENT CODE OF CONDUCT AND HANDBOOK ACKNOWLEDGEMENT**

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct and Student Handbook in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you,

Ron Mays, Principal

We acknowledge that we have been offered the option to receive a paper copy of the Elkhart Middle School Student Code of Conduct and Handbook for the 2016-2017 school year or to electronically access it on the district's web site at [www.elkhartisd.org](http://www.elkhartisd.org). We understand that the students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

Receive a paper copy of the Student Code of Conduct and Handbook by going to the schools office to pick it up.

Accept responsibility for accessing the Student Code of Conduct and Handbook on the districts web site.

Print name of student: \_\_\_\_\_

Grade: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign this page and return it to the student's school. Thank you.

~~Cover Letter~~

Softball

Tennis

Track and Field

Volleyball

Team Managers

### **ORGANIZATIONS**

Future Farmers of America

Student Council

### **ARTS**

Band

Choir

Color Guard

Drum Major

Twirler

One Act Play

### **HONORS**

Cheerleader

Mascot

**ELKHART INDEPENDENT SCHOOL DISTRICT - PARENT-SCHOOL COMPACT**

**Parent Agreement:**

I want my child to achieve. Therefore, I will encourage my child by following the recommended actions for parents in the Statement of Mutual Responsibility.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Student Agreement:**

It is important that I work to the best of my ability. Therefore, I shall strive to follow the recommended actions for students in the Statement of Mutual Responsibility.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Teacher Agreement:**

It is important that students achieve. Therefore, I shall strive to follow the recommended actions for teachers in the Statement of Mutual Responsibility.

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Administrator Agreement:**

I support this form of parental involvement. Therefore, I shall strive to follow the recommended actions for administrators in the Statement of Mutual Responsibility.

Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PARENT’S PERMISSION FOR FIELD TRIPS**

Student’s Name: \_\_\_\_\_ has my permission to go on all field trips and/or short excursions at any time during the school year that the teacher may deem necessary for concrete experiences. Parents will be notified in advance. These trips will be well planned and all precautions will be taken to prevent any accident. I understand, however; that neither the teacher nor the Elkhart Independent School District can assume responsibility for any accident involving my child while on the excursion.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF ELKHART INDEPENDENT SCHOOL DISTRICT  
ELECTRONIC COMMUNICATIONS SYSTEM**

**Student:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

ELKHART MIDDLE SCHOOL

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and possible disciplinary action.

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

**Parent or Guardian:**

- I do not give permission for my child to participate in the District's electronic communications system.
- I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE OF STUDENT DIRECTORY INFORMATION**

*(If you wish to restrict the release of your child's information, you must sign and return this form)*

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Elkhart ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of your child's first day of instruction at this school. Elkhart ISD has designated the following information as directory information: students name, address, telephone listing, e-mail addresses, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Please check the statement that applies:

- YES, Elkhart ISD may release my child's "directory information" for school or district sponsored purposes **ONLY**, including:

Yearbook	Newsletters	Awards
Honors	Local Newspaper	Artwork Displays

**NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS**

The Elkhart Independent School District believes that student's use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the use, sale, possession and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory and students shall be disciplined if they are found to have violated this code of conduct. (See policy FNCF (L)).

The District's policies and its Discipline management Program Plan provide a range of discipline sanctions for alcohol and drug related offenses. Students may be suspended for up to three (3) school days, alternative school placement, or expelled; in addition, they will be referred to the appropriate law enforcement officials for possible criminal prosecution. Procedural requirements for the imposition of suspension, alternative school placement and expulsion are set out in the District's policies at FOA, FOA (L), FOB, FOC, FOD, and FOD (L). The Principal of your school will be glad to provide you access to or a copy of these policies.

Depending on the nature and severity of a drug or alcohol related offense; a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The principal or counselor of your school can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

I and my student have read the District's notice regarding drug-free schools and understand that my student will be subject to school discipline and possibly criminal prosecution if they are found to have violated the District's Student Code of Conduct, which prohibits the use, possession, sale or distribution of illicit drugs and alcohol on school premises or at any school activity.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAPERLESS REPORT CARD/ PROGRESS REPORT NOTIFICATION** EISD encourages parents and students to set up an online gradebook account through the campus registrar. This will provide a more effective method in monitoring student progress. Report cards and/or progress reports will only be printed upon request. Cycle dates are marked in the EISD Student Handbook. As in the past, these dates will be used in eligibility requirements for extra-curricular activities.

Please check one of the following statements:

- I would like printed copies of my child's progress reports and report cards on the dates listed in the Student Handbook.
- I have or will set up an online gradebook account through the registrar's office and will use this account to monitor my child's progress. I will not need printed copies of my child's progress reports and report cards.

Student's Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SPECIAL PROGRAMS

At the last school my student attended, he/she received services through a (please check all that apply):

Special Education Program       504 Program       Bilingual or ESL Program       Gifted and Talented Program

### CONSENT TO RELEASE STUDENT RECORDS

PLEASE SEND ALL RECORDS TO THE FOLLOWING:

Elkhart Middle School - 301 East Parker Street - Elkhart, Texas 75839

Phone: 903-764-2459 - Fax: 903-764-8288

The undersigned parent/guardian gives you permission to furnish all student records that the Elkhart Independent School District may deem necessary for enrollment of the undersigned student. Please furnish all necessary records such as immunization records, birth certificate, cumulative records and any test records. The undersigned student either has enrolled or intends to enroll in our district. I understand that pursuant to the Family Educational Rights and Privacy Act of 1974, I have the right to receive a copy of records, to review the records and to request a hearing to remove or correct any information that is inaccurate, misleading, or otherwise violates the student's rights of privacy or other rights.

Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Date: \_\_\_\_\_

*Please provide name, city and state of previous school.*

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

It is assumed that most Elkhart students want to learn; thus, rules of conduct are formulated to ensure that time and opportunities are not denied to any because of a few who practice self-indulgence. Students are expected to conduct themselves in a responsible manner appropriate to their age and level of maturity.

As required by Chapter 37 of the Texas Education Code, the District has developed a Student Code of Conduct that establishes behavior standards--both on and off campus—and consequences for failure to abide by the standards.

Elkhart I.S.D. policy states: Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct.

Corporal punishment shall be limited to spanking or paddling the student and shall be administered only in accordance with the follow guidelines:

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

The District shall honor a parent request that corporal punishment not be administered to his or her child based on your response below:

**(Please indicate only one):**

**No - Corporal Punishment:** I, \_\_\_\_\_ the parent or guardian of \_\_\_\_\_, request that my child **not** receive corporal punishment.

**Yes - Corporal Punishment:** I, \_\_\_\_\_ the parent or guardian of \_\_\_\_\_, give consent for my child to receive corporal punishment in accordance with school policy and the state education code.

Signed \_\_\_\_\_

Parent or Guardian

Date