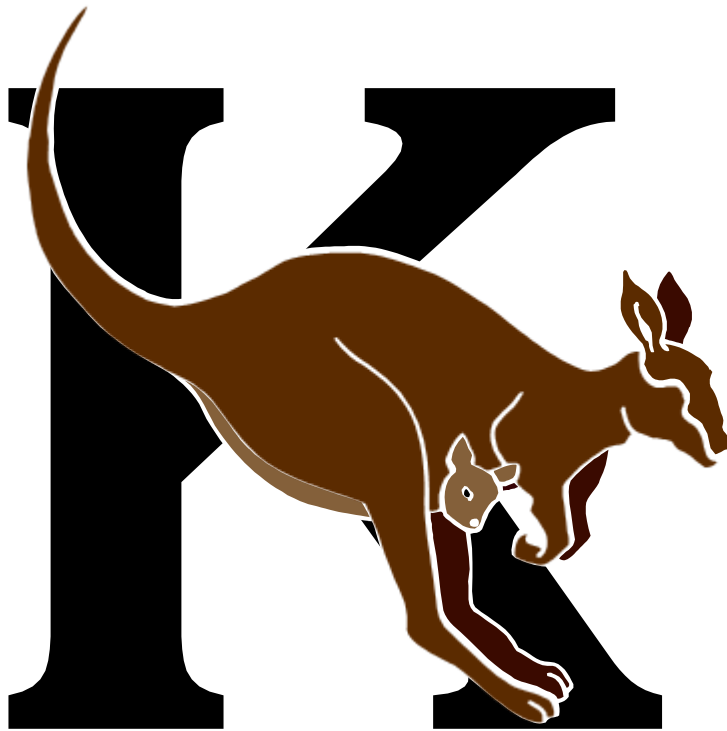


Kress Elementary School

2017-2018



**Parent and Student
Handbook**

STATEMENT OF NONDISCRIMINATION

Kress Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements: Superintendent of Schools.

PARENTS OF STUDENTS WITH DISABILITIES

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

REQUEST FOR THE USE OF A SERVICE ANIMAL

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

DECLARACION DE NONDISCRIMINACION

Kress ISD no diferencia en la base de raza, religion, color, origen nacional, sexo, o invalidez en proporcionar acceso a beneficios de educacion repara, actividades, y programs, incluso programas profesionales, de acuerdo con Titulo VI del Acto de los Derechos Civil de 1964, como enmendo; Titulo IS de las Enmendaduras Educativas de 1972; Seccion 504 de la Rahabilitacion Actua de 1973, como enmendo; y Titulo II de los americanos con Invalideces Actua.

Se ha designado a complacencia de la coordinada con estos requisitos legales los siguientes: Superintendente de Escuelas.

PREFACE

The *Kress Elementary Handbook* contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

Students and parents also need to be familiar with the Kress Independent School District Student Code of Conduct, provided to parents along with this handbook. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety. The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct.

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Superintendent Secretary	Nancy Bustos	
Elementary Principal	Shawn Langston	684-2326
Elementary Secretary	Felipa Cruz	
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ABOUT KRESS ELEMENTARY AND KRESS ISD

Mission Statement

The mission of Kress Elementary School is to provide all students with the highest quality of education services and experiences, thereby, obtaining equity and excellence in education. In support of our mission, we believe...

...all children can learn.

...education makes a positive difference in the lives of children.

...all children can become productive and responsible members of society.

...the educational needs of students are best met through a partnership of the school board, teachers, administrators, students, parents, business people, and community members.

Community/School History

About the year 1891, a Baptist preacher named Wright has a post office, a general store, and a school near what was to become the town of Kress. The original school house was about two miles east of his store, and here Preacher Wright held church services as well as conducted classes.

In 1906, the railroad came through, and a depot was located on Skipworth land. The town that grew around the rail line was named Kress for the conductor on the first train to come through the new town. By 1907, a larger school was built on the site of the present high school building. This new school had two rooms on the main floor and an auditorium on the second floor. Bill Brocton was the teacher for the first students who began the school year. However, by Christmas that year the enrollment had jumped to nearly 100 and Mr. Brocton required some help. Allene Skipworth was hired to teach the first through the fourth grades; Mr. Brocton taught the fifth through eighth grades, although students were not actually placed according to grade or age, but more by the judgment of the teacher.

A brick school building was built in 1915, and in 1922 wings were added to make it almost twice as large. Students could attend through grade eleven. The gym was built in 1936. The home economics and vocational building were added in 1939. This building is now the science building. In 1940 the school cafeteria was opened in a room in the old school house, but the next year a building was moved in for it just east of the old building.

During 1948 a barracks building was added to the school campus for vocational agriculture. This building has since been replaced. Also added in 1948 was the first football field that Kress High School had. About this same time the school acquired the old skating rink for the school bus barn. This building is also used for the Kress Stock Show and Judging Barn.

The present high school building, including the auditorium, was built in 1950. Five years later the elementary school, cafeteria, and new gymnasium were constructed. Shortly thereafter, the old gym was torn down. In 1961 the junior high school and tax assessor's office were added to the high school building. The football field was completed in time for the 1962-63 season. In 1964 the I.A. and Agriculture Building, Band Hall and Choir Room were added to the campus. The girl's dressing room in the gym was remodeled and the weight room was added in 1983.

School Song, Colors, and Mascot

For OLE Kress High We'll Do Our Best:
We'll Hold Our Colors High.

We'll Sing Our Praises Loud and Clear:
We'll Shout Our Battle Cry.

We'll Back the Team in Every Way,
For Kangaroos are the Best.

We'll Salute the Black and Gold for E'er
For Kress Senior High!

The school colors are **black and gold**.
The school mascot is the **Kangaroo**.

ACCELERATED READER

To use the Accelerated Reader, a student reads a book from the program's book list—containing titles from great literature, nonfiction books, children's classics, or award-winning contemporary books—then tests his or her knowledge and comprehension by answering multiple-choice questions on a computer. The computer handles all scoring and record keeping automatically, achieving closure by immediately presenting the students with a score. AR allows teachers to generate a wide variety of class and individual performance reports, helping them to both assess and motivate students reading. AR also allows for an individualized plan for each student.

The single most important factor to increase reading ability is to increase the time students have during the school day for sustained, silent reading of literature. This is especially true for average and below average students. When we expect poor students to hit the books after hours, we only widen the gap between good and poor students. Sixty minutes will be provided throughout the day for students in Grades 1 – 3.

Kress Elementary School developed a comprehensive Accelerated Reader Plan for all students at Kress. AR is a part of the curriculum for all students attending Kress Elementary School.

A reading level and reading range is determined for each child after taking the STAR (Standardized Test for Assessment of Reading) test. The reading level and reading range data is used to develop an AR Contract. The contract is a communication tool to make parents and students aware of the individualized expectations for each student.

An AR grade will appear on the report card for students in grades 3 – 6.

Additionally, the AR grade is used to determine honor roll status in grades 3 – 6.

ADMISSION REQUIREMENTS

Anyone who is four years of age on or before the first day of September of the school year will be permitted to enroll in Kress School if he/she is a resident of the district. He/she may not be more than twenty-one years of age on or before the first day of September.

If a student is not a resident of the Kress district, he/she must complete an application for special transfer into the district; which must be acceptable to the Kress School Board.

If the student has attended an unaccredited school, he/she will be placed, on an individual approval basis, in the grade which seems most appropriate based on his/her grades and other criteria. If after such an admission, he/she seems to be making satisfactory progress for a designated period of time, he/she may remain in the class where originally placed. Otherwise, he/she may be placed where tests and other factors considered in promotion indicate he/she should be placed.

The student must present evidence of his/her age and successful vaccination for smallpox, diphtheria, poliomyelitis, measles (rubella), and tetanus.

ALCOHOL

Any student known to have alcohol in his/her possession, or known to be under the influence thereof, while in school, while participating, or while attending a school-sponsored function will be subject to disciplinary action as outlined in the Kress ISD Student Code of Conduct.

ARRESTED STUDENTS

If a district student at school is subject to arrest or apprehension by a law enforcement officer, the principal will request to see the summons or warrant and will deliver the student into the officer's custody. The parent will be present before the student is remanded into the officer's custody. The principal will immediately notify the superintendent.

ASBESTOS-Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Mickey Bye, the district's designated asbestos coordinator, at 684-2651.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

ATHLETIC EVENTS/SPECTATORS

Students are encouraged to attend school-sponsored athletic events. To provide for the safety of students and to provide a climate conducive to the enjoyment of all at the events, To provide for the safety of students and to provide a climate conducive to the enjoyment of all at the events, students are expected to remain seated in the stands or bleachers unless they are:

1. With a parent(s).
2. Going to or from the concession area.
3. Going to or from the restrooms.
4. Participating in a pre-game or post-game activity.

Students who persistently violate these guidelines may be required to sit with parents, leave the event, and/or be prohibited from attending future athletic events as determined by the principal.

ATTENDANCE/ABSENCES

Regular school attendance is essential for a student to make the most of his or her education to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Official attendance is taken every day at 8:58 am which is during the second instructional hour as required by the state. The two state laws-one dealing with compulsory attendance, the other with attendance for course credit-are of special interest to students and parents. They are discussed below.

Compulsory Attendance

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

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school: from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

Students enrolled in prekindergarten are required to attend school.

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

accelerated reading instruction program as a result of a diagnostic reading instrument. A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

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 fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity or public performance, approved by the District's Board of Trustees.
- A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment-if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.

If the attendance committee finds that 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 District's Board of Trustees by completing a written request to the Superintendent.

The District provided the following alternatives for a student to make up work or regain credit lost because of absences:

1. Complete additional assignments, as specified by the 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 rest of the semester.
6. Summer School.

In all cases, the student must also earn a passing grade in order to receive credit.

When returning to school after an absence, a student must bring a note, signed by the parent that describes the reason for the absence and report to the homeroom teacher.

A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.

A student who must leave school during the day must bring a note from his or her parent that morning. If the student signs out to go to the dentist or the doctor, the student must bring a note from the dentist/doctor, or the absence will be unexcused. 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.

Excused Absence

A student may be excused for temporary absence...

1. Resulting from any cause acceptable to the teacher, principal, or superintendent. Examples: personal sickness, death in the family, dangerous travel conditions. **These causes must be a rare occurrence and not set a precedent for future occurrences.**
2. For the purpose of observing religious holy days, including traveling for the purpose, if before the absence the parent submits a written request for the excused absence.
3. For treatment by health care professionals. If the student begins

classes or returns to school on the same day of the appointment or treatment, the student must bring a doctor's note for the absence to be excused.

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth student assigned by the teacher to meet subject or course requirements. A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher (one day for each day missed) will receive a grade of zero for the assignment. Students will be given one day for every day missed to make up missed assignments.

Personal Illness

When a student's absence for personal illness exceeds five consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence a condition of classifying the absence as one for which there are extenuating circumstances.

Unexcused Absence

Student absences may occur with parental permission; however, these may be classified by the principal as unexcused. The classification of the absence is left up to the discretion of the principal.

If a student is truant or absent from school without permission, the student will not be allowed to make up any missed assignments. If a parent keeps a student out of school for an event in which he/she is not a direct participant or for absences that occur with parental permission or for parental convenience, those absences will be unexcused, which means the following:

1. The student will be required to make up work missed.
2. A maximum grade for any unexcused absence will be a 70 if the work is turned

in after the absence. If the work is turned in before the unexcused absence, the maximum grade can be an 85.

3. Each area of make-up work must be completed within this time limit: one day for each day missed.
4. A student with more than five unexcused absences per semester in a class period will not receive credit for that class.

Truancy

A student absent from school or from any class, without permission, including required tutorials will be considered truant and subject to disciplinary action.

AUDITORIUM

The auditorium of our school is in constant use and the cooperation of everyone is essential to keep it in order; therefore, Kress ISD is asking your cooperation in following these rules.

1. Anyone in the school who needs to use the auditorium must check with the principal to see if it is available at the time you desire.
2. Any outside organization wishing to use the auditorium may do so only with the approval of the school board. The facility should be left in good order with the lights off upon completion of the event.
3. Any class or organization using the auditorium must clean up any messes, props, etc. immediately after performance or rehearsals if another group is sharing the auditorium. Students using the auditorium must be supervised by a faculty member. No food or drink is allowed in the auditorium.

AWARDS AND HONORS

At the end of the year an assembly is held to recognize students for their effort and academic accomplishments. Listed below are some of those awards and the specific criteria that must be met by the student.

"A" Honor Roll

1. At least a 90 average in all *academic subjects for the six-weeks period.

"A/B" Honor Roll

1. At least an 80 average in all *academic subjects for the six-weeks period.

Perfect Attendance

1. No absences during the six-weeks period—unless they are classified as

school related by the school principal.

Accelerated Reader Certification

1. A student is classified as an Independent Reader when he/she has read at least three books and passes the tests on them on her/his own and has accumulated 10 points.
2. A student has reached Super Reader classification when he/she has read and tested on three books of one point or better and has accumulated 15 points.
3. A student has reached the Advanced Reader stage when she/he has read and tested on three books rated at two points or better entirely independently and has accumulated 20 points.
4. A student must read and test on three books at a reading level of 5.0 or higher and rated at five points or more to be classified as a Star Reader.
5. A student achieves Classic Reader certification when he/she has read and successfully tested on three books rated at 10 points or more at a reading level of 7.0 or higher. At the end of each school year, certain students can be recognized for their effort and academic accomplishments. Listed below are those awards which have specific criteria must be met by students.

End-of-Year-Honors

"A" Honor Roll

1. At least a 90 average in all *academic subjects for all six weeks periods for the year.

"A/B" Honor Roll

1. At least an 80 average in all *academic subjects for all six weeks periods for the year.

Perfect Attendance

1. No absences—unless they are classified as school related by the school principal.

Presidential Academic Excellence

1. At least a cumulative average of 90 in **core academic subjects for fourth, fifth, and sixth grade.
2. The other criteria used are determined by the U.S. Department of Education each year.

6th Grade Top 2 Students Award

1. The two students will have the top averages in Grades 1 – 6.
2. The students will have attended Kress school all of the 6th Grade year.
3. The students will be presented plaques at the Awards Assembly by the principal.
4. The students must not have been in ISS during the year.
5. The students must have displayed good citizenship at Kress Elementary as determined by the selection committee.

6th Grade Subject Awards

1. These awards will be given to one student in 6th Grade Reading, Language Arts, Science, Social Studies, and Math.
2. The students must have good grades-but not necessarily the top average.
3. The student must not have been in ISS during the year.
4. The student must have attended Kress Schools all of the 6th Grade year.
5. The student must have displayed good citizenship at Kress Elementary.
6. The student will be presented a medallion by the subject-area teacher at the Awards Assembly.

Other awards and honors are presented to eligible students. The awards listed above are those that have specific criteria that must be met by students.

***Note: Academic subjects defined as all subjects/grades used to determine the language arts core (grammar, reading, accelerated reader, and spelling), mathematics, science, social studies.**

****Note: Core academic subjects are those used to determine promotion/retention and they include language arts, mathematics, science, and social studies.**

BACTERIAL MENINGITIS

State Law specifically requires the district to provide the following information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and the spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very

rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85-90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days.

Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

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

Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to Immunizations for more information.

BULLYING

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of
- physically harming a student, damaging a student's property;
- Placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational

environment for a student;

- Materially and substantially disrupts the educational process or the
- orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by _____.

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

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

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

CAFETERIA RULES

1. Students will use a quiet six-inch speaking voice when talking at the table.
2. Students will use good manners while eating.
3. Students will walk and move in a quiet, single file line keeping hands, feet, and objects to themselves.
4. Students will make a habit of getting their utensil, drink, condiments, etc. when going through the lunch line.
5. Students will not share their food with other students.
6. Students will stay in their chairs, keep feet on the floor and raise hand for help.
7. Students will clean up their personal space, close their milk container, push in their chair, before putting away their lunch trays
8. Students will not play with, throw, flip, or spit food or anything else.
9. Students will empty their trays in an orderly manner. When lining up, they will keep hands and feet off walls and ledges.
10. Students will not take food or drinks out from cafeteria unless in a lunch box or sack/bag.
Only closed drinks with a screw top lid can be taken out.

11. Students will treat everyone with respect and dignity. Students will obey all staff members who corrects him/her in the cafeteria.
12. Students may sit with their parents at the back table during lunch.
13. Teachers will walk their students all the way to the cafeteria and stay with them until the last student is in the cafeteria. Students are to be completely quiet in the hallways when coming to the cafeteria.
14. Teachers will walk the students from the lunchroom to the play area at the end of lunchtime. Students are to be completely quiet in hallways when leaving the cafeteria

CAFETERIA SERVICES

For a minimum charge you have the privilege of eating in the cafeteria. To make it a pleasant place to eat, you should make every effort to keep it neat and clean. Let us make it as quiet and orderly as you would have it at home.

Students may bring lunches from home or participate in the school lunch program. Soft drinks in cafeteria are strongly discouraged. If bringing additional food item to lunch, it must be a 1 serving size resealable container.

Kress Elementary School is a closed campus. When a student is taken out for lunch by a parent or legal guardian, a child must be signed out in the office and returned to school by the end of the lunch period.

The cafeteria manager will send out lunch dues at the end of every month which are to be paid monthly.

The District participates in the School Breakfast Program and National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Applications and information on this program are provided upon enrollment in Kress schools or can be obtained from the office.

Any outside organization wishing to use the cafeteria must have school board approval. The cafeteria should be left in good order upon completion of the activity. The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

CELEBRATIONS

Although a parent or grandparent is not prohibited from providing food for a school-

designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

CHILD ABUSE INVESTIGATION

The Department of Protective and Regulatory Services Representative will see the principal to request an interview with a district student.

The district will furnish a private meeting place for the investigative interview. The interview with and examination of the child may (a) be conducted at any reasonable time and place, including the child's home or the child's school; and (b) include the presence of persons the department or designated agency determines are necessary. [TEX. FAM. CODE @ 261.302 (West 1998)]

The district will not contact the parent(s) before the interview, based on the authority extended the Department of Protective and Regulatory Services.

A district student may leave the school premises under the custody of the Department of Protective and Regulatory Services representative. Before a student is delivered to

a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the students. The principal will immediately notify the Superintendent. In the event a student is taken into custody by the agency, the representative will contact the parent(s) as soon as reasonably possible. The district may contact the parent(s) after the student has left school premises.

CHILD SEXUAL ABUSE

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

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

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult.

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find

out what services may be available in your county, see

<http://www.dfps.state.tx.us/Prevention> and [Early Intervention / Programs Available In Your County/default.asp](#).

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

<https://www.childwelfare.gov/pubs/factsheets/watiscan.pdf>

<http://kidshealth.org/en/parents/child-abuse.html>

<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-1>

<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-1>

CO-CURRICULAR

Co-curricular activities are an extension of classroom instruction in which participation is by the entire class or a significant portion thereof. They relate directly to and enhance student learning of the essential knowledge and skills through participation, demonstration, illustration, and observation. Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other education professional such as a librarian, school nurse, counselor, or administrator. Students suspended from extracurricular activities because of a six-week grade(s) below 70 will not be prevented from participating in after-school co-curricular activities. Absences for participation in co-curricular activities that require a student to miss a class other than the sponsoring class or course will be counted under the ten-day rule.

CODE OF CONDUCT

Good conduct at school is essential to creating a learning environment. Students are asked to be on their best behavior at school. The guidelines to be used in preventing actions at school that would result in disciplinary actions and the consequences for misbehavior are found in the Kress Independent School District Student Code of Conduct which is attached to the beginning of this handbook. Parents are asked to review the information very carefully with their children. Parents are reminded that they are to sign and return the acknowledgment forms for both the handbook and the code of conduct.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with these diseases are not allowed to come to school. The school requests that parents of a student with a communicable or contagious disease telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. These diseases include: Amebiasis, Campylobacteriosis, Chickenpox, Common cold with fever, Fifth disease (Erythema Infectiosum), Gastroenteritis-Viral, Giardiasis, Head Lice (Pediculosis), Hepatitis-viral A, Impetigo, Infectious mononucleosis, Influenza, Measles (Rubeola), Meningitis-Bacterial, Mumps, Pinkeye (Conjunctivitis), Ringworm of the Scalp, Rubella (German Measles) including congenital, Salmonellosis including typhoid fever, Scabies, Shigellosis, Streptococcal disease-invasive, Tuberculosis-Pulmonary, Whooping Cough (Pertussis).

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with a 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, a parent or student should first discuss the complaint with the teacher and then the campus principal. If still 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 required different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available in the principal's and Superintendent's offices.

Topic and policies include:

- (Discrimination on the basis of gender: policy FB.
- (Sexual abuse or sexual harassment of a student: policy FNCJ.
- (Loss of credit on the basis of attendance: policy FDD.
- (Removal of a student by a teacher for

disciplinary reasons: policy FOAA.

- (Removal of a student to a disciplinary alternative education program: policy FOAB.
- (Expulsion of a student: policy FOD.
- (Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.
- (Instructional materials: policy EFA.
- (On-campus distribution of non-school materials to students: policy FMA.

COMPUTER ACCESS – ACCEPTABLE USE and CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Acceptable Use Form acknowledging their responsibilities and the consequences of violation. Violations of this acceptable use form may prompt termination of and other disciplinary action.

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

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- (Demonstrate courtesy-even when others do not.
- (Behave in a responsible manner, always exercising self-discipline.
- (Attend all classes, regularly and on time.
- (Prepare for each class; take appropriate materials and assignments to class.
- (Meet District or campus standards of grooming and dress.
- (Obey all campus and classroom rules.
- (Respect the rights and privileges of other students, teachers, and other District staff.

- (Respect the property of others, including District property and facilities.
- (Cooperate with or assist the school staff in maintaining safety, order and discipline.
- (Avoid violations of the Student Code of Conduct.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Kress Elementary School rules and discipline will apply:

- (During the regular school day or while a student is going to and from school on District transportation.
- (During lunch periods.
- (Within 300 feet of school property.
- (While a student is in attendance at any school-related activity, regardless of time or location.
- (For any school-related misconduct, regardless of time or location.
- (When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- (When a student commits a felony, as described by Texas Education Code 37.006.
- (When a criminal mischief is committed on or off school property or at a school-related event.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior-both on and off campus-and consequences for violations of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress.

A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may call the office (684-2326) for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary.

COPY MACHINE AND LAMINATOR

Students are not permitted to use the copy machines or laminator. Please see the campus secretary or librarian for assistance. Personal copies can be made for \$.10 per page. Laminating fees will vary.

CORPORAL PUNISHMENT

(Spanking or Paddling)

Corporal punishment is permitted in order to preserve an effective educational environment free from disruptions. Corporal punishment will be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and physical, mental, and emotional condition of the student; the type of instrument to be used; the amount of force to be used will be considered before administering corporal punishment.

A discipline record will be maintained and will contain the name of the student, type of misconduct, any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witnesses present, and the date and time of punishment. Disciplinary records will be made available to parents or the students, whichever is appropriate.

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be limited to spanking or paddling the student and governed by the following conditions.

1. The student will be told the reason for the corporal punishment.
2. Corporal punishment may be administered only by the principal.
3. The instrument to be used will be approved by the principal
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students.

The teacher and principal will honor a parent's request that corporal punishment not be used.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should contact the principal or the school secretary.

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.

CURRICULAR

Curricular activities occur within the regular school day and constitute the delivery of instruction as specified in 19 TAC, Chapter 75.

DEFICIENCY NOTICE/NOTICE OF CONCERN/THREE WEEK NOTICE

If a child is reading below grade level, failing, or near failing (75 or below), a deficiency report will be sent home after the first half of each six weeks (3 weeks). Included on the deficiency notice will be information about tutorials and times, parent-teacher conferences, and other information as needed.

DETENTION

A student may be assigned detention after the school day (3:30 – 4:00) on one or more days (Mon. thru Thurs.) for minor infractions of the code of conduct and/or other policies and regulations. The detention will not begin; however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. If a student misses more than one detention it will result in a day of ISS.

DIRECTORY INFORMATION

The law permits the district to designate certain personal information about students as "directory information." This "directory

information” will be released to anyone who follows procedures for requesting it. However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year [or on another date established by the district]. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in this handbook OR included in the forms packet.]

DIRECTORY INFORMATION FOR SCHOOL-SPONSORED PURPOSES

The district often needs to use student information for the following school-sponsored purposes:

1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For these specific school-sponsored purposes, the district would like to use your child’s:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations
4. All documentation regarding a student’s testing history and any

accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.

5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. (See FFAA)
 - c. Immunization records. (See FFAB)
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

DISCIPLINE

In order to create an environment that is conducive to orderly conduct and the benefit of the majority of a group of people, rules of conduct are necessary. Detailed rules of conduct, rights, responsibilities and consequences for misbehavior of those students who are enrolled in Kress Independent School District are set forth in the Kress ISD Student Code of Conduct.

A copy of the Kress Independent School District Student Code of Conduct is attached to the beginning of this handbook. Additional copies are made available in the principal’s office upon request.

DISPLAYING A STUDENT'S ARTWORK AND PROJECTS

The district will seek parental consent before displaying students' artwork, special projects, photography taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person-student or nonstudent-who:

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

DISTRIBUTION OF MATERIAL

The principal has designated hallway by copy room as the location of approved nonschool materials to be placed. All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher, sponsor, and principal.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be

posted, sold circulated, or distributed on any school campus by a student or a nonstudent without the prior approval of the principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without prior approval will be removed.

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

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint. FMA (LOCAL), GKA (LOCAL), FNG (LOCAL), GF (LOCAL).

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The principal will interpret and enforce the dress code on the campus. The principal may make decisions about dress and grooming issues that are not specifically listed in the code and may prohibit attire and styles that will disrupt, disturb, or detract from the learning environment.

The following is the Board approved dress code:

1. Hair must be styled out of the eyes and must be clean. Hair must also comply

with school health standards so as not to be detrimental to the health and safety of the individual or to others.

2. All standard footwear is acceptable and must be worn during school hours. For safety reasons, flip-flops, slippers, or other soft soled shoes that offer little protection or come off easily should not be worn during P.E.
3. The entire midriff must be covered. Shirts must cover stomachs even when arms are raised.
4. Shirts, blouses, and overalls must be buttoned appropriately. Tank tops or blouses with spaghetti straps are prohibited. Additionally, shirt sleeves should be factory cut with no large gaps down the sides of the body.
5. Clothes must be modest and not create a class disturbance. Skin-tight clothing is not acceptable. Skirts and shorts should be no more than 6 inches above the knee when in a kneeling position.
6. Clothing with inappropriate or suggestive symbols, patches, or lettering cannot be worn. Clothes may not say, show, or advertise any product not allowed on campus (tobacco, alcohol, drugs, etc.). Clothes that overtly advertise gang affiliations are prohibited.
7. All hats or caps must be removed upon entering the school building.
8. Shorts and skirts should be no shorter than the tips of the fingers when standing and arms are at rest. Shorts must be hemmed or cuffed. Biking or other skin-tight shorts or skirts are not permitted. Additionally, shorts should not be layered where one pair of shorts extends below the outer pair of shorts.

Before representing the school at out-of-district events, specific permission to wear shorts should be obtained from the principal and/or teacher.

Students will be asked to change their dress if it is of such a nature as to disrupt the maintenance of order, modesty, and cleanliness. Individuals who try to attract attention by dressing in an irregular and/or unconventional manner are inviting criticism that may damage the reputation of the students of Kress. Students who repeatedly disregard rules on grooming or dress will be subject to appropriate disciplinary action.

DRILLS – FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Emergency bells:

Tornado Bell	Proceed to designated areas
Fire Bell	Leave the building
Crisis Bell and/or Announcement	Lock doors or leave building

DRUGS AND NARCOTICS

Dangerous drugs and narcotics are those substances so defined by the laws of the State of Texas as presently existing and as hereafter amended, including, but not limited to the following: marijuana, heroin, barbiturates, amphetamines, and hallucinogens. When a student commits drug and alcohol related offenses, he/she may also be reported to legal authorities for prosecution.

School officials will take proper disciplinary action as outlined in the Kress ISD student Code of Conduct, if it is determined that a student is:

1. In possession of a dangerous drug or narcotic while upon school property, or while attending or while participating in a school-sponsored function, or
2. Under the influence of a dangerous drug or narcotic while upon school property, or while attending or participating in a school-sponsored function, or
3. Involved in the sale of a dangerous drug or narcotic while upon school property, or while attending or participating in a school-sponsored function, or
4. Convicted of a misdemeanor or felony for the possession, use, or sale of a dangerous drug or narcotic on school property.

DUE PROCESS

Students are always entitled to due process proceedings. The seriousness of the offense and severity of the penalty determine the extent of due process a student is entitled to. Due process on a minor offense is a matter of the student being provided an opportunity to tell his/her version of the story after he/she has been told of the complaint against him/her.

ELECTRONIC DEVICES

Students are not permitted to possess such items such as cell phones, pagers, radios, MP3/CD players, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Cell phones with cameras are **NOT** permitted. Students may keep phones in their lockers during the school day.

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones.

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the **instructional day**. They shall be kept in the locker during the school day.

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

1st offense: 1 After School Detention

2nd offense: 1 week loss of recess

3rd offense: 3 days ISS

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

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual's professional responsibilities. However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. Include this text if the district requires employees to send a copy of the text message to the employee's district email address: The employee is required to send a copy of the text message to the employee's district email address. If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

EMERGENCY MEDICAL TREATMENT

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. These will be updated periodically during the school year. Crisis release forms will be filled out and signed by parents/guardians instructing the school to whom students may be released in the event of a crisis situation. These forms will be updated periodically during the year also.

EMERGENCY SCHOOL CLOSING INFORMATION

If for any reason school has been canceled for Kress Independent School District, notification will be given to the following media by 6:30 a.m. of the morning in question.

If an announcement has not been made by 7:30 a.m., it can be safely assumed that school will be in session and buses will run.

KCBD Channel 11

KFDA Channel 10

KKYN 106.9 FM

KLBK Channel 13

KRIA 103.9 FM

KVII Channel 7

NBC Channel 4

Fox Channel 14

In the event of an early dismissal due to weather, the media will be notified by noon. Children will be permitted to call parents only if absolutely necessary. We ask that during the inclement weather parents listen to the media for changes in dismissal times.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are school-sponsored activities that are not directly related to instruction of the essential knowledge and skills, but that may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- (A student who receives, at the end of any grade evaluation period, an average grade below 70 in any core academic class other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. A student may practice or 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 core academic classes*** other than those that are honors or advanced; and (2) completed three weeks of suspension. ***NOTE: Core Academic classes are those used to determine promotion/retention and they include language arts (English and Reading), mathematics, science, and social studies.**
- (A student is allowed up to 15 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and activities approved by the District are subject to these restrictions.
- (Any disciplinary behavior-related restrictions on participation are set out in the student Code of Conduct.
- (A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.
- (**Please note:** Student clubs and performing groups such as the band, choir, and drill 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.
- (***NOTE:** When a student misses class for extracurricular activities (i.e. Stock shows) it would be in the student's best interest to have all work completed prior to leaving or on the day of return. However, as with

excused absences, the student will be given one day for every day missed to make up assignment missed.

A student who misses class because of participation in an activity sponsored by a nonapproved organization will receive an unexcused absence.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

1. The materials for a class project that the student will keep.
2. Membership dues in voluntary clubs and organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance.
7. Musical instrument rental and uniform maintenance, when provided by the District.
8. Personal apparel used in extracurricular activities that becomes the property of the student.
9. Fees for lost, damaged, or overdue library books, textbooks and school owned equipment.

FIELD TRIPS

In order to provide the most effective teaching environment, field trips under the supervision of school staff members are considered by the instructional staff as an extension of the classroom and an integral part of the educational program. However, students who conduct themselves in a manner which is dangerous to themselves and others or who by virtue of their behavior may bring criticism on them or the school may be prevented from attending field trips. Under such circumstances other educational materials will be used to see that the student has access to the basic information for which the field trip was intended.

Each class will only be allowed one (1) out-of-town field trip per year.

FOOD ALLERGIES

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

The district will develop and annually review a food allergy management plan, which addresses employee training, dealing with common food allergies, and specific strategies for dealing with students diagnosed with severe food allergies. When the district received information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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 those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's ability to participate in or benefit from an educational program or activity or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of discrimination may include, but are not limited to, derogatory language directed

at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing, (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples: prohibited sexual harassment may include touching private body parts or coercing physical that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

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

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with the law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by the District policy.

If the District's investigation indicates that prohibited harassment conduct occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person that makes a false claim or offers false statements or refuses

to cooperate with a District investigation may be subject to appropriate discipline.

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

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least five (5) days before the event. Student clubs or class fund-raisers will be limited to two (2) per organization. Except as approved by the principal, fundraising is not permitted on school property. FJ (LOCAL). Students and parents will be held responsible for the items or the money for the items sold. Any student who does not turn in the money or the unsold items may have charges filed against him/her.

GRADING

Teachers need to keep on file a sampling of assessments to document student mastery. Examples of assessment include: daily work, tests (daily, weekly, or unit), unit projects, teacher observations, or other items used to access mastery. A minimum of ten grades will be taken each six weeks.

Numerical grades will be used for all subjects and courses in grades 1 through 6 (Except: handwriting, art, and TAKS Lab). Kindergarten may use some letters, numerical grades, or checklists. The grading scale is "0" to "100".

To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade-level standards.

In the event a numerical value cannot be obtained for a letter grade on a pupil's transcript, the principal will make the following translations:

- A. Grades states as A-, A, or A+ will be assigned the value of 92, 95, or 98 respectively.
- B. Grades states as B-, B, or B+ will be assigned the value of 82, 85, or 88 respectively.
- C. Grades stated as C_, C, or C+ will be assigned the value of 72, 75, or 78 respectively.
- D. Grades translated to have a value of below 70 will be considered failing (unless

specified by the pupil's transcript).

- E. P = 70
- F. Grades states as E, S+, S, S=, N, or U will be assigned the value of 100, 98, 92, 82, 72, or 69 respectively.

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

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

GYMNASIUM

No student is to be in the gym or weight room at any time unless under the supervision of a teacher or coach. Any outside organization wishing to use the gym may do so only after the approval of the school board. Anyone using the facility should be sure the lights are turned off and all equipment is put back in its proper place. Any damaged equipment must be repaired or replaced by the organization using the facility and the gym must be left in the same state of cleanliness that it was found.

HALLWAY RULES

Hallway rules are established to move students safely and efficiently through the school building without interruptions/disruptions.

Rules:

1. Students will move safely and quietly through the hallways.
2. Students will walk single file staying to the right in hallways.
3. Students will keep hands, feet, and objects to themselves.
4. Students will close locker doors without slamming.
5. Students in intermediate hallway will talk quietly between classes.
6. Students will not talk when moving from one area of the building to another unless directed by the teacher.
7. Students must have a pass or his/her AR

- folder when in the hallways during class.
8. Students are to obey any staff member who corrects him/her in the hallways.
 9. Students will not be in the hallways before the first morning bell rings. Students are to go to the cafeteria. All students are to enter by the gym doors if dropped off by parents or by the south door if they ride the bus.
 10. Students are to leave the building immediately after school is dismissed. Students should get on the bus, go with parents, or walk home.
 11. Students will treat everyone with respect and dignity.

HEAD LICE

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

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

HEALTH RELATED MATTERS

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school sponsored and school related events.

Asbestos Management Plan

The district's asbestos management plan,

designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the superintendent.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school area may contact the superintendent.

Physical Activity

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

HOMELESS STUDENTS

Children who are homeless will be provided flexibility regarding certain district provision, including:

- Proof of residency requirements
- Immunization requirements
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness
- Credit by examination opportunities
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two semester course).
- Eligibility requirements for participation in extracurricular activities and
- Graduation requirements.

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths. Melinda Thomas, at 684-2651 ext. 103.

HOMEWORK

Kress ISD believes that homework is a vital part of the learning process. It instills good study skills and a sense of responsibility. The following guidelines for the use of homework have been developed to provide consistency and balance in our program.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chickenpox). 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 immunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

If a student's religious beliefs conflicts 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) stating that 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.

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

This form may be obtained by writing the Texas Department of State Health Services (DSHS), Immunization Branch (MC 1946), P.O. Box 14937, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization.

If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

INSURANCE

The District is not responsible for medical costs 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. A parent who desires at –school or twenty-four

hour coverage for his or her child may obtain an application during registration. The completed application form along with fees/insurance premiums will be collected during the first week of school. Claim forms may be obtained from the campus principal.

The only student insurance premiums paid by Kress ISD are on high sports players. Since all medical expenses are borne solely by the parents, the Kress ISD board and administration recommend that parents of students who participate in extracurricular activities other than varsity sports purchase at least the at-school coverage on those students.

JURISDICTION

The District has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The District's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

LANGUAGE

Parents of students who speak a primary language other than English, a student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

LAW ENFORCEMENT

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

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

- (The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Department of Family and Protective Services (DFPS); and

Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

Students Taken into Custody

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

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

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

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

Notification of Law Violations

The District is also required by state law to notify:

- (All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

- (All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

LIBRARY/LEARNING RESOURCE CENTER

The library is for the student's general use and benefit, and we encourage both students and teachers to feel free to use the center for a learning experience as well as for pleasure reading. The resource center is an integral, as well as important part of the educational process of our student body; therefore, we have directed both our attention and budget toward attaining that goal.

We have initiated some guidelines that are needed to make the center a place where students can browse, study, and also check out reading materials as needed.

1. Books are loaned from the library for one week with the privilege of renewal for the same period of time. This time can be extended by the librarian if requested.
2. If a book is lost, it must be paid for or be replaced by the parent with an identical book. In the case of the book is found, a refund will be paid.
3. If a book is damaged, the student will be expected to pay for the replacement of the book.
4. A regular library schedule is offered for all classes to have equal access to the learning resource center each week. This allows each student to have an opportunity to use the center for research, reports, and other assignments to meet both the students' and teachers' needs.

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to individual students. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker. Searches of lockers may be conducted at any

time there is a reasonable cause to do so, whether or not a student is present.

LOST AND FOUND

It is only natural that a child will misplace items; therefore, parents are asked to label all items of clothing, lunch boxes, and other personal items. A lost and found is offered to students in the office of the principal or other designated area. Here one may ask for lost articles or turn in articles found on the grounds or in the building.

MEDICINE AT SCHOOL

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

*Only authorized employees, in accordance with policy FFAC, may administer:

*Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

*Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.

*Nonprescription medication, in the original, in the original, properly labeled container, provided by the parent along with a written request.

*Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when

necessary. If the student will need assistance with the application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

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

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

Psychotropic Drugs

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A district employee who is a registered nurse, and advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood or behavior altering substance.

OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS

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

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

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

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. Make every effort to provide for the physical needs of the child.
3. Review the information in the Student Handbook (including the attached Student Code of Conduct) with your child. Sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the school principal.
4. Become familiar with all of your child's school activities and with the academic programs offered in the District. Discuss with the 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. Teach your child to pay attention and obey the rules.
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) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments administered to your child.
7. Encourage and lead your child to develop proper study habits at home.
8. Participate in campus parent organizations. The 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 principal.
9. Be sure your child is appropriately dressed and groomed at school and school-related activities.
10. Bring to the attention of school authorities any learning problems or conditions that may relate to your child's education.
11. Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school. It is crucial to notify your child's school when a phone number previously provided to the district has changed.
12. Cooperate with school administrators and teachers.
13. Be sure your child attends school tutorials as need arises.
14. Control your child. Under Family code 33.03, a student's parent is legally 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 who is at least 12 but under 18 years of age.
15. Be aware of the schools ongoing bullying and harassment prevention efforts.

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

- Any survey concerning private information.
- School activities involving the collection, disclosure, or use of personal information collected from your child for purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under said law.
- Displaying a student's artwork and projects. You have a right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety
- When it relates to classroom instruction or cocurricular or extracurricular activity
- When it relates to media cover of the school
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by the law.

Parents also have the right:

- To request information regarding the professional qualifications of your child's teacher, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher as 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 student of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

- To review teaching materials, textbooks, and other teaching aides and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- 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 Texas 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.
- To request that your child be excused from recitation of a portion of the Declaration Independence, State law required students in social studies classes in grades 3 – 12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitations, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently

dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.

- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault.

PARTIES

Plans for parties are under the control of the school. Birthday parties for students are not permitted at school. Invitations to private parties cannot be distributed at school, but should be mailed instead. The delivery of flowers or balloons to students is also discouraged due to the distraction that this creates. If these are sent to school, they will be kept in the office until the end of the day.

PEP RALLIES

Attending pep rallies is a privilege and not a right. Loss of the privilege to attend pep rallies or other related functions may occur as a part of an individual student's discipline plan if appropriate. Some appropriate examples include misbehavior at a previous pep rally or the lack of assigned homework.

PERSONAL ITEMS/ACCESSORIES

Personal accessories such as make-up, perfume, cologne, nail polish, and hair spray will not be brought to school. Purses may be brought to school, but they will not be permitted into the classroom.

Purses will be stored in the student's locker. Students are not to bring electronic games, radios, tape players, etc. to school. Students do not need to bring toys to school.

PEST CONTROL INFORMATION MANAGEMENT PLAN

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

All pesticides used are registered for their intended use by the United States

Environmental Protection Agency and re applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Mickey Bye, the district's IPM coordinator, at 684-2651.

PHYSICAL EDUCATION

Physical Activity for Student in Elementary

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary physical activity requirements, please see the principal.

All students are expected to participate in physical education. If any limitations are to be placed on participation in physical education, a written statement should be presented stating the limitations and signed by the family doctor.

Students with minor illnesses or injuries or those recuperating from minor illness or injuries may be excused from physical activity by a note from the parent. This note may excuse a student from physical activity for up to three days. Parents should date and sign the note. The physical education instructor will accept only a limited number of parent notes concerning exemption for P.E. If a child is too ill to participate in physical activity consistently, a doctor's note will need to be obtained. Students who do not participate in P.E. do not participate in recess or other physical activities.

Students who are unable to participate in physical education or music class will be assigned to an alternative learning situation. Grades earned during this alternative situation will be reflected in the student's report card at the end of each six weeks.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply physical

restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using the physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

PLAYGROUND RULES

1. Play safely.
2. Play nicely.
3. Play fairly.
4. Respect the equipment.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

POSTERS

Signs and posters that a student wishes to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with

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

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. . The student will instead take the corresponding EOC assessment.

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

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

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

Certain students—some with disabilities and some classified as English language learners—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education

director. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal.

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

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee

PRAYER

Each student has a right to individually, voluntarily, and silently pray or mediate in school in a manner that does not disrupt 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.

PUBLIC NOTICE

Copied of the Elementary and Secondary Education Act (ESEA), Title VI Annual Summary Report for the State of Texas are now available for review to the public at Region XVI ESC in Amarillo or may be requested at no charge from:

RELEASE OF STUDENTS FROM SCHOOL DURING SCHOOL HOURS

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

Proper sign-out procedures:

1. If leaving school during the day, secure permission to leave the campus from the principal. The teacher will determine that permission from the office has been granted before allowing the student to

leave. Permission will be granted under the following conditions:

- a. A parent's verbal request for student to leave school campus. A telephone call or visit to campus is required.
 - b. A signed note from the parent requesting permission to leave.
2. 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.
 3. If permission is granted, the student must check out with the principal's office and check in when he/she returns.

REPORT CARDS

All children (including Kindergarten) will receive a report card every six weeks. Report cards are issued on the Wednesday following the end of each six weeks period. It must be signed by the parent and returned to school.

If a child is failing a subject or reading below grade level, a parent-teacher conference may be requested.

If a student's grade average in any subject or course is near or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified.

REQUESTING PROFESSIONAL QUALIFICATION OF TEACHERS AND STAFF

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

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools will foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students will exercise their rights responsibly, in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school.

Students who violate the rights of others or who violate district or school rules will be subject to disciplinary measures designed to correct the misbehavior.

Students will also receive positive reinforcement for positive behavior. Students' responsibilities for achieving a positive learning environment at school and school related activities will include:

1. Attending all classes daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired and groomed.
4. Exhibiting respect toward others.
5. Conducting themselves in a responsible manner.
6. Paying required fees and fines, unless they are waived. Refraining from violations of the student Code of Conduct.
7. Refraining from violations of the Student code of Conduct.
8. Obeying all school and classroom rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

SAFETY

Accident Prevention

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

- (Avoid contact that is likely to put the student or other students at risk.
- (Follow the behavioral standards in this

handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

- (Remain alert to and promptly report safety hazards, such as intruders on campus.
- (Know emergency evacuation routes and signals.
- (Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

As a parent, you may:

Request the transfer of your child to another classroom or campus if your child has been determined by the principal to have been a victim of bullying, which includes cyberbullying as defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Leah Zeilger, Superintendent for information. [See policy FDB.] and policy FFI (LOCAL).]

Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.

Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (Local).]

Request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medication, etc. Therefore, parents are asked each year to complete an emergency

care consent form. Parents should keep emergency care information up to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

SCHOLASTIC PENALTIES

Although conduct, discipline, and scholastics are very much related, scholastic penalties should never be imposed upon students as disciplinary measures. Points should never be taken away from any grade as consequences for misconduct. All disciplinary measures for misbehavior should be in accord with guidelines set forth in the Kress ISD Student Code of Conduct. Student problems which deal with cheating on academic work will be handled both as an academic and disciplinary matter. Zeros may be given for cheating.

SCHOOL BUSES OR OTHER VEHICLES

The purpose of student bus transportation is to transport students to and from school safely. Students riding the bus to and from school are considered under the jurisdiction of school authorities from the time they board the bus in the morning until they are discharged from the bus in the afternoon. Bus riding is a privilege and not a right. Misconduct may result in suspension.

All transportation personnel are governed by the same code of ethics as classroom teachers.

Parents can be of great assistance in providing safe and effective transportation for their students if they will: cooperate in every way with the school administration and the bus driver and accept joint responsibility with the school administration and the bus driver for maintaining proper conduct of students while they are entering, riding and leaving the school bus.

Student Responsibility

The same type conduct is expected of the students while they are riding the bus as would

be expected of them while they are in the classroom.

- I. Before Loading (from home and from school)
 1. Be on time at the designate bus stop.
 2. Stay off the road or bus lane at all times while waiting for the bus.
 3. Form a line and wait until the bus comes to a complete stop before attempting to enter. **Do Not Push!**
- II. While on the Bus
 1. Follow the driver's directions at all times.
 2. Move promptly to your seat. Students may be assigned seats by the bus driver. Assigned seats can be changed only the bus driver or principal.
 3. Students must remain seated while the bus is in motion.
 4. Do not tamper with the bus or any of its equipment. Bus equipment if for your safety.
 5. Keep hands and head inside the bus at all times.
 6. Keeps books, packages, coats, and all other objects out of the aisle.
 7. There will no use of drugs, tobacco or alcohol on the bus by anyone at any time.
 8. Promptly report any vandalism of your assigned seat to the driver.
 9. Assist in keeping the bus safe, clean, and sanitary. Put all trash in the trash can at the front of the bus.
 10. Guests are permitted on the bus by written permission of the guest's parent
 11. Help look after the safety and comfort of smaller children.
 12. Be courteous to fellow riders and the driver. Profanity and/or obscene hand gestures are strictly prohibited. In case of an emergency, all students will remain on the bus unless otherwise directed by the bus drive.
 13. remain on the bus unless otherwise directed by the bus drive.
- III. Leaving the Bus
 1. Remain seated until the bus comes to a complete stop. **Do Not Push!**
 2. Do not leave books, lunches, etc. on the bus.
 3. Use the handrail when getting off the bus.
 4. You will be allowed to get off the bus only at your designated bust stop. A written note from a parent is required for any other arrangements.

Bus Driver Responsibility

The bus driver is charged with the safe transportation of students to and from school. Safe transportation includes maintaining order and proper conduct on the bus just as a classroom teacher would maintain discipline in the classroom.

- I. Concerning Students on the Bus
 1. The driver may assign a seat to each student.
 2. The driver or principal can change a student's seat if necessary.
 3. The driver can install any other riding procedure in order to maintain proper conduct of students, with the consent of the principal or superintendent.
 4. The driver will pull over to handle any disciplinary action while en route. This is a safety measure.
 5. The driver will discharge a student only at school or at the student's designated bus stop unless the student presents written permission from a parent.
 6. No student will be put off the bus between home and school.
 7. The bus driver is to be courteous to all students. Profanity is strictly forbidden.
 8. The bus driver is to write up a bus conduct report for any student who refuses to follow the prescribed rules of conduct.
- II. The Bus Route
 1. The driver will establish and maintain a route time schedule.
 2. The driver will establish an alternate route or bus stop(s) for inclement weather and inform those students affected.
 3. The driver will not change a bus route without consulting with and obtaining permission from the superintendent.
 4. The driver is not obligated to wait or honk at a bus stop.
- III. Precautions
 1. The driver is to check out all bus equipment daily according to district policy and procedures.
 2. The bus driver is to report any malfunction of the bus to the Transportation Coordinator.
 3. The bus driver is to follow all guidelines set forth by the Texas School Bus Drivers' Certification School.

Bus drivers are not authorized to speak with parents unless a parent/driver/superintendent conference is arranged through the superintendent's office.

Bus Conduct Reports

If the bus driver is not able, by reasonable means, to persuade problem students to follow the prescribed rules of conduct, a bus conduct report will be submitted.

1. The driver will describe the nature of the offense(s), including the bus route number, the prescribed rules of conduct, a bus conduct report will be submitted.
2. The driver will deliver the report to and discuss with the principal.
3. The principal will discuss the infraction with the student. If further investigation is deemed necessary (consultation with the driver, parents, other students, etc.) such action will be taken.
4. The principal will apply corrective action. The principal will advise parents of the action by telephone when possible, and confirm the action by mailing the parent a copy of the report. The principal will retain a copy of the report.

NOTE: The above procedure will be followed even though a corrective action may only be a formal warning so that all parties concerned will be aware of the incident and the action.

Number and Severity of Conduct Reports

Minor offense examples: standing up, annoying the driver or other students, unacceptable language, etc.

1. First Conduct Report – Warning and a phone call to parents by the principal when possible.
2. Second Conduct Report – Corporal punishment or three (3) days bus suspension.
3. Third Conduct Report – One week bus suspension.
4. Fourth Conduct Report – Two weeks bus suspension.
5. Fifth Conduct Report – Indefinite bus suspension.

NOTE: When damage to the bus or its furnishings is involved in the infraction, restitution for the damage will be a part of the penalty assessed.

Disruption of Transportation

Texas Education Code 4.34: Any person who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school or activities sponsored by a school on a vehicle owned and/or operated by the District shall be guilty of a misdemeanor.

SCHOOL DAY

The school day is from 8:00 a.m. to 3:30 p.m. Students should not arrive at school before 7:30 a.m. unless special arrangements have been made through the office. All students are to report to the cafeteria if arriving before 7:55 a.m. No students should be in the classrooms. All entrance doors will not be unlocked until this time.

Classes begin promptly at 8:00 a.m. for grades PreK through sixth. Children who are not in their classes ready to begin work at the appropriate time will be considered tardy. Students with excessive tardies may be subject to disciplinary action as determined by the principal. (See Tardies Section)

Students are not to be in the school building after school hours unless under the sponsorship of a teacher or detention. Students should secure all books and working materials before leaving the building at the end of the day.

SCHOOL HEALTH ADVISORY COUNCIL

During the preceding school year, the district's School Health Advisory Council held one meeting. Additional information regarding the school district's School Health Advisory Council is available from the principal.

SCHOOL ISSUED EQUIPMENT

Equipment issued to a student by the school or its sponsors is the responsibility of the student. It should be cared for properly and returned to the school upon demand of the sponsor, the student's checking out of school, or the completion of the school year. Any student who does not return such equipment to the school may have legal charges filed against him/her.

SEARCHES

Electronic Devices

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

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine

whether a crime has been committed. {See policy FNF (LEGAL) for more information.}

Any Searches by Trained Dogs

In order to maintain a drug free school environment, the district may, if deemed necessary by the superintendent, use specially trained dogs to locate concealed contraband, drugs, or alcohol on school property. Visits to the school will be both announced and unannounced. The dogs will be used to sniff the air in vacant or occupied classrooms and other common areas and around student lockers and automobiles parked on school property.

If the dog alerts to a particular locker, car, or an item in classrooms or other common areas, it may be searched. If the dog alerts to a car, the student will be asked, if necessary, to unlock the car doors and trunk for an internal inspection.

The dogs will not be used for random sweep searches of students. The dogs will be allowed to sniff an individual student only if there is a reasonable cause to believe that the student possesses illicit substances. If the dog alerts to a student, the student's outer garments will be subject to search.

Searches of Student Desks and Lockers

Student's desk and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. It is the responsibility of the students to ensure that lockers and desks do not contain any article or material forbidden by school policy. Searches of desks or lockers may be conducted any time. The parent will be notified if any prohibited items are found in the student's desk or locker.

SERVICES FOR TITLE I PARTICIPANTS

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the school principal and may be contacted at 684-2326.

SEXUAL HARASSMENT/SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse 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, principal or designee, or Superintendent, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All 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.

A substantiated complaint against a student will result in appropriate disciplinary actions, according to the nature of the offense and the Student Code of Conduct.

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. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days of receipt of the complaint. The principal (principal's designee) or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/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 by the principal (principal's designee) or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or designee.

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, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ(EXHIBIT) in the District's policy manual.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the building principal. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

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 options, including the referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to

Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students. The district will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the district for learning difficulties, including intervention strategies, that the district provides assistance to the student.

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

If the district determines that the evaluation is not needed, the district will provide the parent with 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 special education is:

Contact Person: Melinda Thomas, Counselor
Phone Number: 806-684-2326

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal before bringing the service animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education

services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

STANDARIZED TESTING **STAAR (State of Texas Assessments of Academic Readiness)**

Grades 3-8

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

*Mathematics, annually in grades 3-8

*Reading, annually in grades 3-8

*Writing, including spelling and grammar, in grades 4 and 7

*Science in grades 5 and 8

*Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See Promotion and Retention on page 24 for additional information.

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

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

A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

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

STAAR-L is a linguistically accommodated assessment that is available for certain English Language Learners, as determined by the

student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011-2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3-8 in spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the district, expected in January 2013.

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

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

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

The principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form.

The records' custodian or designee will respond to reasonable request for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, 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.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include administrators, support staff, person or company with whom the district has contracted to provide a particular services (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties. This would include:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records, such as teachers' personal notes about a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. For further information, see policy FL. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District denies the request to amend the records, the parent or eligible student has the right to a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. The complaint may be mailed to:

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

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

Copies of student records are available at no charge. 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 proper procedure; (4) when the District is given a copy of a court order terminating the parental rights.

I

If the student qualifies for free or reduced-price meals and the parents are unable to view 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. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request.

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, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,

Special Education Records

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

Student's With Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When and evaluation is requested, a committee will be formed to determine if the child is in need of

services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

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.

TARDIES

Students who come to class with a note from another teacher showing that they had a legitimate excuse should be admitted to class. Occasionally, large number of late students with a legitimate excuse will be admitted to class through a PA announcement. Students tardy to first period should report to the office.

TELEPHONE

The office telephone is a business phone and should be used by pupils only in case of an emergency. Forgetting books or an assignment or requesting to ride home with a friend is not classified as an emergency. A note from the student's teacher is required before the telephone may be used.

TEXTBOOKS

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Any damage to school property will be the responsibility of the child and his/her parents. State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher.

Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

TOBACCO

Students are not permitted to smoke, dip, chew or use e-cigarettes on the school campus during school hours or at any school-sponsored

activity. Students will not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or a school-related function. 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.

TRAVEL/SCHOOL-SPONSORED TRIPS

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 to this requirement in the following circumstances: (1) the parent personally requests that the student be permitted to ride with the parent; or (2) no later than the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

TUTORIALS

Tutorials are scheduled to be held Monday-Thursday during the school day. Some teachers may arrange alternate tutorial schedules. All students who are scoring a 72 average or lower for a 3-week period will be required to attend tutorials. Also any student who has not passed the STAAR test may be required to attend. Non-attendance will be considered as truancy and will result in disciplinary action being taken.

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other

content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

UIL LITERARY EVENTS

UIL literary events give students an opportunity to demonstrate their talents in competition with other school and may earn awards such as recognition, ribbons, and medals.

Some events currently exist for students in grade 2 through 6, but vary depending on the grade level. Some of the events include: Art Contest; Calculator Applications; Creative Writing; Dictionary Skills; Listening; Maps, Graphs & Charts; Music Memory Contest; Number Sense; Oral Reading; Ready writing; spelling; and Storytelling.

Participation is strictly voluntary. Preparation and practice time for the events is scheduled before school, after school, and/or during activity period by the assigned teacher/sponsor. Students who participate must qualify and maintain eligibility according to UIL rules.

VANDALISM

Students will not vandalize or otherwise damage or deface any property, including furniture and other equipment belonging to or used by the district. Parents or guardians of students guilty of damaging school property will be liable for damages in accordance with the law. Students will be subject to disciplinary action as outlined in the Kress ISD Student Code of Conduct.

VENDING MACHINES

The District has adopted policies and implements procedures to comply with agency

and food service guidelines for restricting student access to vending machines.

VISITORS

Parents and other visitors are welcome to visit District schools. All visitors must first report to the principal’s office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WEAPONS

The bringing into any school building or upon any portion of any school premises by any student of any pistol or other firearm, dirk, dagger, slingshot, sword, cane, spear, brass knuckle, bowie knife, blackjack, hand chain, night stick, pipe stick, a knife with a blade more than 3 inches in length or other knife intended for use for the purpose of offense or defense, or any other weapon, whether or not included in the foregoing enumeration, intended for use as a weapon for either offense or defense, is forbidden. The retention in any school building or upon any portion of the school of the school premises of any such weapon brought thereto or thereon is similarly forbidden. Violation of this policy will subject the student to disciplinary action as outlined in the Kress ISD Student Code of Conduct.

A student, who brings a weapon, as defined by state law, or a firearm, as defined by federal law, will be reported to legal authorities.

WITHDRAWING FROM SCHOOL

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

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 clinic for health records; 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.

WORK DETAIL

Occasionally, students continue not completing class work or other minor infractions on a repeated basis and swats and/or detentions have been tried and deemed unsuccessful.

Students may be assigned work detail. If assigned, the student loses the privilege of recess and works during recess with and under the supervision of the principal. Jobs usually involve some type of yard work (raking leaves, hoeing weeds, or picking up trash). Students are usually assigned work detail for a duration of 3 to 5 days.

Kress Independent School District

200 E. 5th St.
Kress, TX 79052
806-684-2652

Title 1 School / Parent Compact

Board of Education

Jesse Munoz, President
Mike Goss, Vice President
Nicole Aguilera, Secretary
Tiffany Reed, Member
Zach Trevino, Member
Shelly Tye, Member
Martin Sanchez, Member

Administration

Leah Zeigler, Superintendent
Phil Zolman, High School Principal
Shawn Langston, Elementary Principal

A school wide program permits Kress Independent School District to use federal education funds and resources to upgrade the entire educational program of the district in order to raise academic achievement for all students.

A school may operate a school wide program if at least 60% of the children enrolled in school during 1995-96 were from low –income families. The school wide programs respond to a solid research base about what makes schools work for disadvantaged students.

Repeated findings show that:

- All children's performance is negatively affected in schools with high concentration of poverty.
- For students to meet high standards of performance their entire instructional program must be substantially improved.
- Educations in highly successful schools expect high academic achievement from every child.
- When an entire school is the target of change, schools and students can achieve success.

The Kress ISD Schoolwide Program is designed to improve the educational opportunities of all students. The program will help students succeed in the regular classroom, attain grade level proficiency, and improve achievement on standardized tests.

RESPONSIBILITIES / PLEDGES

Students

1. I pledge to come to school on time every day unless I am ill.
2. I pledge to enter the school and classroom ready to perform the tasks that my teacher asks of me.
3. I pledge not to disturb my classmates.
4. I pledge to complete all homework by making sure I understand the assignment before I leave school.
5. I pledge to have someone at home look at my work when I have finished.
6. I pledge to read everyday.
7. I pledge to spend less time watching television, than I spend on reading, homework, and talking with family and friends.
8. I pledge to do something for someone else at least one a day.

Parents / Guardians

1. I pledge to see that my child attends school each day, unless he/she is ill.
2. I pledge to communicate expectations regarding self-discipline and respect for others.
3. I pledge to ask my child about homework each day.
4. I pledge to ask my child about reading material and read for pleasure each day.
5. I pledge to listen and talk with my child each day.
6. I pledge to assist my child in serving others.
7. I pledge to visit with my child's teacher and learn what is expected of my child.
8. I pledge to encourage other families to become involved with the school.
9. I pledge to praise/encourage my child often.
10. I pledge to allow my child to make as many decisions as possible.
11. I pledge to volunteer or become involved at my child's school.
12. I pledge to monitor the amount and quality of my child's television viewing time.

School

1. We pledge to see that your child has a positive school experience each day.
2. We pledge to notify you situations which may cause your child to have a negative school experience.
3. We pledge to offer activities aimed at improving student achievement.
4. We pledge to schedule at least one conference per year.
5. We pledge to provide opportunities for parents to attend school activities; give input into school operations; and evaluate the school's performance.
6. We pledge to report on your child's progress and plan for improvement.
7. We pledge to build a more effective home/school partnership.
8. We pledge to provide information and opportunities for you to become a more effective participant in home/school learning.
9. We pledge to communicate to the home in the language understood by the parents.
10. We pledge to have an "open door" policy because YOU ARE ALWAYS WELCOME!

Parent's Rights

Parents have a right to a copy of law and an explanation of policy. Parents also have the right to contribute their input into the development of the Title 1 Program, its implementation and evaluation, and to have activities that are specifically designed to help them help their children improve their academic performance.

The Law

The most recent law that affects Title 1 is the No Child Left Behind Act of 2002 (Public Law 107-110)

The law requires:

"that school districts have a written policy regarding the partnership between school and parent for improved student academic achievement";

"that parents be involved in the design operation, and evaluation of Title 1";

"that parents be consulted about home/school activities and be trained to help instruct their children";

"that whenever possible, activities should be presented in the language spoken by the parents."

Please contact the school for a copy of the law.

INSTRUCTIONAL PROGRAMS

Special Education

ESL (English as a Second Language)

Gifted and Talented

Tutorials

Library Services

UIL Academic Competitions

Accelerated Reader

RTI (Response To Intervention)

Student Success Initiative

STAAR Remediation

Parent and Family Engagement

Advisory Councils

District Education Improvement Council (DEIC)
Campus Site Based Decision Making Committees

Open Houses

Early release day following the first grading period for parent conference afternoon to pick up report card
Title 1 Parent Involvement Day
Parent Involvement Thanksgiving Luncheon
Spring Title 1 / Migrant Parent Involvement Breakfast
Texas Public School Week

Volunteer Opportunities

Accelerated Reader – Shared Reading
Parent and Teachers Together (PATT)

Shared Information

Parent Teacher Conferences
Joey Journal
Memos / Roo-Minders

Assemblies

Awards Assemblies
End of Six Weeks / Character Counts Pep Rallies
Kinder Graduation

Other

Room parties
Field Trips
Track Meet
Book Fair

ARD/LPAC Committees

Parent and Family Engagement Kress Elementary School

“Kids Come First At Kress Elementary”

Statement of Purpose

Kress Elementary School is committed to the purpose of providing a quality education to every student in our district. To accomplish this purpose, we must build and strengthen partnerships with parents and community members. When school, home, and community work together, high achievement standards for our students can be met. This purpose cannot be met without a positive working relationship between school and parents. Parent support for their children and for the school is of vital importance to their children’s success throughout their elementary, junior high, and high school years.

Grade level goals for the students of Kress Elementary School will be provided to all parents in the district. All students will be expected to work toward mastery of these objectives. We realize that some students will need the extra assistance available through the Title I program, as well as other programs to meet their full potential.

Kress Elementary School intends to work with parents in all aspects of the school’s Title I program. The expected outcome is a partnership between school and home that will help all students in the district to succeed.

Parent Involvement in Developing the Policy

The Campus Educational Improvement Committee made up of parents, community members, teachers, and administrators will meet to develop our school's Parental Involvement Policy. Kress Elementary School will seek parent volunteers to help develop the policy that reflects the diversity of our community. Meetings will be planned at convenient times and locations for all involved.

Annual Meetings for Title I Parents

Kress Elementary School will hold two meetings for parents during each school year. Parents will be informed of new Title I guidelines and how they differ from the previous Title I program in our school district. Copies of the district's current Parent Involvement Policy and Title I School-Parent Compact will be given to parents. Parents will have the opportunity to actively participate in the revising and updating of the policy and compact as needed to meet the changing needs of the parents, students, and school. At these meetings, parents will be recruited to serve on the district and campus level Educational Improvement Committees.

School-Parent Compact

In following Title I regulations, each school must develop a school-parent compact with the parents of students participating in the program. The compact is designed to increase the sharing of responsibility between families and schools for the high performance of students.

The compact must explain how this student performance responsibility will be shared among the students, parents, and school staff. The school's Educational Improvement Committee will be directly involved in the development and implementation of the compact.

All parents will be given a copy of the compact detailing the responsibilities that teachers, parents, and students have in helping students meet their goals of high achievement. Student's responsibilities will vary with grade level.

Parents are encouraged to discuss the contents of the compact with their children.

Matching Programs to the Needs of Your Community

Each year, the school will assess the needs of parents and children in this community, through a variety of ways – including questionnaires and surveys sent home to parents – so that the Title I program will be adapted to meet those needs. Workshops and programs will be offered to meet the expressed needs of students and their parents. Parents will be informed of these activities through written notes sent home and the local media. Parents and community members are encouraged to contact the district office or either school office at any time to express an interest in a particular workshop or to make a suggestion.

Staff/Parent Communications

Positive communication between school staff and parents is the key to the success of students. Communication will take place in a variety of ways. Newspaper articles, letters, conferences, personal contacts, phone calls, and written notices are some of the means which will be used to establish and maintain open lines of communication. Parents are encouraged to take the initiative in calling their child's teacher when a problem occurs. They may call the school office and ask for a translator for conferences if needed. Great effort will be put forth to communicate with parents in the language that they use.

Staff members will be trained in positive communication techniques and effective ways to work with parents.

Evaluation

The Campus Educational Improvement Committee, which includes parents of students in the Title I program, will review and evaluate all aspects of the parent involvement program.

There will be an annual evaluation of the content and effectiveness of the Title I parent involvement program, and parents will be asked for their suggestions for improvement. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review.

It is hoped that this commitment to family involvement will result in higher achievement for our students. The policy will be coordinated by Title I supervisory staff and teachers throughout the school and promoted by the building principal and school staff.

Appendix

Please sign this form and return

DATE: _____

I HAVE RECEIVED A COPY OF THE KRESS ISD PARENT AND STUDENT HANDBOOK AT KRESS ELEMENTARY SCHOOL. I UNDERSTAND THE INFORMATION IN THE HANDBOOK.

STUDENT'S FULL NAME _____

GRADE _____

PARENT/GUARDIAN SIGNATURE _____

Please sign this form and return.

Use of Student Work in District Publications

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

Parent: Please check on of the choices below:

- I **DO GIVE** the district permission to use my child's artwork or special project on the district's Web site and in district publications.

- I **DO NOT GIVE** the district permission to use my child's artwork or special project on the district's Web site and in district publications.

STUDENT'S FULL NAME _____

GRADE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

Please sign this form and return

**Notice Regarding Directory Information and Parent’s Response Regarding
Release of Student Information**

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Kress ISD to disclose the directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 7th.

This means that the district must give certain personal information (called “directory information”) about your child to any person who requests it, unless you have told the district, in writing, not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

For the following school-sponsored purposes: [list the uses that have been identified in FL (LOCAL)], [name of school district] has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- E-mail address
- 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
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of _____ (student’s name), **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes:

Parent signature _____ Date _____