

Central Athens Elementary
2018-2019

STUDENT HANDBOOK



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Principal

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This planner belongs to:

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Grade: _____ Homeroom: _____

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Table Of Contents

WELCOME!	4
AGENDA BOOKS	4
ARRIVAL AND DISMISSAL	4
ASBESTOS MANAGEMENT PLAN	5
ATTENDANCE	5
BULLYING	6
CHILD SEXUAL ABUSE	6
CONDUCT MARKS AND DISCIPLINE	7
AISD STANDARDIZED DRESS CODE	8
EMERGENCY CONTACT INFORMATION	10
EXTRA-CURRICULAR ACTIVITIES	11
GANG-FREE ZONES	11
GRADING POLICY	11
Progress/Report Card Dates	12
HOMELESS STUDENTS	12
LUNCH	12
LUNCH VISITORS & OUTSIDE FOOD	13
MEDICAL & HEALTH INFORMATION	13
OUTDOOR ACTIVITIES	14
PARENT INVOLVEMENT POLICY	14
PARENTS RIGHTS	15
PARTIES, SOCIALS, AND FLOWER/GIFT/FOOD DELIVERIES	15
PERSONAL PROPERTY	16
PEST CONTROL INFORMATION	16
	2

PHYSICAL FITNESS	16
PICTURES/VIDEOS/STUDENT WORK	16
PLEDGES OF ALLEGIANCE AND A MOMENT OF SILENCE	16
PRAYER	17
SEXUAL HARASSMENT	17
SPECIAL ASSISTANCE	18
SPECIAL PROGRAMS	18
STUDENT AGREEMENT FOR RESPONSIBLE USE OF THE	20
ELECTRONIC COMMUNICATIONS SYSTEM	20
STUDENT RECORDS	20
SUICIDE PREVENTION	22
TELEPHONE USE	22
TEXTBOOKS	22
TRANSPORTATION	23
TRIP PERMISSION	23
VISITORS	23
WITHDRAWAL OF STUDENTS	23

WELCOME!

Whether you are new to the campus, a returning student, or a parent, we are glad you are a part of the Central Athens Elementary Family! Both experience and research tell us that a child's education will be successful when there is a strong partnership between home and school; a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. These assignments should be documented daily in the Agenda that follows this handbook. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-677-6960 for an appointment. The teacher will usually return your call or meet with you during his/her scheduled conference period or before or after school.
- Becoming a school volunteer.
- Participating in our campus parent teacher organization (PTO).
- Offering to serve as a parent representative on the district-level or campus-level site-based committees.
- Attending board meetings to learn more about district operations. Visit our website, www.athensisd.net, for more information.

Please read this handbook and refer to it as needed. When parents and students understand school rules and policies, we are ALL on the road to success! *This is an abbreviated version of our student handbook. Please visit our school website to view the student handbook in its entirety, or you may request a paper copy by contacting the school office.

AGENDA BOOKS

Each CAE student in grades 3-5 will be given one agenda book. This book is the primary method of communication between school and home. It will include special announcements, school functions, assignments, and an abbreviated student handbook. Students MUST have an agenda book. The replacement cost is \$5.00.

ARRIVAL AND DISMISSAL

Students are not allowed on campus prior to 7:10 a.m. Student drop-off is at the front of the building where students will enter through the front door. Students arriving after 7:45 must be walked into the office by a parent or guardian. The student will be signed in and sent to class. The school day begins promptly at 7:45 a.m. Students eating breakfast at school should plan to arrive between 7:10 and 7:30 a.m. Students arriving after 7:35 will go directly to their homeroom class. For dismissal, students must leave the school grounds promptly unless detained for a school reason.

Student Early Release Procedures

At Central Athens Elementary, we make every instructional minute count. Regular attendance means actual attendance of a student during the entire day of school. We solicit your cooperation in planning appointments that do not interrupt the school day. With limited office space and our security system, parents are discouraged from signing their child out early. **Parents may not be allowed to check their child out after 2:45 p.m. unless removal is due to an emergency.**

ASBESTOS MANAGEMENT PLAN

Athens Independent School District is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have any questions, about the plan or this federally mandated program, please contact Barry Choate, Asbestos Designated Person, at (903) 677-6910.

ATTENDANCE

Effective education requires continuity of instruction, classroom participation, learning experiences, and study. There is a high correlation between poor attendance and poor academic performance, just as there is a high correlation between regular attendance and academic achievement. Thus, regular, punctual attendance is expected of all students.

Attendance Procedures

Parents are encouraged to call the school when their child is ill and will not attend. Students are urged to make up work missed due to illness in a timely manner. See GRADING POLICY. Texas Education Code 25.087 and Texas Administrative Code 129.21 allow districts to count students present, for ADA purposes, when absent due to a visit to a healthcare professional. Students may miss a portion of the school day yet **MUST** provide written confirmation from their healthcare provider. When a student must be absent from school, the student, upon returning to school, must bring a note, signed by the parent, which describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. If a student fails to submit a note within three days, the absence is considered unexcused. Unexcused absences are what triggers the warning letters regarding violation of truancy laws and can lead to filing of Failure to Attend School charges. Parents are urged to contact the school at the onset of attendance problems.

Students are only allowed 5 parent notes per semester (10 for the year). Once a student exceeds their 5th parent note, all parent notes will be marked as unexcused

Compulsory Student Attendance

The state of Texas has a compulsory attendance law that applies to all children enrolled in a public school as outlined in the Texas Education Code, Section 25.095. As a reminder, students arriving after 7:55 a.m. or signing out before 3:05 p.m. are considered truant for unexcused parts of days unless the absence is due to a visit to a healthcare professional.

****The Athens Independent School District Compulsory Attendance Policy may be viewed in its entirety on the district website at athensisd.net, or a copy may be obtained by making a request to the CAE School office.**

Perfect Attendance Awards

Students released early and/or counted tardy a total of three times within a grading period will not be eligible for perfect attendance awards.

*EXCEPTION: There is no penalty for missing a portion of the school day for a doctor's appointment. The student must bring a note from the doctor upon returning to school. It is important to bring a note for each absence.

Student Release Procedures

Parents requesting early release for their children MUST do so through the office. The office will release students ONLY to persons whose names appear on the student emergency release card. Proof of identity will be required. If your child has a doctor's appointment and upon returning brings a note signed by the doctor, the child will not be counted absent. The child must be in attendance during a portion of the school day.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. A copy of the district's policy is available in the principal's office, District Support Center, and on the district's Website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL). [Also, see the district's webpage and policy FFI (LOCAL).]

Freedom from Discrimination

Athens I.S.D. 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. [See policy FFH] 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 academic performance. A copy of the District's policy is available in the principal's office, in the Superintendent's office, or online at www.athensisd.net.

Examples of prohibited 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 of prohibited sexual harassment may include touching private body parts or coercing physical conduct that is sexual in nature; sexual advances; jokes or conversations of sexual nature; and other sexually motivated conduct, communications, or contact.

CHILD SEXUAL ABUSE

Child Sexual Abuse and Other Maltreatment of Children: The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed through the campus counselor and/or district website. 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 manage early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

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

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

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

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

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

CONDUCT MARKS AND DISCIPLINE

We are constantly striving to provide a positive learning environment. Students must accept responsibility for their actions. Discipline will be based on careful assessment of the circumstances of each case. It is our intention to help students realize that they chose to break the rules. As a parent or guardian, your help and support are critical. Students are held accountable for their own choices. Poor student choices are documented. Possible consequences may include:

- Verbal warning – student conference with teacher or principal
- Office Referral
- Unsatisfactory conduct grades
- Parent notification – phone call, email, call or agenda/folder mark
- Parent conference
- Time out/cool down
- Detention (lunch or after school)
- Corporal Punishment
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Warning given by the District Police Officer
- Ticket given by the District Police Officer
- District Alternative Education Program deterrent visit
- DAEP placement

**The Athens Independent School District Discipline Management Plan may be viewed in its entirety on the district website at athensisd.net, or a copy may be obtained by making a request to the Central Athens Elementary office.

Depending on the nature of the infraction, a parent conference may be required before a student returns to class. Consequences are ultimately the decision of the campus administrators.

Office referrals are sent home with the student. Attempts to reach parents are made with ISS, OSS, corporal punishment, contact with district police officer, and DAEP placement. Failure to return a properly signed office

referral the following day may result in an ISS placement for one day. When a student demonstrates the need for DAEP placement as specified under Section 37.006 and/or 37.007 of the Texas Education Code, or other serious, persistent misbehavior, he/she will lose all campus privileges, including transportation. It is the parent's responsibility to provide transportation to and from the DAEP complex. Students are required to dress according to district dress code. Parent/guardians will be asked to participate in the parental component of the DAEP program.

ADDENDUM

Corporal Punishment

Corporal punishment is permitted in order to preserve an effective educational environment, free from disruption. Corporal punishment shall 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, type of instrument, and the amount of force to be used shall be considered before administering corporal punishment.

Corporal punishment is limited to paddling the student and is governed by the following guidelines:

1. Administered only after less stringent measures have been attempted.
2. The student is told the reason.
3. Administered only by the principal or assistant principal.
4. Instrument to be used will be approved by the principal.
5. Administered in the presence of one other District professional employee and out of view of other students.
6. A record will be maintained of each incident.
7. The student's parent or guardian may provide a statement prohibiting its use. The statement must be provided on an annual basis.

Coaches and physical education teachers may use reasonable physical exercises or activities as a measure to enforce class or team rules in their classes and activities, and these exercises or activities are not considered to be "corporal punishment".

AISD STANDARDIZED DRESS CODE

Mission Statement: The Student Dress Code for Athens ISD has been established to build self-esteem, bridge socioeconomic differences between students, and encourage positive behavior, thereby promoting school safety and improving the learning environment.

Amended dress code information effective BEGINNING 2013/2014 school year, the Athens Independent School District will require all students to adhere to the standardized dress code adopted by the Board of Trustees.

Final authority

Students must comply with District standards for grooming and accessories as outlined in the Student Code of Conduct. Final decisions on the appropriateness of school dress rest with the campus administration.

Consequences

If the campus administration determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected and/or may be sent home. Students who repeatedly violate the dress code shall be given consequences as assigned by a campus administrator.

New Students to AISD

If compliance can be accomplished immediately, students will be expected to do so. Otherwise, students new to the district have three (3) days to comply with the policy. Issues of extenuating circumstances must be addressed to the campus principal for consideration.

If you need assistance acquiring appropriate clothing to comply with the dress code policy, campus office staff will have resources available upon request.

Effective August 2005, AISD will require all students to adhere to the standardized dress code adopted by the Board of Trustees.

Shirts, Blouses, Turtlenecks

- Colors allowed (**including undershirts**): all solid colors allowed with the following exception – no red other than maroon, no blues other than navy; other colors may be prohibited at the discretion of campus administrators.
- Styles allowed: collared knit button polo style shirt or dress style buttoned shirts/blouses (long or short sleeve), or turtlenecks.
- Shirt tucking is encouraged but not required.
- Shirts/blouses must be fastened no lower than 4in. from the top of the collar.
- See-through, provocative clothing of any type is not permitted.
- **No logos**, unless an approved Athens school logo.
- Brads, studs, zippers, or other adornments are not permitted.

Slacks, Pants, Shorts

- Styles allowed: trouser-style pants that fit and are worn appropriately at the waist.
- Colors allowed: solid khaki, navy blue, or black.
- Capris are acceptable for female students.
- Knee length walking shorts are acceptable for PK-5 students.
- Belts are encouraged but not required. Campus administrators reserve the right to require a belt to be worn in specific instances of repeated non-compliance with baggy or loose pants.
- Oversized clothing is not permitted, including overall, hip-hugger, or other styles that may be limited at the discretion of the campus administrator.
- Excessively tight clothing is not permitted, including spandex tights, leggings, shorts or pants, yoga pants, sweat pants, skirts, or other that may be limited at the discretion of the campus administrator.
- Baggy legged slacks or bell-bottom pants wider than shoes are not permitted.
- Brads, studs, or other adornments are not permitted.

Skirts, Jumpers for female students

- Styles allowed: traditional styles to the knee or longer.
- Colors allowed: solid khaki, navy blue, or black.
- PK-5, jumpers and polo-style dresses are permitted.

Vests, Sweaters

- Colors allowed: All solid colors allowed with the following exception – no red other than maroon, no blues other than navy; other colors may be prohibited at the discretion of campus administrators.
- Vests and sweaters must be appropriately sized in the shoulders, sleeves, and length, and must be worn over collared polo shirt, blouse, or turtleneck.
- No logos, unless approved Athens school logos.

Footwear

- Athletic shoes, loafers, dress shoes, or other closed toe shoes are permitted.
- Heels must not be greater than 1-1/2 inches in height.
- Para-military type boots, sandals, flip flops, or house shoes are not permitted.
- Shoes must match each other.

Outerwear

- Jackets/coats may be allowed in accordance with appropriate weather conditions.
- Jackets/coats must have a closing mechanism (full length zipper, buttons or snaps)
- No pullover hoodies allowed.

Other Guidelines

- Hose/tights must be of solid, single color with no pattern.

- Caps, hats, or head coverings inside the buildings are not permitted.
- Clothing items may not be worn in any way that reflects gang affiliations, conceals contraband, or creates a distraction.
- All clothing must be properly hemmed, clean, and free from holes or tears.
- Undershirts must be of the solid approved colors with no lettering or designs.
- See-through, provocative, or excessively tight clothing are not permitted.
- Earrings:
 - Girls may wear earrings in ears only.
 - Boys may wear small studs in ears only. *If questions arise as to the appropriateness of the stud earring, the final decision will be made by the campus administrator.*
 - Nose rings, eyebrow rings, lip rings, tongue rings or earrings worn on other visible parts of the body are prohibited for all students.
- Facial Hair
 - Face must be clean-shaven
 - Beards, goatees, or mustaches are not permitted.
 - Sideburns are not to extend below the bottom of the earlobe.
- Hair Length
 - Male hair length may not extend below the eyebrows, below the bottom of the ear lobe or the bottom of the collar.
 - Hair, at no time, should be in the student's eyes.
 - Hair shall be a natural hair color.
 - No Mohawks or fauxhawks
- Tattoos must be covered.
- Excessive or distracting makeup/hair color/conspicuous fads are not permitted.
- Symbols on clothing or jewelry that would distract or cause undue attention are not to be worn.
- Symbols, words, or slogans cut into the hair that are obscene, racially related, provocative, or otherwise deemed inappropriate by the campus administrator are not permitted

Other Guidelines Continued

- Dark glasses (unless prescribed by a physician) or “wild eyes” contacts are not permitted.
- No school issued athletic apparel of any kind may be worn except in physical education and athletics.
- Students must wear appropriate undergarments.
- Athens ISD discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.
- Administrators may define appropriate dress for school-sponsored trips.
- The student's condition of cleanliness and personal hygiene shall be such that it does not offend other students.
- **All clothing must be properly hemmed/cuffed.**
- **No denim clothing of any color or style except on days designated by campus administration.**

EMERGENCY CONTACT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home, cell or office telephone number, or of a change in emergency information during the academic school year. A physical address is required; post office box numbers are not sufficient. Please be aware that you will be asked for proof of ID.

EXTRA-CURRICULAR ACTIVITIES

An extra-curricular activity is an activity sponsored by the UIL, the board of trustees, or an organization sanctioned by board of trustees' resolution. The activity is not necessarily directly related to instruction of the essential knowledge and skills yet may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to: public performances, field trips, contests, demonstrations, displays, and club/school activities.

Participation may be denied under the following circumstances:

1. Assignment to ISS more than 4 days during current semester.
2. Suspension from school during the current semester.
3. Placement in the District Alternative Education Program during the semester.
4. Failure to return a permission slip signed by a parent or guardian.

A student denied participation will remain at school.

GANG-FREE ZONES

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

GRADING POLICY

**The Athens Independent School District Grading Policy may be viewed in its entirety on the district website at athensisd.net, or a copy may be obtained by making a request to the Central Athens Elementary office.

Curriculum Mastery

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive and/or accelerated services, (See EHBC). The district shall comply with applicable state and federal requirement when determining methods for students with disabilities (See FB) or students who are English language learners to demonstrate mastery of the curriculum.

Kindergarten – Grade 4

In kindergarten – grade 4, students shall be evaluated on a list of standards, based on the Texas Essential Knowledge and Skills (TEKS). Promotion to the next grade level shall be based on significant mastery of skills, as determined by the student's teacher. A campus committee composed of the principal, the assistant principal, the student's teacher, and the student's parent shall review relevant student information and shall make a decision regarding promotion for each student considered for retention.

Grade 5

Students shall be evaluated on a list of standards, based on the Texas Essential Knowledge and Skills (TEKS). Promotion to the next grade level shall be based on significant mastery of the skills, as determined by the student's teacher. In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on

the Mathematics and Reading sections of the grade 5 STAAR Tests in English or Spanish. The ARD committee will determine the promotion or retention of any child enrolled in Special Education classes.

Parents of students in grade 5 who do not perform satisfactorily on the STAAR tests will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive and 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.

Reporting Schedule

A report card indicating student grades and absences will be given to the student to take home each six weeks. Progress reports will be sent home on the Monday following the end of the first three-week period of each six weeks. If a student is not performing satisfactorily, the parent will be requested to schedule a conference with the teacher of that class or subject. Report cards are to be signed by the parent and returned to the school.

Progress/Report Card Dates

2018 – 2019

PROGRESS REPORTS

September 10, 2018

October 22, 2018

December 3, 2018

January 28, 2019

March 18, 2019

April 29, 2019

REPORT CARDS

October 5, 2018

November 16, 2018

January 11, 2019

February 22, 2019

April 12, 2019

May 24, 2019

HOMELESS STUDENTS

For more information on services for homeless students, contact the Athens ISD District Support Center for more information at 903-677-6900.

LUNCH

Athens I.S.D./Chartwells School Dining Services participates in the National School Lunch and School Breakfast program, and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. If you are interested in free

and reduced price meals, an application may be obtained from the school campus or the Child Nutrition Office. Breakfast is free for ALL students in grades PreK-5 and lunch is \$2.60. Students who prefer to bring their lunch may do so. Those bringing lunches may purchase milk for \$.50. A student with an exhausted or insufficient balance on his or her account shall be allowed to continue to purchase meals for up to four meals. Notification is given to students when accounts are low. It is the parent's responsibility to monitor student accounts. Parents who have signed up for Skyward may deposit funds electronically.

LUNCH VISITORS & OUTSIDE FOOD

Parents visiting their children during breakfast or lunch must sign in at the office before proceeding to the cafeteria. Parent/Visitor meals are \$2.25 for breakfast and \$3.75 for lunch. Please be on time. Students will be allowed to wait for parents ten minutes into their lunch period. After 10 minutes the student will be instructed to eat lunch with their class. Please remember that students have approximately 30 minutes to eat lunch. Parents eating with their children at school are to eat at designated tables with **their child only**, as this is considered a special time for parent and child. Parents may bring any food item they desire for their child, but are not allowed to serve/share these food items with other children because of the possibility of food allergies, etc. This is in accordance with the Texas Public School Nutrition Policy. **All lunch visitors must be listed on the student's emergency card.**

MEDICAL & HEALTH INFORMATION

Students with Diagnosed Food Allergies

All notifications of food allergies must be accompanied by a physician's note.

Please inform the school nurse if your child requires Benadryl or an Epi-Pen for treatment of any allergic reaction. You will be given an allergy action plan to be completed by you and your physician yearly. It is important for your child's safety that we have the proper authorization and supplies on hand in order to respond in an emergency. If we do not have these forms and supplies and your child has a serious reaction, we may need to call 911 to assure your child's safety. Unfortunately, the cost is billed to the parent.

Procedures for dispensing prescription medicine to students during school are as follows:

- Medication must be prescribed by a physician/dentist and permission granted to the school to contact the physician/dentist if necessary.
- NO OVER-THE-COUNTER MEDICATION WILL BE GIVEN.
- Medication must be brought to school in the original container with an appropriate, current prescription label by a parent or guardian. Medication is not allowed to be transported by a student on any AISD bus. (Excluding a labeled, prescribed inhaler for the student in possession.) When medication changes are necessary, parents will need to provide the school with a new label for the medication bottle. Medication not properly labeled will not be given and will be returned to the parent.
- Parent/guardian must sign a medication form granting designated personnel permission to administer medication according to school policy. Parents will need to sign a new medication form for any changes in the medication or for any additional medication(s) to be given.
- It is the responsibility of the student to report to the office/clinic at his/her LUNCH to take medication.
- For medication that is to be kept at school, please have the pharmacist dispense a second bottle with a current label.
- Medication will be stored in a locked cabinet.
- A student with asthma who has written authorization from his/her parent and physician may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and

parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

- Children with contagious conditions require a doctor's statement indicating they are no longer infectious before being admitted back to the classroom. Schools are limited to first-aid treatment for injuries sustained at school during school hours, coming to school by bus, or in school-related trips such as field trips. We frequently have students complaining of illnesses when school begins in the morning. Please do not send your child to school with a fever or if they are feeling ill.

Potty Accidents

We encourage you to include a change of clothing in your child's backpack. Your child will be allowed to change their clothing and resume the activities of their day. If your child does not have a change of clothes, you will be contacted to pick up your child and/or bring clothes to school. If your child has a soiling accident, you will be asked to pick up your child and take them home so that they may be cleaned effectively. You are encouraged to bring them back to complete the school day.

Ring Worm

Students diagnosed with having ringworm and receiving treatment are required to keep it covered during the school day.

OUTDOOR ACTIVITIES

Elementary students should remain inside on days of inclement weather. Students will also remain inside on days when temperatures are above **97** or below **40** degrees. All outdoor activities will cease with the onset of thunder and/or lightning and all students will be directed to a safe location. Students will be required to sit out during recess if complaining of not feeling well or if injured.

PARENT INVOLVEMENT POLICY

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

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

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

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

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

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

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

**Parents will annually review/revise this policy.

PARENTS RIGHTS

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualifications and licensing criteria of the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records
 - Test scores
 - Grades
 - Disciplinary records
 - Counseling records
 - Psychological records
 - Applications for admission
 - Health and Immunization records
 - Other medical records
 - Teacher and counselor evaluations
 - Reports of behavioral patterns
 - State assessment instruments that have been administered to your child
- To grant or deny any written request for the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety
 - When it relates to classroom instruction or a co-curricular activity
 - When it relates to media coverage of the school
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

PARTIES, SOCIALS, AND FLOWER/GIFT/FOOD DELIVERIES

The rules of good conduct and grooming shall be observed for students and guests at school social events. Special functions must be scheduled through the campus principal. Invitations to parties at home must be sent through the U.S. mail, or must be inclusive of every child in the classroom. Delivery of flowers, balloons, and gifts will not be made to any student while on the school campus. School personnel should not be asked to make exceptions to this policy. The delivery and/or wearing of mums during school hours are considered a distraction to the learning process and will not be allowed. Birthday cupcakes or cookies should be brought to school in the morning to be shared with classmates in the cafeteria at the end of the lunch period.

PERSONAL PROPERTY

The school will not accept responsibility for lost or broken items. Examples might include cell phones, portable radios, hats, caps, dolls, CD's and/or CD players, electronic games or devices, basketballs, soccer balls, baseballs, and bats.

PEST CONTROL INFORMATION

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted prior to the application of pesticides. Information regarding the application of pesticides is available from Barry Choate, Director of Operations.

PHYSICAL FITNESS

Physical Fitness Assessment

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

Physical Activity for Students in Elementary and Middle School

The district will ensure that students in full day prekindergarten through grade five engage in moderate or vigorous physical activity for at least 135 minutes per week. 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.

PICTURES/VIDEOS/STUDENT WORK

Please be aware that photos or videos may be taken of your child. These pictures and videos may be used for display, the classroom, for local newspaper articles, on social media, or for educational activities in the classroom. Be sure to initial on appropriate form for permission.

PLEDGES OF ALLEGIANCE AND A MOMENT OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required moment of silence.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate 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.

SEXUAL HARASSMENT

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

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

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual abuse is defined as “illegal sex acts performed against a minor.” It may include but is not limited to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

Students shall not engage in unwanted or 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 as directed.

Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law. The District shall notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor. The District shall notify parents of all incidents of sexual harassment or sexual abuse by a District employee. All reports of sexual harassment that are not minor shall be referred to the Title IX coordinator. Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential.

Limited disclosure may be necessary to complete a thorough investigation. The District shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Students and/or parents are encouraged to discuss requests or concerns with the principal or Dr. Janie Sims, Assistant Superintendent/Director of Human Resources, who serves as the District Title IX Coordinator for students.

SPECIAL ASSISTANCE

If you require assistance or the provision of auxiliary aides or services in order to participate in or communicate effectively during a program, service, or activity of the Athens Independent School District, please contact Central Athens Elementary at 903-677-6960 at least 14 days prior to the event.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. Students or parents with questions about these programs should contact the school office. The coordinator of each program can answer questions about eligibility requirements, programs, and services offered in the district or by other organizations.

Gifted and Talented

Identification and selection for the gifted and talented program will be determined through a process of three steps:

1. Nomination
2. Screening
3. Selection

Nominations will be obtained by one of the following:

1. Completion of the referral forms by parent, guardian, grandparent, peer, district personnel, self, or other community member.
2. Kindergarten students will be nominated at the beginning of the second semester.
3. Nominations of students in other grades will be accepted at least once a year.

The principal, counselor, and/or teaching staff will be responsible for disseminating and collecting the nomination forms. A list and dates of nominations will be maintained and considered by the screening committee. Screening will be conducted on each student nominated for the gifted and talented program.

1. The Selection Committee who have all been trained in the Nature and Needs of Gifted learners consists of an administrator, gifted and talented teachers, and the campus counselor or testing coordinator.
2. The Athens ISD matrix will be used to consider students for placement in the gifted and talented program.
3. Criteria used in the screening process will consist of a variety of the following:
 - a. Cognitive Ability Test
 - b. Achievement Test
 - c. Teacher Recommendation
 - d. Parent Recommendation and Approval
 - e. Student Product
 - f. Non-Verbal based Test
 - g. Grades

The selection committee will review and determine those students who qualify for participation in the gifted program. Provisions for the following situations include:

1. Furloughs-Participating students will remain in the program as long as they demonstrate an acceptable degree of mastery of the Texas Essential Knowledge and Skills, comply with district

discipline policy, and otherwise function well in the program. A student may be placed on furlough by the selection committee and at the request of the student or parent.

2. Reassessment-Qualified students are not re-identified each year. Once a student qualifies for the program he or she remains in the program unless a furlough is recommended or the student exits the program. Non-qualified students may be evaluated once a year.
3. Exiting-Student academic performance and behavior will be monitored. Students may exit the program at any time at the request of the parent and after a conference with the principal and/or selection committee. Students shall be removed from the program at any time the selection committee determines it is in the student's best interest.
4. Transfers-When a student identified as gifted by a previous school district transfers into the district, the student's records shall be reviewed by the selection committee to determine if placement in the district's program for gifted and talented students is appropriate. The committee shall make its determination within 30 days of the student's enrollment in the district.
5. Appeals-Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeal shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG (LOCAL) beginning at Level Two.

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.

Aiding Students Who Have Learning Difficulties or Who Need or May Need Special Education or 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it

must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Brooke Brock

Phone Number: 903-677-6907

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Lindsay Conner

Phone Number: 903-677-6907

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

STUDENT AGREEMENT FOR RESPONSIBLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

Please be aware that your child is being given access to AISD's electronic communications system. Through this System your child will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. Your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them.

Inappropriate system use will result in the loss of privilege to use this educational tool. A personal telecommunications device may not be used in violation of applicable campus rules. Please note that the Internet is a network of many types of communication and information networks. It is possible that your child may run across areas of adult content and some material you (as parents) might find objectionable. While AISD will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE:

1. You will have access to the Internet only through your personal identification number.
2. The Internet access is to be used only for identified educational purposes.
3. You will be held responsible at all times of the proper use of your account, and AISD may suspend or revoke your access if you violate the rules.
4. Remember that people who receive e-mail from you with a school address might think your message

represents the school's point of view.

5. You are not to install software on AISD computers under any condition.
6. Internet games, streaming audio and streaming video are prohibited except for educational purposes.

STUDENT RECORDS

Both federal and state law safeguards student records from unauthorized inspection or use and provides 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 institutional or postsecondary education.

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

- The parents- whether married, separated, or divorced- unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency will occur only with parental or student's permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent's office is:

104 Hawn
Athens, Texas 75751

The address of the Principal's office is:

307 Madole Street
Athens, Texas 75751

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

Notification of Rights under FERPA for Elementary and Secondary Institutions
and Notifications Relating to Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the Athens Independent School District receives a request for access.
2. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
4. Parents or eligible students may ask the Athens Independent School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent of the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

**One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the Athens Independent School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
Independence Avenue, SW
Washington, D.C. 20202-4605

FERPA allows the Athens Independent School District to disclose “directory information” without parent of eligible student consent. The disclosure of directory information may include disclosure on a school or class directory, a program for an extracurricular event, or on a badge which students are required to wear or exhibit during the school day and extracurricular activities.

SUICIDE PREVENTION

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

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

TELEPHONE USE

Student use of office telephones is restricted to emergencies only after obtaining permission from the classroom teacher and office staff. Emergencies do not include calls for books, homework, etc. left at home. Students will not be called from class for a phone call. Children should be told in advance if a change in transportation is necessary. (See *transportation*.)

TEXTBOOKS

Textbooks are furnished to your child by the State of Texas on a loan basis and should be treated as borrowed property. Students issued a damaged book should immediately report the damage to the teacher. Each student/parent shall be responsible to pay for lost or damaged books/materials issued to that student. Please help see that your child's books are covered at all times as a protection from damage. Examples of fines include:

- \$2.00 for damaged pages to include but not limited to: torn, soiled, or written on.
- \$10.00 for writing on the outer edge of book pages or damage to outer cover.
- Full price of book for missing pages, lost or stolen book, broken binding, or any book deemed unusable by campus coordinator.

Students forfeit the right to have a replacement book checked out to them until the book balance is paid in full.

TRANSPORTATION

Parents must provide bus students with a note if they are not riding the bus home on a given day. Transportation changes will not be taken over the phone. Any change in transportation must be sent in writing to the student's teacher. Permission from the office must also be obtained if two students are riding home together – notes from each parent must be signed by an administrator. Please be sure your child has a normal routine for going home daily. If students are removed from the bus for any reason, transportation becomes the responsibility of the parent. Failure to get a child to school will result in lawful action.

TRIP PERMISSION

This is to certify that my child has been given permission to go on a school sponsored trip in order to attend and participate in an educational meeting with his/her class.

It is hereby agreed that the school will undertake to chaperone the students properly, both to and from and at the meeting, and to take all normal precautions to insure his or her safety and well-being. The student, in turn, agrees to place himself or herself under the direct supervision of the school sponsor(s) or chaperone(s) and to obey all of the necessary instructions to insure such safety and well-being. The student further agrees to so conduct himself or herself at all times on this trip so as to bring only credit to the school and the organization or group making the trip.

It is understood that the school district shall not be legally liable for injuries to students, except in situations involving the use of a motor vehicle. It is further understood that professional employees shall not be legally liable for actions involving the exercise of discretion or judgment taken within the scope of their duties.

NOTE: If there are any field trips you might not want your child to participate in, please notify his/her teacher and we will honor your wishes.

VISITORS

Parents and other visitors are welcome in our school. All visitors must first report to the office. Photo IDs will be scanned into the RAPTOR system and a badge will be printed after approval. **THESE BADGES ARE REQUIRED.** Visits to individual classrooms during instructional time shall be permitted only with the principal's approval.

WITHDRAWAL OF STUDENTS

The process for withdrawal of a student takes time. Please allow the school office at least one day advance notice of intent to withdraw your child from school. You may do this by calling (903-677-6960) or stopping by the office. All textbooks and library books must be cleared before withdrawal can be completed.