

**SABINE ELEMENTARY SCHOOL  
MISSION STATEMENT**

**Believing that every child can learn, Sabine Elementary School's mission is to create a positive learning environment that promotes high academic expectations, higher order thinking skills, self discipline, initiative, and self-esteem in all students;**

**In a way that:**

- **A quality curriculum assures students meet or exceed state standards**
- **Diversity in student population is recognized and addressed**
- **Staff development is meaningful and effective**
- **Communication is systematic and purposeful**
- **Learning is a team effort between parents, teachers, students, administrators, and community; so all students will become life-long learners and productive citizens.**

**Guidelines for Success**

**A**lways try.

**B**e responsible.

**C**ooperate with others.

**D**o your best.

**E**veryone should be treated with respect (including yourself).

**Sabine Elementary School  
2009-2010**

<b>School Hours:</b>	<b>8:05 – 3:10</b>
<b>School Phones:</b>	<b>(903)984-5320 (903)983-2504</b>
<b>Fax:</b>	<b>(903)984-4101</b>
<b>Nurse:</b>	<b>(903)984-1292</b>
<b>Cafeteria:</b>	<b>(903)984-0146</b>
<b>Transportation:</b>	<b>(903)984-9236</b>

<b>Superintendent:</b>	<b>Stacey Bryce</b>
<b>Principal:</b>	<b>Teri Bass</b>
<b>Assistant Principal:</b>	<b>Jennifer Jordan</b>
<b>Counselor:</b>	<b>Tammy Hathcock</b>
<b>Homeroom Teacher:</b>	
<b>Cafeteria:</b>	<b>Terrie Barkhimer</b>
<b>Secretary/Attendance:</b>	<b>Carrie Warlick</b>
<b>Secretary:</b>	<b>Kim Bradburry</b>
<b>Secretary:</b>	<b>Cindy Brantley</b>
<b>Nurse:</b>	<b>Amanda Madden</b>

All doors are locked except the office door. All students arriving after 8:10 a.m. should enter **ONLY** through the office door and parent must sign student in as “tardy”. The student will receive a Tardy Slip from the secretary before going to the classroom. Parents and visitors must sign in on the Parent Registration Book when entering our building.

Identification may be required if the secretary on duty asks to check for identification. This procedure is necessary in order for us to ensure the safety of the children in our school. We appreciate your cooperation if your ID is requested.

Parents desiring to pick up their student during the school day must come to the office and sign him/her out. No child will be released to any person other than the parent, guardian, or persons designated by the parent/guardian. **NO** pickups in the office after 2:30, please consider this when making appointments for your child. *The only exception is if a student has a 3:00 doctor appointment and the student must bring a note from the doctor’s office the following day.* Any changes in going home plans must be made in writing or by fax, 903-984-4101 to the office by 2:00. Changes will not be taken over the telephone.

**Dear Parents and Students:**

Welcome to our school. We hope you will have a happy and successful school year. The Sabine Elementary Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Sabine I.S.D. Student Code of Conduct, which sets the consequences for inappropriate behavior. The Student Code of Conduct is required by law and is intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in central office or on-line at [www.tasb.org/policy/pol/private/092906/](http://www.tasb.org/policy/pol/private/092906/).

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Sabine I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational 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.

Sabine I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

### ***QUICK REFERENCE***

*Where to look or whom to see when you need information about...*

<i>Grading guidelines</i>	<i>See the teacher</i>
<i>Report cards/progress reports and conferences</i>	<i>See the teacher</i>
<i>State assessment</i>	<i>See Tammy Hathcock</i>
<i>Promotion and retention</i>	<i>See Teri Bass</i>
<i>Medicine at school</i>	<i>See Amanda Madden</i>
<i>Student records</i>	<i>See Teri Bass</i>
<i>Student or parent complaints and concerns</i>	<i>See Teri Bass</i>
<i>Withdrawal from school</i>	<i>See school secretaries</i>

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**GLOSSARY**

**STUDENT CODE OF CONDUCT**

## **ABSENCES-ATTENDANCE POLICY**

**Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and the parents should make every effort to avoid unnecessary absences.**

**The state compulsory attendance law requires that:**

- **A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespassing.**

**School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials, will be considered truant and subject to disciplinary action. If kindergarten students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test. Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:**

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

**State law and Board policy permit certain absences, including:**

- **An extracurricular activity or public performance, approved by District’s Board of Trustees**
- **Required screening, diagnosis, and treatment for Medical-eligible students**
- **Observance of religious holy day, 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**
- **An absence required by state or local welfare authorities**
- **A family emergency or unforeseen or unavoidable instance requiring immediate attention**

- A temporary absence because of a documented appointment with a health care professional.
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered (this includes excused and unexcused absences). A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether the student will attend summer school or possibly be retained. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

School begins at 8:05 am. Any student arriving after 8:10 should have a parent/guardian sign them in through the office as tardy. Three tardies equals an absence.

If your child is absent, please call the office by 8:30 am on the day of the absence. You may request homework assignments when your child is out for more than one (1) day. Calls requesting homework must be made no later than 8:30 am in order for assignments to be ready by 3:30.

If your child is absent due to a doctor's appointment, please get a note from your doctor and have your child bring it to school. When your child is absent, please send a note the day your child returns to school. Notes must be presented no more than two (2) days following an absence or the absence will be unexcused. If a student is out 4 or more days at one time, a doctor's excuse is required.

After a student submits 10 total guardian notes for absences, he/she must present written documentation from a physician for each additional day missed in order for it to be excused. (The only exception will be if the student is sent home from the school nurse.

State law states that any student who begins school or returns to school on the same day that he/she has a health care appointment will not be counted absent. A note from the attending health care official is required. These notes must be presented within two (2) days of the medical absence. This medical absence will not count against the student for perfect attendance.

When your student receives three (3) or more unexcused absences, the school will begin contacting you by letter to avoid an excessive absence situation. If the number of unexcused absences continues to mount, possible consequences could include a formal warning letter. Furthermore, a parent/guardian and student may also face a court appearance and fine if the student accumulates ten (10) or more unexcused days and/or parts of days within a six month period, or three (3) or more unexcused days and/or parts of days within a four-week period.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

When a student is absent on the day work is assigned, the teacher will assist the student in making up class assignments and test. If a student is absent for one day, one day will be given to makeup assignments missed. Two days will be given for two days of absence etc. Under extenuating circumstances such as long-term illness, family emergencies, etc., teachers *may* choose to give students more than one day for each day missed to make up assignments. In situations where the assignments were given before the student was absent, a shorter time frame at teacher discretion may be required.

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

Three tardies equals an absence. In the six weeks that a student receives an absence for tardies, they will be removed from perfect attendance for that six weeks and the year.

A parent wishing to withdraw a student from school must present a signed statement to the principal explaining the reason for the withdrawal and the effective date. The student must then follow the procedure outlined at Withdrawal from school on the last day of attendance.

For further information, see policies at EHBC, EIA, FDC, and FDD.

## **BAD WEATHER CLOSING INFORMATION**

When it becomes necessary to open late or close school due to bad weather, the following radio and television stations will be notified by school officials:  
Television Stations KLTV Tyler, KETK Region 56, KFXK Fox 51, KYTX CBS 19  
Radio Stations KYKX 105.7 FM, KNUE 101.5 FM, KOOI 106.5 FM,  
KVNE 89.5 FM

## **BENCHMARK TESTING**

Benchmark testing for kindergarten – 5<sup>th</sup> grade is performed throughout the school year.

## **BUILDING SECURITY**

All building visitors, including volunteers, must register in the front office before entering the main building. Visitors and volunteers will need to have their driver's license to be scanned by our RAPTOR system. Please remember to limit your visit to your destination only. When the visitor is leaving, they will need to exit through the office to turn in their visitor's badge so that they may be checked out. All outside doors are locked daily. Students and staff are instructed not to open the school doors for anyone at anytime. No one will be allowed to communicate with students through the fence surrounding the campus. Sabine ISD Security or Gregg County Sheriff's Department will be contacted. To help ensure the safety of students, all visitors to Sabine Elementary will be limited to the following:

- Scheduled Parent/Teacher Conferences
- Lunch with Child (only during his/her scheduled lunch time)
- Approved Volunteers

Parents, guardians, or visitors will not be allowed to walk their children to the classrooms, auditorium, or gym before school. Listed below are the guidelines to follow when visiting Sabine Elementary.

- Visitors may only enter and exit the building through the front office.
- Each visitor must sign-in upon arrival in the office and wear the printed visitor's pass on their left shoulder.
- Before leaving, each visitor must sign-out in the office and return visitor's pass.
- Parents must have prior approval by the teacher before coming early to assist with class parties, field trips, etc.

Please note, if you are picking up your child in the pick-up line, you will always need an identification strip (child's name & grade). New strips can be obtained in the office.

If a field trip or fun day is scheduled, visitors must enter through the office and sign-in.

These requirements are to protect the safety of the students.

## **SABINE ISD TRANSPORTATION BUS DISCIPLINE REGULATION 2008-2009**

### **Districts Goals**

### **TO PROVIDE SAFE TRANSPORTATION TO AND FROM SCHOOL**

#### **RESPONSIBILITIES OF BUS RIDERS**

Riding a school bus is a privilege offered to Sabine I.S.D. students. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are subject to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Arrive at the bus stop at designated time. Board the bus in an orderly manner, go directly to assigned seat and remain seated while the bus is in motion.
- For safety reasons students are to face the front of bus with feet on the floor at all times.
- Keep aisle and emergency exist clear of books, backpacks, band instruments, and body parts.

- **Not throw anything inside or out the window of the bus.**
- **Not eat or drink on the bus, with the exception of water in plastic bottles.**
- **Not horseplay, wrestle or make loud noises while on the bus. This will distract the driver.**
- **Not deface the bus or its equipment.**
- **Not use profanity or obscene gestures towards anyone.**
- **Respect the driver and rights of others at all times.**

**Students failing to follow their responsibilities as Sabine ISD bus riders will be subject to the following:**

### **Grades Pre-K through 5**

**MINOR VIOLATIONS included, but are not limited to:**

- ◆ **Not remaining seated properly**
- ◆ **Eating or drinking on bus**
- ◆ **Littering**
- ◆ **Talking loudly or screaming**
- ◆ **Placing a body part (hand, arm, head, etc.) outside of the bus while moving.**
- ◆ **Failing to enter or exit the bus in an orderly manner**
- ◆ **Using profanity, cursing, or an obscene gesture to other students**
- ◆ **Being disrespectful to others or their property**
- ◆ **Spitting, biting, pinching, etc.**

**Consequences of committing a MINOR OFFENSE are as follows:**

**Level I      1<sup>st</sup> written discipline report- documented warning to student**

**Level II      2<sup>nd</sup> written discipline report- principal's discretion**

**Level III 3<sup>rd</sup> written discipline report- Loss of bus riding privileges for 3 days**

**Level IV 4<sup>th</sup> written discipline report-loss of bus riding privileges for 9 days**

**ALSO: use of profanity, cursing other students, tobacco use, or indecent gesturing towards other students, FIRST OCCURRENCE (no prior referrals)-loss of bus riding privileges for 9 days**

**Level V 5<sup>th</sup> written discipline report-loss of bus riding privileges for 30 days**

**Level VI 6<sup>th</sup> written discipline report- loss of bus riding privileges for the remainder of school year.**

## **Grades Pre-K though 12**

### **MAJOR VIOLATIONS**

**The consequence for a Major Violation is suspension from bus privileges for 30 days. A second Major Violation will result in the IMMEDIATE REMOVAL of rider from SABINE ISD buses for the remainder of the school year. Other discipline actions may be taken as deemed appropriate by the school administrator.**

**MAJOR VIOLATIONS, include, but are not limited to:**

- A. Vandalism**
- B. Use of profanity, cursing, or obscene gesture to person other than another student**
- C. Threatening or causing any bodily harm to a bus driver or other school official**
- D. Any reckless action that could cause harm to the normal safe operation of the bus.**
- E. Fighting or assault**

## **OTHER OFFENSES**

**Other offenses of a serious nature will result in the suspension from the bus for the Remainder of the school year and placement in AEP or expulsion.**

**Serious offenses include but are not limited too:**

- A. Using, exhibiting or possession of a firearm, illegal knife, club or weapon.**
- B. Selling, giving, delivering, possessing, using or being under the influence of alcohol or an illegal drug.**

## **SPECIAL NOTES:**

- 1. If a bus rider is removed from riding the bus for the remainder of the school year for any reason during the last six weeks of the school year, he or she will not be eligible to return as a rider until the second semester of the following school year.**
- 2. Students caught vandalizing the school bus will be subjected to the disciplinary actions listed as well as paying the cost of actual repairs.**
- 3. Students who have been removed from bus riding privileges may not ride another Sabine ISD bus until the privileges have been reinstated.**
- 4. Parents and/or legal guardians of bus riders should note that drivers are instructed not to hold conferences or try to solve disciplinary problems while the bus is in operation on the route. Parents should refer questions or concerns to the Transportation Office at 903-984-9236 and may arrange a conference with the driver if necessary.**
- 5. Lost and found articles will be stored in the Transportation Office. Hours are from 7:00 a.m. until 4:30 p.m. on school days.**
- 6. All buses are equipped with video monitoring equipment. Drivers, principals and transportation personnel periodically monitor the actions of riders by using the video equipment. In accordance with state law, non-school personnel will not be allowed to view these videos.**

7. Sabine ISD will make every effort to operate the bus fleet in a timely manner. Drivers take pride in being “on time” when loading and unloading bus riders at their homes. Traffic, discipline problems, etc. will affect the time of arrival and departure and cannot be avoided by the driver.
8. Sabine ISD Drivers are trained during their certification courses to operate a bus safely. If an unsafe condition exists, the driver will stop the bus and will not continue the route until a safe environment has been restored.
9. A student may ride as a “guest” or “temporary” rider if the following criteria are met:
  - Temporary ridership is only granted if space is available on the host bus.
  - If space is available, a written note, signed by the parent or guardian, is required and should state the students name and bus request.
  - The note must be presented to the campus principal for approval when the student arrives at school.
  - The note, signed by both the parent and principal, must be presented to the driver prior to boarding the bus as a “guest”.

#### **APPEALING A BUS REMOVAL DECISION:**

1. The campus administrator’s decision regarding student discipline on Sabine buses shall be considered final unless evidence is presented that clearly shows that the administrator has failed to follow the district’s bus disciplinary policy.
2. Appeals can only be requested when a student is removed from riding privileges for 10 or more days.
3. All appeals must be made in writing and received by the Superintendent of Schools within (7) days of parent notification. Appeals requested after the seven-day period will not be heard.
4. An appeal of the administrator’s decision may be submitted by a parent or transportation employee.

#### **VIDEOTAPING OF STUDENTS**

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

## CAFETERIA

All students eat in the cafeteria along with their classmates whether they purchase or bring lunches. Milk and dessert are included in the purchased lunches. You are encouraged to prepay your child's meals by the week or month. When you prepay, your child may choose the days he/she wants to purchase meals. Prepaid meal money should be sent in an envelope labeled with your child's name, grade, and teacher's name. All money for meals should be taken directly to the cafeteria before school. Checks should be made payable to Sabine ISD. *The cafeteria menu will be sent home at the beginning of the school year.*

Prices for lunchroom items are as follows:

Student lunch	\$1.75
Student reduced lunch	.40
Student breakfast	1.15
Student reduced breakfast	.30
Extra milk	.50
Visitor lunch	3.25

- Students are not allowed to use microwave ovens to heat food.
- Students with a doctor's excuse may get water instead of milk with a school lunch, or students may bring their own drink from home in place of milk.
- *Our computerized system allows students to charge 2 meals. A low balance notice will be sent home with your child when your account reaches a \$3.00 balance. Your child still has money on the account for 2 more meals. This will give you time to purchase more meals on the account. When the account reaches a \$0.00 balance, another low balance notice will be sent home. At this particular time, we will charge 2 more meals on the account with the intent of these meals being paid for as soon as possible. If the meals are not paid for, the student will receive an alternative meal.*
- Parents/Guardians can check student balance and deposit money in student's account on the district website [www.sabine.esc7.net](http://www.sabine.esc7.net) by clicking on the link Lunch Money Now.

## CAMPUS PARENT INVOLVEMENT POLICY

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

- ◆ Title I school wide parents will annually receive information concerning the implementation of the Title 1 school wide program and will be encouraged to offer suggestions for improving/strengthening the program.

- ◆ Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- ◆ Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, TPRI, RPTE, TAKS, SDAA, etc.
- ◆ Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
- ◆ Parent representatives (including parents of Title I School wide students) will be involved in the development, review and evaluation of the campus improvement plan.
- ◆ Title I school wide parents will be involved annually in the review/revision of the Parent/School Compact.
- ◆ Title I school wide parents will be asked to complete surveys seeking evaluation of the Title I school wide program and parent involvement.
- ◆ Parents will annually review/revise this policy.

## **CELL PHONES**

Students displaying or using cellular telephones or other telecommunication devices are prohibited during the school day. Any use of cell phones or other telecommunication are subject to:

- First offense – device is confiscated and parent must pick up the device
- Second offense – device is confiscated, parent must pick up the device and a \$15 fine will be charged.
- Third offense - device is confiscated, parent must pick up the device and a \$15 fine will be charged. In addition, three days of ISS will be assigned.

For items such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. See policy FNCE.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

In order for the school to handle emergencies, maintain communication, and keep records current, please notify the school office of address or telephone changes, both at home and work.

## **CHEATING/ACADEMIC DISHONESTY/PLAGIARISM**

Academic dishonesty – cheating or plagiarism – is not acceptable Cheating includes the copying of another student’s work – homework, class work, test answers, etc. – as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties assessed by the teacher.

## **CHECK ACCEPTANCE POLICY**

**Checks returned due to non-sufficient funds cause a burden to our tight budget. Therefore, our check acceptance policy is: “If a check that you have written to our school district is returned for any reason, the face amount of the check will be resubmitted electronically along with the state allowed fee.”**

**Our school district uses a service that electronically collects returned checks and the state allowed fee. When you pay our school district by check for any service, fee, or product, you authorize our school district and its recovery company to electronically debit your bank account for the amount owed up to and including any additional fee allowed by law if the check is returned unpaid for any reason.**

**FOR YOUR CHECK TO BE AN ACCEPTED FORM OF PAYMENT, YOU MUST -- Provide your FULL NAME, CURRENT ADDRESS, CURRENT PHONE NUMBER and CURRENT DRIVERS LICENSE NUMBER on every check.**

## **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/PreventionandEarlyIntervention/ProgramsAvailableInYourCounty/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://sapr.nonprofitoffice.com/>

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

<http://www.oag.state.tx.us/AGPublications/txts/childabuse1.shtml>

<http://www.oag.state.tx.us/AGPublications/txts/childabuse2.shtml>

Reports may be made to:

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

## CHILDREN OF MILITARY FAMILIES

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

- Immunization requirements
- Grade level, course, or educational program placement

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

## CLINIC/MEDICATION

A clinic is provided for temporary care of children who become ill or are injured at school. Parents will be called and are to make arrangements for the children to be picked up if necessary. In order for the school to effectively handle any emergency, please keep all health and emergency records current.

Written authorization from a parent/guardian is required for the dispensing of any medication. All medication should be sent to school in the properly labeled, original container and must have a doctor's written, detailed instructions for administering. Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request. Medication shall be administered by the school nurse or designated employees of the district. All medication must be stored in the school clinic or the school vault.

A student who has written authorization from his or her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student's discretion, to 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.

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

**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.**

**If a student has been sick with fever, he or she should not return to school until they have been free of fever (without medication) for 24 hours.**

### **COMMUNICABLE DISEASES/CONDITIONS**

**To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include:**

- Amebiasis
- Campylobacteriosis
- Chicken Pox
- Common cold with fever
- Fifth disease (Erythema Infectiosum)
- Gastroenteritis, Viral
- Giardiasis
- Head Lice (Pediculosis)
- Hepatitis A (acute)
- 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 (group A or B)
- Tuberculosis, Pulmonary
- Whooping Cough (Pertussis)

**Further information may be found at policy FFAD.**

## **BACTERIAL MENINGITIS**

### **WHAT IS MENINGITIS?**

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

### **WHAT ARE THE SYMPTOMS?**

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

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

**The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.**

### **HOW SERIOUS IS BACTERIAL MENINGITIS?**

**If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.**

### **HOW IS BACTERIAL MENINGITIS SPREAD?**

**Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).**

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

## **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

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

**While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.**

## **WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

**Seek prompt medical attention.**

## **FOR MORE INFORMATION**

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

## **COMPLAINTS BY STUDENTS/PARENTS**

**Usually student or parent complaints or concerns can be addressed simply-by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.**

**Some complaints require different procedures. 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 Superintendent's office or on the District's Web site at [www.tasb.org/policy/pol/private/092906/](http://www.tasb.org/policy/pol/private/092906/).**

## **COMPUTER RESOURCES**

**To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal privileges and other disciplinary action.**

**Students and parents should be aware that electronic communications-e-mail-using District computers are not private and may be monitored by District staff.**

## **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 right 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, Sabine Elementary School rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The district has disciplinary authority over a student:**

- **During the regular school day or while a student is going to and from school on district transportation**
- **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 this includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when**

leaving before the end of the event; anyone leaving before the official end of the event will not be re-admitted.

- When a 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 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 violation 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.

### **CORPORAL PUNISHMENT**

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

However, the teacher and principal will honor a parent’s request that discipline methods other than corporal punishment be used.

### **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. All students have access to the counselor and may self-refer in addition to parents, teachers and administration. Parental consent is not required for each individual visit to the counselor, however the counselor will communicate with parents regarding any dangerous and /or illegal activities that are revealed, and if there may be a need for ongoing counseling sessions for a period of time.

### **CREDIT BY EXAM**

Credit by Exam is the approved method for students to demonstrate mastery and receive credit for a grade level or secondary course without instruction. In grades K-8, a student will advance one grade level if: 1) the student scores in the 90<sup>th</sup> percentile or above on each section of a board-approved examination for acceleration; 2) a district representative recommends that the student be advanced; and 3) the student’s parent or guardian gives written approval of the advancement.

#### **Credit by Exam 2009-2010**

Students who intend to take the Credit by Examination tests for the 2010-1011 school year will take the exams in June or July of 2010. Contact the principal’s office for information.

### Available Examinations

A student must take all four exams and earn a 90 or above on each examination to advance to the next grade level.

Language Arts  
Mathematics  
Science  
Social Studies

### DELIVERIES

Any floral, balloon, or candy deliveries will be distributed at the end of the school day. Balloons and glass vases will not be allowed on the bus, and should be picked up in the office after school.

### DIBELS

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) provides teachers with baseline assessment data and frequent monitoring student progress. Teachers use this assessment to drive literacy instruction in the classroom. Students in grade kindergarten-third grade are involved in DIBELS assessment.

### DISCIPLINE

A student who violates the district's Student Code of Conduct shall be subject to disciplinary action.

Generally, disciplinary action is administered at levels, each level by (a) nature of the misconduct, and (b) the student history of violations. The following serves as a guide:

- **Preliminary Action**  
Teacher Warning: Parent contact recommended
- **Level 1**  
Office Referral: Counseling, Afternoon Detention, Corporal Punishment, In-School Suspension, Public Service, Parent notification required
- **Level 2**  
Office Referral: In-School Suspension, Suspension from School, Removal to Kilgore Alternative Educational Placement (ECAS)  
Parent notification required
- **Level 3**  
Office Referral: Mandatory Removal to Kilgore Alternative Educational Placement (ECAS)  
Parent conference required
- **Level 4**  
Office Referral: Mandatory Expulsion; Removal to Kilgore Alternative Educational Co-Operative  
Parent conference required

**Examples of first offenses for each category include, but not limited to:**

- **Class disruption; tardies; name calling; use of vulgar or profane language; public display of affection; violation of dress code; cheating; failure to follow class rules; hall misconduct; possession of electronic devices**
- **Possession/using tobacco products; possession of any knife, including a pocketknife; engaging in extortion or blackmail; harassing any student or adult; truancy; aggressive behavior which disrupts or interferes with school activities; leaving class/school without permission; engaging in verbal abuse or ethnic slurs; insubordination to any school employee; engaging in fighting**
- **Engaging in conduct punishable as a felony; commits an assault; makes terroristic threat; sells or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense; sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony offense; behaves in a manner that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals; behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure**
- **Bringing to school a firearm; possession of a firearm, illegal knife, club, or other illegal weapon; engages in conduct that contains the element of aggravated assault, sexual assault, arson, murder, indecency with a child; engaging in any conduct which is punishable as a felony; continuing to engage in misconduct after being placed in an alternative educational program; engaging in criminal mischief**

**\*A student engaged in fighting will result in the Gregg County Sheriff's Office being notified and a citation will be given for disorderly conduct.**

**Refer to the Student Code of Conduct for other offenses. Note that repeated offenses will result in next-level consequences.**

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

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

## **DISTRICT/CAMPUS TESTING PROGRAM**

**The Texas Assessment of Knowledge and Skills (TAKS) is given to eligible students in grades 3-4-5. The school will provide a testing schedule to help parents be aware of the exact TAKS testing dates. The Iowa Test of Basic Skills (ITBS) will be given to eligible students in grades 1-2. This test is usually administered in April. The Structure of Intellect Test (SOI) will be given to all kindergarten students.**

## **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. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

If the principal or designee determines that a student is not in compliance with 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. Repeated offenses may result in more serious disciplinary action.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or designee or sponsor and may be subject to other disciplinary action.

### **DRESS CODE GUIDELINES:**

The administration reserves the right to judge whether any current fashion or fad is appropriate for school wear and to require any student to change his/her attire if it is not found acceptable. Clothing and grooming should be in good taste and should not cause undue attention or disruption.

#### **STUDENT DRESS AND GROOMING IN GRADES PRE-K - 12 SHALL CONFORM TO THE FOLLOWING:**

1. Shoes must be worn at ALL times.
2. Shorts may be worn. The hem of the shorts cannot be shorter than fingertip length when arms are fully extended by the side.
3. Outer clothing made from Lycra material will not be acceptable attire for students.
4. Skirts and/or dresses will not be shorter than the allowed shorts.
5. Any apparel that advertises or implies sex, drugs, tobacco, alcohol, profanity, etc., or that may distract from the learning process, is NOT permitted.
6. No caps, hats or other form of head covering will be allowed at school for either male or female students during regular school hours.
7. Garments that are sleeveless by design may be worn unless undergarments are exposed or deemed inappropriate by the administration. Tank tops, spaghetti straps, and muscle shirts are not allowed.
8. Shirts designed to be buttoned MUST be buttoned (layering is allowed).
9. Transparent clothes are NOT allowed.

10. Apparel that allows the midriff to show (front or back) is not allowed. Shirts, blouses, etc. must be long enough to cover the midriff while standing or sitting.
11. Sundresses and shirts that are backless, and have spaghetti straps, etc. are NOT allowed.
12. Students will not be permitted to wear sunglasses in the building. Permission will be granted if requested by a doctor.
13. Extracurricular organizations may develop apparel guidelines and requirements for participation in their respective activities with the approval of administration.
14. No names or insignias that represent public school fraternities, sororities, secret societies, or gangs, as described in TEC 37.121 shall be worn.
15. Sagging pants are not permitted. A belt must be worn and cinched at the waist on any oversized pants.
16. Appropriate undergarments must be worn.
17. No wallet chains or chains that attach to belt loops will be allowed.
18. With the exception of female ear piercing, body adornment involving piercing will not be permitted.
19. Pajamas, house shoes or attire that imitates sleepwear or loungewear are not to be worn to school.
20. No distractible hair colors or hairstyles will be permitted.
21. Hair must be kept in a manner that does not cover the student's eyes.
22. Students will not be permitted to wear any type of pants or shorts with writing across the seat.
23. Students will not be permitted to wear jeans with holes above their fingertip length when arms are fully extended by the side.
24. Tattoos cannot be visible. All tattoos must be covered at all times.

***Note:** This dress code is a guideline to acceptable attire and cannot be considered completely exclusive. Therefore, when other forms of dress are deemed inappropriate for reasons not listed, the administration will address the violation. In matters of opinion, the judgment of the administration will prevail.*

## **ELECTRONIC DEVICES AND GAMES RADIOS, CD PLAYERS**

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

## **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 medications, 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.

## **FIELD TRIPS**

If a student will be riding with their parent to a field trip, the parent must sign a release form in the elementary office. Parents are permitted to only transport their child to the scheduled field trip.

## **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)**

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value; for a complete list of Foods of Minimal Nutritional Value contact: Logan Howell, Food Services Director at 903-984-6917

## **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV) MODIFICATION**

### **Exemptions**

- 1. School Nurses:** This policy does not apply to school nurses dispensing FMNVs to students on a case-by-case basis for medical purposes.
- 2. Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of an FMNV for behavior modification or other suitable need may be given FMNV items.
- 3. School Holiday Celebrations:** Students may be given FMNV items during the school day for up to three different holiday celebrations each school year to be determined by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed. The Sabine Elementary holiday celebrations are: Christmas, Valentine's Day, and End of the School Year.
- 4. Foods otherwise restricted by the policy are permitted at student birthday parties.** Parties are to be scheduled with the teacher and after the end of the class's lunch period.

## **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 1000 feet of any district-owned or leased property or campus playground.

## **GIFTED AND TALENTED PROGRAM**

**Enriched and extended curriculum is offered for students identified as gifted and talented. Students may be nominated for the G/T program by themselves, parents, or community members. Nomination forms should be requested and completed in the fall semester for spring identification, with participation beginning in 2010-2011. Parental permission is required before a student may begin testing. A handbook describing the G/T program is available for review upon request. For additional information, contact Dana Corbett, G/T Coordinator, through the elementary school office.**

## **GRADING/PROMOTION POLICIES**

**Sabine Elementary School follows the grading/promotion policy approved by the Sabine Board of Trustees.**

**Teacher discretion will be used to determine any grade changes or the opportunity to do the assignment over.**

## **HARASSMENT-FREE ENVIRONMENT**

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

## **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, Hemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the 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 conflict with the requirement that the student be immunized, the student must present a statement by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the belief 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 lifelong condition. For further information, see policy FFAB.**

## **IN-SCHOOL SUSPENSION**

**In-School Suspension may be used as a discipline management technique in accordance with the Student Code of Conduct. Students assigned to in-school suspension must complete all time assigned before they are allowed to return to the regular classroom. Students who violate in-school suspension rules will be subject to further disciplinary action.**

**While assigned to ISS students will work on assignments sent by the regular classroom teacher. Failure to complete these assignments will result in a zero and could result in additional consequences.**

## **LATE ARRIVAL/EARLY DISMISSAL**

**All students arriving at school after 8:10 a.m. must report directly to the school office with a parent or guardian for a tardy admit slip.**

**A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.**

**A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.**

**Parents desiring to pick up their student during the school day must come to the school office and sign him/her out. No child will be released to any person other than the parent, guardian, or persons designated by the parent/guardian. NO pickups in the office after 2:30, please consider this when making appointments for your child. The only exception is if a student has a 3:00 doctor appointment and the student must bring a note from the doctor's office the following day. Any changes in going home plans must be made in writing or by fax, 903-984-4101 to the office by 2:00. Changes will not be taken over the telephone.**

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

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

### **Students Taken Into Custody**

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

- ◆ 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 Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or 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.

### **LOCKERS**

Lockers are provided in the hallways for fourth and fifth grade students. Locks are not allowed on the lockers.

### **MAKEUP WORK**

When a student is absent on the day work is assigned, the teacher will assist the student in making up class assignments and test. If a student is absent for one day, one day will be given to makeup assignments missed. Two days will be given for two days of absence etc. Under extenuating circumstances such as long-term illness, family emergencies, etc., teachers *may* choose to give students more than one day for each day missed to make up assignments. In situations where the assignments were given before the student was absent, a shorter time frame at teacher discretion may be required.

You may request homework assignments when your child is out for more than one (1) day. Calls requesting homework must be made no later than 8:30 am in order for assignments to be ready by 3:30.

## **MENTOR PROGRAM**

### **Mission Statement**

The mission of Sabine Elementary Mentoring Program is to connect elementary students with positive adult role models throughout our community who will offer support, guidance and potentially lifelong friendships.

### **Mentoring Matters**

Mentors make a difference. Research shows mentoring successfully increases self-esteem, student academic success, reduces the risk of drug or alcohol use, and has fewer absences from school.

### **Be a Mentor**

Mentors spend 30-60 minutes monthly with their students for a year. We will provide support, fun activities, ideas, and an eager child; you develop a friendship that can last a lifetime.

**\*\*If you are interested in mentoring a student, please call or email:**

**Barbara Kenna, Program Coordinator**

**(903)984-5320**

**bkenna@sabine.esc7.net**

## **MORNING ANNOUNCEMENTS**

Morning announcements take place at 8:05. At that time we recite The Pledge of Allegiance, The Pledge to the Texas Flag, and observe one minute of silence.

## **PARENT PICK-UP/WALKING STUDENTS**

Parents who desire to pick-up their children at dismissal time must drive to the rear pick-up area to receive their children. Teachers will walk all children to their car. Each car proceeding through the pick-up area must display an appropriately color-coded student name card in the front car window. Name cards may be obtained from the child's teacher or in the school office. The gates to the pick-up area open at 3:10 p.m. daily. Parents are asked not to arrive before 3:10 p.m. to avoid traffic difficulties. Law enforcement agencies have requested that cars do not park on Guinn or Sybert streets prior to picking up children. Your cooperation is greatly appreciated in helping make the pick-up service work effectively, efficiently, and safely.

## **PARENTAL INVOLVEMENT**

### **Working Together**

A child's education succeeds best 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. 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. Monitor your child's academic progress and contact 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)984-5320 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.**
- ◆ **Parents are invited to become members of the Sabine Elementary PTO, STARS Parent Volunteer Program and homeroom parent groups.**

### **PARENTS' RIGHTS**

**Parents have a right:**

- ◆ **To request information regarding the professional qualifications of your child's teachers, 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 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 information**
  - ◆ **Other medical records**
  - ◆ **Teacher and counselor evaluations**
  - ◆ **Reports of behavioral patterns, and**
  - ◆ **State assessment instruments that have been administered to your child.**
- ◆ **To grant or deny any written request from 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 or extracurricular activity; or**

- ◆ 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.

## **PERSONAL EMERGENCY PROCEDURES**

Severe weather sometimes occurs during the school day and at dismissal times. Children may become concerned on such days about how to get home. This occurs most often with children who walk or ride bikes to school. Please discuss with your child what to do in the event of early school release due to severe weather conditions. Announcements concerning weather dismissals or any change in the school day will be made over local TV and radio stations. The school is unable to make phone calls to each individual family. Please note emergency dismissal plans for your child on the emergency dismissal sheet in your child's registration packet.

## **PERSONAL PROPERTY**

Students should not bring large amounts of money, expensive jewelry, radios, tape players, CD players, electronic games, toys, animals, or other similar items to school except when special situations arise and with the teacher's permission. The school is not responsible for the loss of personal property belonging to students. Supply lists are available in the school office. Please make sure your child is properly supplied with the materials needed to function at school. Please contact the school office if assistance is needed in purchasing school supplies.

## **PESTICIDES**

Sabine Independent School District periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of non-chemical pest control tactics whenever it is possible. Pesticides may periodically be applied if monitors and thresholds indicate the need to do so.

Should you have further questions about pesticide use, including types and time of treatments, you may contact:

*Ken Wilson, Director of Maintenance  
Sabine ISD  
5424 FM 1252 W  
Gladewater, TX 75647  
(903) 984-8564*

## **PHYSICAL EDUCATION PARTICIPATION**

**Students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week.**

**A note from the parent to the physical education teacher stating the nature of the injury or illness will excuse students for a five-day period of time. If students are to be exempt from PE for more than (5) days, a physicians note is required.**

## **POSTERS**

**Posters or any publicly displayed material must be approved by the principal before posting.**

## **PLEDGE OF ALLEGIANCE AND A MINUTE OF SILENCE**

**Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting the pledge.**

**A minute of silence will follow recitation of the pledges. Each 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.**

## **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.**

## **PROGRESS REPORTS**

**Progress reports for improved or unsatisfactory progress will be mailed at three weeks. Report cards are issued at the end of each six weeks. Conferences are recommended to discuss parental concerns. One parent/teacher conference is held each semester at a scheduled time; however, parents may request conferences anytime they have concerns. Please notify the teacher by note or phone call to arrange a school conference.**

## **PROMOTION AND RETENTION**

**A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive at least a grade of 70 based on course-level standards.**

**Please be aware that, effective in the school year set out below, a student's satisfactory performance on TAKS examinations will be required for promotion. This requirement will be effective for the following students:**

- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.**

**Parents of students in grade 5 who do not perform satisfactorily on his/her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. 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. 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.**

**For further information, see policies at EHBC, EI, and EIE.**

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**  
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–**

- 1. Political affiliations or beliefs of the student or student's parent;**
- 2. Mental or psychological problems of the student or student's family;**
- 3. Sex behavior or attitudes;**
- 4. Illegal, anti-social, self-incriminating, or demeaning behavior;**
- 5. Critical appraisals of others with whom respondents have close family relationships;**
- 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;**
- 7. Religious practices, affiliations, or beliefs of the student or parents; or**
- 8. Income, other than as required by law to determine program eligibility.**

**•Receive notice and an opportunity to opt a student out of –**

- 1. Any other protected information survey, regardless of funding;**
- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and**
- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.**

**•Inspect, upon request and before administration or use –**

- 1. Protected information surveys of students;**
- 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and**
- 3. Instructional material used as part of the educational curriculum.**

**These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.**

**Sabine ISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Sabine ISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Sabine ISD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Sabine ISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:**

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.**
- Administration of any protected information survey not funded in whole or in part by ED.**
- Any non-emergency, invasive physical examination or screening as described above.**

***Parents who believe their rights have been violated may file a complaint with:***

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

## **PUBLIC NOTIFICATION OF NONDISCRIMINATION**

**It is the policy of Sabine Independent School District not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.**

**It is the policy of Sabine Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972: The Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.**

**Sabine Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.**

**For information about your rights or grievance procedures, contact the Title IX Coordinator/ Superintendent, at 5424 FM 1252 W., Gladewater, TX 75647, (903) 984-8564, and /or the Section 504 Coordinator/ Superintendent, at 5424 FM 1252 W., Gladewater, TX 75647, (903) 984-8564**

## **REGISTRATION REQUIREMENTS**

**All students must have a copy of their birth certificate, social security card, and immunization records. Students must meet the immunization and registration requirements to enter school. Persons who knowingly falsify student enrollment information are in violation of law and subject to prosecution. For additional information please call or visit the school office.**

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

**Written reports of your child's grades or performance and absences in each class or subject are issued to you at least every six weeks.**

**At the end of the first three weeks of a grading period, you will be given written notice if your child's performance in any course in English, language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject.**

## **SAFETY DRILLS**

**Safety drills are held periodically to ensure that students know what to do in case of an emergency.**

## **SCHOOL HOURS**

**Teachers are on duty in hallways between 7:30 and 8:00 a.m. each morning. Prior to 7:30 a.m., no one is on duty to supervise students. Students should not arrive at school before 7:30 a.m. The school day begins at 8:05 and ends at 3:10 for students. The day ends for instructional staff at 3:45.**

## **SCHOOL PARTIES**

**Homeroom parents are invited to assist and join in Christmas, Valentine's Day, and End of School parties with their children. Foods otherwise restricted by the policy are permitted at student birthday parties. Parties are to be scheduled with the teacher and after the end of the class's lunch period.**

## **SEARCHES**

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

## **STUDENTS' DESKS AND LOCKERS**

**Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not a student is present.**

## **SMOKING**

**Student possession or use of any tobacco product on the school premises or at a school-related or school-sponsored event is prohibited. Smoking within this facility is prohibited by the Pro-Children Act of 1994, Pub. L. No. 103-227, 1043, 108 Stat. 271, 272-274 (1994); violations are punishable as Class C misdemeanors by fines not to exceed \$500 under Tex. Penal Code 48.01 (1994).**

## **SPECIAL EDUCATION**

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

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

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

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

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

**Contact Person: Mrs. Sherry Clark  
Phone Number: 903-984-4416**

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with difficulties. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Teri Bass at (903)984-5320.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. The district is not required to provide transportation to the student transferring under this provision. The student receiving special education services would still be entitled to transportation. See policy FDB(LOCAL).

## **STATE-MANDATED TESTS**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3-5 without the aid of technology
- Reading, annually in grades 3-5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5
- Any other subject and grade required by federal law
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

A student in grades 3-5 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.

## **STUDENT DIRECTORY INFORMATION**

Directory type information on students such as their addresses and phone numbers must be made available to the public under the Open Records Act, unless the parent/guardian request that the information not be disclosed.

## **STUDENT RECORDS**

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

**The law specifies that certain general information about Sabine I.S.D. students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:**

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

**Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days after you have been provided this notice. See the acknowledgment form.**

**Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, are considered confidential educational records and may be released to:**

- **The parents-married, separated, or divorced – who will generally have access to the records. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may access the records if the student is a dependent for tax purposes.**
- **District staff members who have what federal law defines 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 government 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 – such as a prospective employer or for a scholarship application – will occur only with parental or student permission as appropriate.**

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

**Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office and principal' office is: 5424 FM 1252 W., Gladewater, TX 75647 and 5219 Old Hwy. 135 N., Gladewater, TX 75647. With regards to special education records, the special education director is the custodian of all special education records; copy requests should be made through the Gregg County Shared Service Arrangement:**

*Sherry Clark*  
*Gregg County Shared Service Arrangement*  
*5303 Old Hwy. 135 N.*  
*Gladewater, Texas 75647*

**The parent (or the student if he or she is 18 or older or is getting an institution of postsecondary education) may review and 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. See *Complaints by Students/Parents* for an overview of the process. Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.**

**Please note:**

**Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. The District's complete policy regarding student records is available from the principal's or Superintendent's office.**

**The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records – such as teacher's personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District – do not have to be made available to the parents or student.**

## **STUDENT RIGHTS**

### **Obtaining Information and Protecting Student Rights**

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

- ◆ **Political affiliations or beliefs of the student or the student’s parent.**
- ◆ **Mental or psychological problems of the student or the student’s family.**
- ◆ **Sexual behavior or attitudes.**
- ◆ **Illegal, antisocial, self-incriminating, or demeaning behavior.**
- ◆ **Critical appraisals of individuals with whom the student has 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 program.**

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

### **“Opting Out” of Surveys and Activities**

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

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

## **TARDIES**

**Punctuality is a necessary life long skill. Tardies are disruptive to the classroom and also have an adverse effect on a child's educational progress. Students who are not in their classrooms by 8:10 are considered tardy and must report to the office for a tardy slip. Three tardies will equal one absence. Tardies may result in the assessment of penalties by a court of law against both student and his or her parents. A complaint against the parent may be filed in the appropriate court as a result of the student accumulating absences based on the number of tardies. Perfect attendance will be effected by tardies without a medical excuse (note) from a physician.**

- **If a student is absent from school on ten or more days or parts of days within the same school year**
- **If a student is absent on three or more days or parts of days within a four-week period**

**Three tardies equals an absence. In the six weeks that a student receives an absence for tardies, they will be removed from perfect attendance for that six weeks and the year.**

## **INAPPROPRIATE USE OF TECHNOLOGY**

**Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.**

## **TEXTBOOKS**

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

## **VANDALISM**

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

## **VISITS TO THE SCHOOL**

**Parents and others are welcome to visit District Schools. For the safety of those within the school and to avoid disruption of instructional time, visitors and volunteers will need to have their driver's license to be scanned by our RAPTOR system.**

**Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, as long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. No more than two hourly visits per semester are allowed.**

**All building visitors, including volunteers, must register in the front office before entering the main building. All outside doors are locked daily. Students and staff are instructed not to open the school doors for anyone at anytime. No one will be allowed to communicate with students through the fence surrounding the campus. Sabine ISD Security or Gregg County Sheriff's Department will be contacted. To help ensure the safety of students, all visitors to Sabine Elementary will be limited to the following:**

- **Scheduled Parent/Teacher Conferences**
- **Lunch with Child (only during his/her scheduled lunch time)**
- **Approved Volunteers**

**Parents, guardians, or visitors will not be allowed to walk their children to the classrooms, auditorium, or gym before school. Listed below are the guidelines to follow when visiting Sabine Elementary.**

- **Visitors may only enter and exit the building through the front office.**
- **Each visitor must sign-in upon arrival in the office and wear a visitor's pass.**
- **Before leaving, each visitor must sign-out in the office and return visitor's pass.**

**Please note, if you are picking up your child in the pick-up line, you will always need an identification strip (child's name & grade). New strips can be obtained in the office.**

**If a field trip or fun day is scheduled, visitors must enter through the office and sign-in.**

**Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. We encourage visitors to adhere to the school dress code.**

#### **WITHDRAWAL FROM SCHOOL**

**A student may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. 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 assure a clear library record; to the clinic for health records; to the principal for the last report card and course clearance. A copy of the withdrawal form will be given to the student/parent and a copy placed in the student's permanent record.**

#### **ZAP OUT ZEROES (Fifth Grade Zero Policy)**

**A fifth grade student will lose 10 points if an assignment is not turned in on time. He/She will be given until the following Wednesday (which is after Weekly Progress Reports go out and parents are made aware of missing assignment(s)).**

**If the assignment is not attached to the Weekly Progress Report on Wednesday morning, the student has earned a zero.**

**The student may make up the zero by completing the assignment in that week's after school detention. The highest possible grade that can then be earned is 50.**