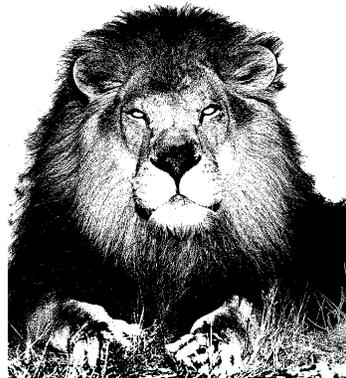


*Nancy Smith Elementary School*  
*Albany Independent School District*  
**2014-2015**  
*Student Handbook*



**Nancy Smith Elementary School**

**Jonathan Scott, Principal**

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REVIEWED BY THE ALBANY ISD BOARD OF TRUSTEES:

# Table of Contents

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Purpose and Organization .....	4
Required Legal Notices .....	5
General Information .....	8
2014-2015 School Calendar.....	8
Student’s Legal Name .....	8
Admission, Release, Withdrawal.....	8
Certain Transfers—Victims of Bullying and Sexual Assault.....	9
Release During the School Day.....	9
Late Arrival to School .....	10
Withdrawing from School.....	12
Attendance Requirements .....	12
Attendance and Credit.....	11
Conduct and Discipline .....	12
Dress and Grooming Code .....	12
Harassment of Students .....	13
Searches of Students, Lockers, and Vehicles on School Property.....	14
Questioning Students at School .....	15
Pledges, Minute of Silence, Prayer, and Meditation .....	15
Extracurricular .....	15
Student Publications/Distribution of Materials .....	16
Curriculum and Programs .....	16
General Curriculum Information.....	16
Structured Physical Activity.....	16
Special Programs .....	16
Counseling Programs and Services.....	17
Testing and Assessment Programs .....	18
Grading and Report Cards .....	18
Promotion, Retention, Award of Credit .....	18
Awards and Honors .....	19
Credit by Exam .....	19
Class Schedules .....	19

Library Facilities, Hours, and Access .....	19
Computer Resources .....	19
Textbooks .....	20
Educational Technology and Acceptable Use .....	20
Parent Rights.....	<u>21</u>
Administering Medicine at School.....	<u>22</u>
Communicable Diseases/Conditions.....	22
Complaint Process.....	22
Cub Academy.....	24
Lost, Damaged, or Stolen Personal Items .....	24
Pest Control and Asbestos Management.....	25
Student Food Allergies .....	25
Student Health Concerns.....	25
Student Illness or Injury at School.....	26
Telephone Use .....	26
Transportation Program .....	26
Visiting School .....	26
Weather Emergencies .....	27
Authorized Fees .....	27
Food Service/Free and Reduced-Price Food Program .....	28
Student Lunch Schedule.....	29
Peanut Sensitivity.....	29
Freedom from Harassment Policy .....	30
Complaint/Grievance Policy .....	34
NSES Behavior Expectations .....	38
Acknowledgement/Signature Pages .....	40
Directory Information .....	42

# Purpose and Organization

The purpose of this Student Handbook is to give Albany ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Of Special Interest to Parents
- Student Welfare and Freedom from Harassment

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Albany public schools a positive educational experience.

The Student Handbook has been developed by school district administrators with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

**The Student Handbook is not a contract between the school and parents or students.** It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information. Should you be unable to find the information on a particular topic, please contact Jonathan Scott at 325-762-3384.

Albany ISD TASB Policy Online may be reviewed at [www.albanyisd.net/policy.htm](http://www.albanyisd.net/policy.htm). A copy of the Albany ISD Policy is also available in the superintendent’s office at 501 E. South 1<sup>st</sup> Street.

# REQUIRED LEGAL NOTICES

**Nondiscrimination:** Albany ISD does not discriminate in its educational programs and services, including its career and technology education programs, on **the basis of gender (including pregnancy)**, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973 as amended. Any questions or concerns about the district’s compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Shane Fields, whose office is located at 501 East South 1<sup>st</sup> and who can be reached by telephone by calling 325-762-2823.

The Section 504 Coordinator for the NSES campus is Jonathan Scott, Principal, who can be reached by telephone at 325-762-3384.

## **Homeless Liaison and Title I Participants:**

Counselor Leigh Lowe is the liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact the campus counselor at 762-3384.

**Jonathan Scott is the Campus Title I Coordinator and our Parent Involvement Coordinator who works with families and children.** If you have questions about the program or need assistance related to the program, contact 762-3384.

**Family Educational Rights and Privacy Act (FERPA):** The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides or who is acting as a parent in the absence of the child’s parent or legal guardian.

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy of their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or obtain a copy of his or her child’s education records, she or he should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 7:30 a.m. to 4:00 p.m. and someone will be available to answer questions about the records.

Originals cannot be removed from the administrator’s office. Copies will be provided to parents within a reasonable time after parents have made a written request for copies. Parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of education records without at least one parent’s written authorization to release the records. **However, under some circumstances, the district can and will provide**

**access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district's control related to the use of the records and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to "school officials," meaning any employees, trustees or agents of the district, including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents, or students serving on official committees, and the district's legal counsel, who have a "legitimate educational interest" in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the district, who are reviewing such records to fulfill their employment responsibilities or who are investigating or evaluating district programs.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. You may also view or download the policy (coded FL (LEGAL) and (LOCAL)) from the District's online policy manual at <http://www.albanyisd.net/policy.htm>. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office.

**Protection of Pupil Rights Amendment:** We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students 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 his or her parent; or

8. income, other than as required by law to determine program eligibility.

**Invasive Examinations or Screenings:** We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, acanthosis nigricans, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

**Teacher Qualifications:** You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

**Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education:** If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. The District is required to give parents a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Additional information regarding the IDEA is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families: Texas Project First; Partners Resource Network.

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

Contact Person: Jonathan Scott, Principal

Phone Number: 325-762-3384

# GENERAL INFORMATION

## 2014-2015 School Calendar

August 25 - First Day of Classes	February 13-End of 4 <sup>th</sup> Six Weeks
September 1-Labor Day Holiday	March 9-13 -Spring Break
September 9 -Individual AIMSWeb	March 30 -STAAR 4 <sup>th</sup> Writing, Day 1; 5 <sup>th</sup> Math
September 26 - End of 1 <sup>st</sup> Six Weeks	March 31 -STAAR 4 <sup>th</sup> Writing, Day 2; 5 <sup>th</sup> Reading
November 7 - End of 2 <sup>nd</sup> Six Weeks	April 3 – Student Holiday/Comp Day
November 25 – Early Release	April 10 -End of 5 <sup>th</sup> Six Weeks
November 26-28 - Thanksgiving Holiday	April 21-3 <sup>rd</sup> , 4 <sup>th</sup> , & 6 <sup>th</sup> STAAR Math
December 19 -End of 3 <sup>rd</sup> 6 Weeks/Early Release	April 22 -3 <sup>rd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> STAAR Reading, 5 <sup>th</sup> Science
December 22-January 5 -Christmas Holiday	May 12 -Individual AIMSWeb
January 5-Faculty/Staff Return from Christmas	May 25 -Holiday/Inclement Weather Day
January 5-Student Holiday/Inclement Weather	May 29 – Early Release/End 6 <sup>th</sup> Six Weeks
January 6 – Students Return from Holiday	May 29 -Graduation
January 8 -Individual AIMSWeb	

## Student’s Legal Name

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child’s legal name, we are required to maintain all school records for your child under the child’s legal surname as shown on the birth certificate or other recognized document to prove the child’s identity or as shown in a court order changing the child’s name.

## Admission, Release, Withdrawal

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student’s parents live in the district, even if the student does not live with that parent.
  - To be eligible for admission based on just the parent’s residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
  - The parent enrolling a student based on only the parent’s residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child’s parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. “Substantial amount of after-school care” means the grandparent provides after-school care for the student at least four days each week.
4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student or who is a grandparent, adult aunt or

uncle, or adult sibling who has accepted responsibility for the child by an Authorization Agreement in compliance with Texas Family Code 34.002. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.

5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

At the time of enrollment, we will request full disclosure as to whether your child has a food allergy or a severe food allergy (including the food to which the child is allergic and the nature of the allergic reaction) that, in your judgment, should be disclosed so that district officials may take necessary precautions regarding the child's safety. This information is confidential and will be disclosed only to those employees who need the information to appropriately care for your child.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

## **CERTAIN TRANSFERS—VICTIMS OF BULLYING AND SEXUAL ASSAULT OR STUDENTS WHO HAVE ENGAGED IN BULLYING**

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus. If we verify that your child is the victim of bullying, the transfer will be made. If the transfer is to another campus, we will not provide transportation to that campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If your child is determined to have engaged in bullying of any other student, he or she may be transferred to another classroom at the same campus or to another campus. We will consult with you about the transfer before it is accomplished.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district, and the request will be granted. We will not provide transportation to the new campus. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

### **Release During the School Day**

Students will be allowed to leave school during the school day **only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day.** Teachers do not have the authority to let children leave their classroom

with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

## **Late Arrival to School**

A student who is tardy to class by more than 4 times will be assigned to after school detention. Repeated instances of tardiness will result in more severe disciplinary action. [See **Attendance Requirements** and **Attendance for Credit.**] More than 2 tardies constitute an absence for consideration of perfect attendance awards.

## **Withdrawing from School**

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks and instructional technology issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

## **Attendance Requirements**

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. **Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program.**

Regular attendance is critical and essential to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a significant factor in the amount of state financial aid the district is entitled to receive. Regular attendance benefits students from teacher-led and school activities, to build each day's learning on the previous day's and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

School officials must investigate and report violations of compulsory attendance. Administrators aggressively enforce the state compulsory attendance laws. A student absent without permission from school; from any class; from required special programs, such as additional special instruction or required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. If your child is absent from school on 10 or more days or partial days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, you will be prosecuted for contributing to truancy and your child, if 12 years of age or older, will be prosecuted for failure to attend school. You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for

any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused.

Students who are absent due to an illness are not allowed to return to school for a special event in the afternoon. Special events include but are not limited to: class parties, awards assemblies, field trips, plays and musicals.

**Pre-arranged Absences:** Students are allowed up to **ONLY 2** pre-arranged absences for educational purposes. **Parents must make arrangements with the principal (not the child's teacher) 5-days PRIOR to the trip.** Upon the return of the student, the parent should write a note and the student must turn in a report to the principal. The classroom teacher should be notified and school work should be turned in upon the return to class. Any days above the 2 will be charged as unexcused absences.

**Doctor and Dental Appointments:** Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy. This provision also applies to excuse the absences of students who are parents and are absent to take the student's child for a medical appointment.

**Religious Holidays:** Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

**Court Appearances:** Absences for required court appearance will be classified as excused absences upon presentation to the campus attendance official a copy of the document requiring the student's appearance in court.

**Foster Care Activities:** Absences for court-required activities attendant to the student's being in foster care will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's attendance at the activities, provided it is not practicable to schedule the activity outside of school hours.

**Sounding "Taps" at a Veteran's Funeral:** Absences by a student in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with military honors may be excused upon verification that the student provided the service noted.

**Citizenship/Naturalization Activities:** Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

**Military Deployment:** No more than five absences in a school year for visiting with a student's parent, stepparent, or legal guardian who is on active duty and who is called to duty for, on leave from, or immediately returned from a continuous deployment of at least four months away from the person's regular residence will be excused. The absences must occur not earlier than 60 days before the date of deployment or 30 days after the date of return from deployment.

**Election Clerk Activities:** Students who are serving as election clerks or early voting clerks may receive a maximum of two excused absences in a school year for such activities.

**Attendance and Credit** Separate and apart from the compulsory attendance requirements, students in all grade levels K-12 must attend school a certain amount of time in order to get credit for

their academic work or a final grade for a class. State law generally requires students to be “in attendance” for at least 90 percent of the days a class is taught during a semester or year.

All absences from class, excused or unexcused, are counted in determining whether a student has met attendance requirements for credit or a final grade.

Students who are in attendance in a class at least 75% of the days but less than 90% are eligible to receive credit or a final grade if they complete a plan approved by the principal providing for the student to meet the instructional requirements for the class. Students who are under the jurisdiction of a court in a criminal juvenile justice proceeding must also obtain the court’s consent before credit may be granted.

Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal’s plan for meeting instructional requirements, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child’s situation.

**Make-up work** for absences should be one school day to complete the work for each day the student is absent. Students with absences that are not excused will receive a grade no greater than 70 for the completed work. Homeroom teachers must notify the subject area or special education teachers of a student’s unexcused absence.

**Perfect attendance awards** are given each six-week grade-reporting period. In order to earn perfect attendance, a student must not have more than 2 tardies and must not check out early during the school day unless he/she returns with a medical note.

## **Conduct and Discipline**

Along with this Student Handbook, your child has also received a copy of the Albany ISD Student Code of Conduct. The Code of Conduct contains the school district’s requirements for student conduct and behavior while at school or under the school’s jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child’s principal.

## **Dress and Grooming Code**

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students’ desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal or assistant principal have the final decision in dress and grooming.

<b>APPROPRIATE ATTIRE</b>	Students must wear clean clothing that is not torn, slit or damaged. Pants must be worn with the waist at waist level, and shirts or blouses must be buttoned unless worn over another shirt. Blouses and shirts must have sleeves.  All students must wear shoes and appropriate undergarments.  Skirts, shorts, and dresses should be no more than 1 inch above the knee.
<b>APPROPRIATE GROOMING</b>	All students will exemplify grooming standards that project a positive image for the student, school, and District. Hair must be clean, neatly groomed and worn in a style that does not cover the eyes or eyebrows.
<b>INAPPROPRIATE</b>	<b>The following hair styles or colorings are inappropriate grooming for any student at school or a school-related or –</b>



If you or your child have a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee or about any other kind of harassment or bullying, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or bullying. We will listen to your concern and conduct a prompt investigation, if warranted based on the allegations. We also will look into reports that other students have been making sexual or other harassing or bullying comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of harassment or bullying complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, p.3) protects the confidentiality of information about the student you reported for investigation. In other words, we will not ordinarily disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part.

Copies of the complete policies of procedures addressing prohibited bullying, harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation are included in the back of this handbook.

## **Searches of Students, Lockers, and Vehicles on School Property**

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers or cubbies are school property and remain under the school's control at all times. Lockers can be searched at any time. **Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly**, they should not give access to any other student.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around desks and cubbies in the classroom and vehicles parked on school property or within 300 feet of school property. If the trained dog alerts, that alert provides a reasonable basis to search.

## **Questioning Students at School**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we must comply.

## **Pledges, Minute of Silence, Prayer, and Meditation**

Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **Extracurricular Activities**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them. Although most extra curricular activities are designed for secondary students, we encourage elementary age students to participate in UIL Academic activities and competitions.

## **Student Publications/Distribution of Materials**

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where nonschool publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute nonschool publications or materials in the classroom or hallways. Before nonschool materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

# **CURRICULUM AND PROGRAMS**

## **General Curriculum Information**

Albany ISD operates a Pre-K–12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (pre-K–grade 6) and junior/senior high school (grades 7-12).

A pre-kindergarten program is available for children who are at least four years old on September 1 and who are eligible because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;

3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of a member of the armed forces, including a National Guard member, who was injured or killed while on active duty; or
6. they are or ever have been in the conservatorship of the Department of Family and Protective Service, after an adversary proceeding

Three year-old children may be admitted to the program after determination is made that there is an opening in the pre-kindergarten program and the child qualifies according to the above standards. If you think your child or children are eligible, please contact the principal.

## **Structured Physical Activity**

In accordance with state law and policies at EHAB, EHAC, and EHBG, we have the following policies in place to ensure that all students in kindergarten through 6<sup>th</sup> grade engage in 30 minutes of organized physical activity per day.

## **Special Programs**

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

**Special Education:** Albany ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Tri-County Special Education Shared Service Agency at 325-773-3637, or your principal to receive full information about our special education programs. See also the required Notice at the beginning of this Handbook.

**Section 504:** Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

**English as a Second Language:** English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

**Gifted and Talented Students:** Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

**Accelerated or Intensive Instruction/Students At-Risk:** Some students do not qualify for special education programs or Section 504 accommodations, but still

need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grade or have had serious discipline problems.

We will not remove your child from a regularly scheduled class in order to provide remedial tutoring or test preparation if that removal would cause the student to miss the regularly scheduled class more than 10 percent of class time, unless you provide written consent for removal from the class for remedial tutoring or test preparation.

**Summer School:** Students who fail to earn appropriate credit for promotion may be required to attend summer school.

## **Counseling Guidance Programs and Services**

The district has a developmental counseling and guidance program. We have a trained school counselor available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse on a limited visit basis. The school counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the school counselor should see the counselor during normal school hours to request a meeting.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact Principal Jonathan Scott or the NSES Counselor Leigh Lowe.

The school counselor will provide guidance lessons on social, academic and life goal issues to students in kindergarten through sixth grade during the first semester.

## **Testing and Assessment Programs**

The statewide assessment program continues to change, most recently to reduce the number of state assessments required of students. Students and parents will be informed of changes in the program affecting them as those changes are implemented. The number of end-of-course examinations required for secondary students in core curriculum courses will be reduced from 12 to 5. Students in grades 3-8 will continue to be assessed using the State of Texas Assessment of Academic Readiness (STAAR), but the frequency of testing will be reduced somewhat.

Results of the state examinations are used to assess individual student progress. The state will not have an accountability system this year but the scores will be used for the federal accountability system. Please make every effort to have your children at school on state test administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

If your child entered kindergarten in the 2000-2001 school year or after, he or she would be required to pass the STAAR examination in reading and mathematics in the fifth grade in order to be promoted to the sixth grade. **Due to the recent changes in the state mathematics curriculum, however, 5<sup>th</sup> grade students will not be required to pass STAAR math during the 2014-15 school year to be promoted.** If your child does not pass the STAAR after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL).

Students in kindergarten through 2<sup>nd</sup> grade are given the Texas Primary Reading Inventory to monitor progress in reading. Additionally, students in those grades are administered AIMSWeb screening three times per year. Results of the assessments are used to assess student progress in reading and mathematics.

As required by state law, we will annually assess the physical fitness of students in grades 3-6. Parents may request the results for their child in writing at the end of the school year.

## **Grading and Report Cards**

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having difficulty in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

Grading for students in grades one through six will be composed of an average of two categories: major grades and daily grades. Major grades (tests, projects, and special assignments) will comprise 50% of the average. Daily grades (class work or homework) will count for 50% of the average. Averages will consist of no less than 10 daily grades and 2 major grades per six weeks in grades 3 through 6.

Assignments must be relevant to the subject matter and fulfill the requirements of the state's curriculum. Lessons and assignments should reflect accommodations for differences in student learning styles and academic needs.

Make-up work for absences should be one school day to complete the work for each day the student is absent. Students with absences that are not excused will receive a grade no greater than 70 for the completed work. Homeroom teachers must notify the subject area or special education teachers of a student's unexcused absence.

Assignments must be turned in the day the assignment is due. Students will not be allowed to call parents to bring work to school the day it is due. Students in grades 3 through 6 will be required to attend Cub Academy for any assignment that is not turned in on time. Cub Academy will be held Monday through Thursday afternoons from 3:35 until 4:30.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child's campus under the state's Student Achievement Indicator System, along with a definition and explanation of each performance rating.

## **Promotion, Retention, Award of Credit**

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

Any student who fails reading or math for the year will be retained. Kindergarten or 1<sup>st</sup> grade students may be retained for unsatisfactory progress or progress that needs improvement. If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the STAAR examination in the 5<sup>th</sup> and 8<sup>th</sup> grades—or pass an alternate test if he or she does not pass after three tries on the STAAR—in order to be promoted to the sixth and ninth grades. Students in the 5<sup>th</sup> or 8<sup>th</sup> grade who are taking courses above the student's grade level will substitute subject tests appropriate to the grade level, which may include end-of-course examinations in courses for which the student may receive high school graduation credit. If your child does not pass the STAAR after the first administration at a grade level, we will provide intensive instruction in child's area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL)

## **Awards and Honors**

Nancy Smith Elementary School has an Awards Assembly the Friday following the end of each six weeks grade-reporting period. Students are recognized for perfect attendance, "A" honor roll, "A-B" honor roll, exemplary behavior and Accelerated Reading. The public is invited to attend each Awards Assembly. Perfect attendance is awarded to those students who have no more than 2 tardies per six-weeks and sign out early and return ONLY with documentation from a medical professional.

## **Credit by Examination**

A student who has received **prior instruction in a course or subject**-but did not receive credit for it-may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

A student will be permitted to take an exam to earn credit for an academic course for which the student **has no prior instruction**. Deadlines for registration are October 12, 2012; January 25, 2013; April 5, 2013; and June 7, 2013.

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal by the dates listed above. The District will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education. [For further information, see EEJB.] The cost is \$40 per exam.

## **Class Schedules**

The school day for instructional purposes begins at 8:00 AM. Students may enter the classrooms when the first bell rings at 7:55 AM. Breakfast will be served in the cafeteria from 7:30-7:45 AM. **Only students who eat breakfast in the cafeteria or ride a school bus should be on campus before 7:45 AM unless instructed to attend tutoring with a teacher.**

Pre-kindergarten and Head Start will meet from 8:00 AM until 2:30 PM Monday through Friday.

Students in kindergarten through 2<sup>nd</sup> grade will meet from 8:00 AM until 3:00 PM Monday through Friday.

Grades 3-6 Students will meet from 8:00 AM until 3:35 PM Monday through Thursday and 8:00 AM until 3:00 PM on Friday.

## **Library Facilities, Hours, and Access**

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is maintained by a library aide under the direct supervision of a certified librarian. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

## **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 their parents will be asked to sign a user agreement (included in the signature page in this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action (see **Educational Technology and Acceptable Use**).

## **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.

## **Educational Technology and Acceptable Use**

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (Policy EFE)
2. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, highly offensive to others, highly threatening to others, or illegal, because a significant part of the District's educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's data or files, including introducing computer viruses into the District's system by any means.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

# OF SPECIAL INTEREST TO PARENTS

## **Parent Rights**

**Academic Programs:** You can ask the principal to change your child’s teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child’s current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

**Teaching Materials:** You may review all teaching materials, textbooks and other teaching aids used in your child’s classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

**Records and Other Information:** As we stated in the “Required Notices” section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on “Questioning Students at School,” we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

**Video and Audio Recording:** We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses; or
- a purpose related to a co-curricular or extracurricular activity; or
- a purpose related to regular classroom instruction; or
- media coverage of the school.

**Psychological Examinations:** We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the examination will be used to develop an appropriate individualized program for your child.

**Exemption from Instruction:** You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child’s teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

**Campus Performance and Accountability:** We will keep you informed annually of your children's campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child's report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

**Classroom Celebrations:** You or a grandparent may provide any food product of your choice to your child and his or her classmates on the occasion of the child's birthday or for any other school-designated function, such as class parties, bake sales, etc. Scheduled parties for elementary students will be Christmas (December 18 @ 2:00 p.m.), Valentines' Day (February 13 @ 2:00 p.m.), and an end-of-year party (May 27 @ 2:00 p.m.). **Any student who is not in attendance from the beginning of the school day may not attend a party.**

## **Administering Medicine at School**

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Parents must complete a form giving permission for the medication. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from your child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

The nurse does not keep commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like. The nurse or authorized personnel will administer over-the-counter medication that is provided by the parent when a form has been completed and signed. Medicine must be in original container. The medication form is available in the office.

If your child has unique medical conditions or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal or school nurse, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

If your child has a food allergy or a severe allergy that, in your judgment would require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food to which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary precautions for the child's safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

Students with a diagnosed food allergy that places them at risk for anaphylaxis (sudden onset, whole body reaction to an allergen that can involve closing of airways, hives, swelling, irregular heartbeat, wheezing, and other symptoms) shall be cared for in accordance with guidelines developed by the commissioner of state health services in consultation with an appointed ad hoc committee.

## **Communicable Diseases/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable

or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

### **Bacterial Meningitis**

State law requires the District to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord—also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:-Strep pneumonia causes pneumococcal meningitis; there are over 80 subtypes that cause illness – Neisseria meningitides—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135.

- 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, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

\*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

- What is the risk of bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

- 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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

- 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. Being a carrier helps to stimulate the body's natural defense system.

The bacteria rarely overcomes 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. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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 should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

## **Complaint Process**

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 business days of the event or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when you are not satisfied with informal attempts at resolution, you should request a copy of the complaint policy **and must put your complaint in writing** before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within ten business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

## **Cub Academy**

Cub Academy is a service provided for students who need additional assistance in their class work; who have incomplete assignments, or are required to stay for a tardy or behavior detention. Cub Academy is available Monday through Thursday from 3:35 until 4:30. There will be a certified teacher available in Cub Academy at all times.

## **Lost, Damaged, or Stolen Personal Items**

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the day. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. The campus maintains a “Lost and Found” area where clothing and other items are turned in. Items that are not claimed by the end of the six weeks will be donated to a local charity. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

## **Pest Control and Asbestos Management Plan:**

Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the school grounds.

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in District facilities, is available in the Superintendent’s office during regular business hours, 7:30 a.m. to 4:00 p.m., Monday through Friday. If you have any questions, please contact Shane Fields, at 325-762-2823.

## **Student Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. Students with a diagnosed food allergy that places them at risk for anaphylaxis (sudden onset, whole body reaction to an allergen that can involve closing of airways, hives, swelling, irregular heartbeat, wheezing, and other symptoms) shall be cared for in accordance with District policy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district’s food allergy management plan is available in the superintendent’s office. Policy FFAF (Local) is available through the District Website at [www.albanyisd.net](http://www.albanyisd.net).

## **Student Health Concerns**

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines containing foods of minimal nutritional value. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco and tobacco products on campuses or school-sponsored or school-related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

The district has a student health advisory council that will meet at least four times during the school year. Contact the school nurse for additional information.

We will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. This plan will be developed in collaboration with you and, if possible, your child’s physician. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child’s physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

## **Student Illness or Injury at School**

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have a school nurse available and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

## **Telephone Use**

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and with permission. A student will NOT be allowed to call home for homework, assignments, or signature pages. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off during instruction. Improper use of a cellular phone or other electronic communication device during the school day will result in the item's being confiscated. A **\$15** administration fee will be charged for the return of the cell phone.

Changes in a child's normal departure routine should be submitted to the homeroom teacher **in writing** the day of the change. Parents should call to change a child's routine **only in an emergency situation**.

## **Transportation Program**

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

## **Visiting School**

You are welcome to visit your children's school from time to time; however, you must comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the knowledge of the office are considered as trespassers and may be subject to arrest.

School age or younger children are not allowed to visit during instructional classes unless they are under the direct supervision of a parent, guardian, or other responsible adult. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at

school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessory conservator's access to their child while at school, we will permit either parent to eat lunch with their child.

## **Weather Emergencies**

During weather emergencies during school hours, the teachers will give special safety instructions to students. Please listen to the news media for bulletins concerning the opening or closing of schools in the event of severe weather. Information regarding school closings or late starts may also be found on the District Website at [www.albanyisd.net](http://www.albanyisd.net). In addition, Albany ISD has contracted the services of Alert Now wherein the company will notify parents through automated telephone calls if school will be closed or start late due to inclement weather. Parents and students are urged to keep telephone numbers updated regularly in order for calls to reach families as needed.

Alert Now will also be utilized to inform parents of emergencies other than weather. In such cases, a 411 emergency number will be displayed on Caller Identification (ID). Weather emergency protocol are :

### **TORNADO**

- Students will be sent to the appropriate area as per the campus tornado plan.
- The designated areas have solid walls between the students and the outside area. Students are placed in hallways that have little glass or rooms that are in the center of the building. Four bells will sound to indicate a weather emergency.

### **FLOOD**

- Students will stay at school unless picked up by a parent/guardian.
- Buses will not run their routes unless given clearance from emergency personnel.
- Designated pick up area for elementary students is the front circle drive.

### **ICE/SNOW**

- Radio and television stations will be notified of late starts or cancellation.
- If a storm occurs during the day, students may be picked up by a parent/guardian.
- Buses will run only if deemed appropriate by the Texas Department of Transportation.
- School personnel and students will follow the same procedures as for a flood.

## **Authorized Fees**

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the district.

- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments.
- fees, not more than \$50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.
- a reasonable fee for transporting a student to and from school if the student is not an eligible rider and the district does not receive any state funds for a transportation allotment.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

## **Food Service/Free and Reduced-Price Food Program and Foods of Minimal Nutritional Value (FMNV)**

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals. Specific information may be found on the web at [www.squaremeals.org](http://www.squaremeals.org).

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Students may purchase meals in advance. Students pay for their lunches either with cash or check during homeroom each morning. The cost of a meal ticket will not be less than the established meal rate for the year, regardless of the quantity of meals purchased at one time. **We do not allow students to charge meals.** Any child who forget to bring a lunch or does not have money in the lunch account will be given a cheese sandwich.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact Amanda Moberley in the Superintendent's office.

Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year. The three events are: Christmas, Valentines, and end of school parties. Elementary students may be given one nutritional snack per day in the classroom. Schools and parents may provide one additional nutritious snack per day for students taking the STAAR tests. The snack must comply with the sugar limits and may not contain any FMNV or consist of candy, chips, or dessert type items. Packaged snacks must be in single size servings.

Cafeteria breakfast and lunch prices are:

Regular Price Breakfast:	\$1.10	Reduced Price Breakfast:	\$ .30
Regular Price Lunch:	\$2.10	Reduced Price Lunch:	\$ .40
Faculty and Staff Breakfast:	\$1.50	Adult Visitor Breakfast:	\$2.00
Faculty and Staff Lunch:	\$2.75	Adult Visitor Lunch:	\$3.00

Ice cream is available to students after their meal for \$1.00. Pre-kindergarten, Head Start, and Kindergarten students' ice cream days are limited to Friday.

## **Lunch Schedule**

Pre-K & Head Start	10:45-11:15	3 <sup>rd</sup> Grade	11:40-12:10
Kindergarten	11:00-11:30	4 <sup>th</sup> Grade	11:45-12:15
1 <sup>st</sup> Grade	11:20-11:50	5 <sup>th</sup> Grade	12:10-12:40
2 <sup>nd</sup> Grade	11:25-11:55	6 <sup>th</sup> Grade	12:10-12:40

## **Peanut Sensitivity**

In an attempt to ensure the safety of all students, NSES is a peanut sensitivity campus and will strive to become a peanut free environment due to students' allergies that could result in anaphylaxis shock.

- The elementary cafeteria will no longer cook, sell or handle any peanut products.
- Any child who forgot their lunch or has a zero balance in their account will receive a cheese sandwich rather than a peanut butter and jelly sandwich.
- Anyone who brings food or snacks for pre-kindergarten through 6<sup>th</sup> grade students must refrain from bringing snacks that include peanut products.
- Students who bring a peanut butter sandwich for lunch must mark on the box that there is a peanut butter sandwich inside so the student will not be placed at the same table as a student with the allergy.
- Any child who eats a peanut butter sandwich for lunch will immediately wash their hands following the meal and will not sit at the table with a student who has a peanut allergy.

**Note:** This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

SEXUAL HARASSMENT

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

BY AN EMPLOYEE

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

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

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

OTHER PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

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

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experi-

enced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. (FFG)

#### TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

#### DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (FB LOCAL)
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

#### NOTIFICATION OF REPORT

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

#### NOTICE TO PARENTS

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

#### CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

#### INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District

official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation. The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL

A student, including a complainant, may appeal through FNG(LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

RECORDS RETENTION Retention of records shall be in accordance with FB(LOCAL).

ACCESS TO POLICY Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Albany ISD

209901

STUDENT RIGHTS AND RESPONSIBILITIES FNG

STUDENT AND PARENT COMPLAINTS/GRIEVANCES (LOCAL)

DATE ISSUED: 7/22/2004

UPDATE 73

FNG(LOCAL)--A

The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint. The principal of each campus shall inform students and parents of this policy.

Except as addressed by SPECIFIC COMPLAINTS, below, this policy applies to all complaints or grievances from students or parents. Complaints alleging certain forms of harassment shall be processed in accordance with FFH.

For more information on how to proceed with complaints regarding:

1. Alleged discrimination, see FB.

2. Loss of credit on the basis of attendance, see FEC.

3. Removal to a disciplinary alternative education program, see FOC.

4. Expulsion, see FOD and the Student Code of Conduct.
5. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504, see FB.
6. Identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act, see EHBA, FOF, a parents' rights handbook provided to parents of all students referred to special education.
7. Instructional materials, see EFA.
8. On-campus distribution of nonschool materials, see FNAA.
9. A commissioned peace officer who is an employee of the District, see CKE.

For purposes of this policy, terms are defined as follows:

The terms "complaint" and "grievance" shall have the same meaning. Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the student or parent or designated representative no more than three days after the response deadline.

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel.

"Days" shall mean District business days. In calculating time lines

under this policy, the day a document is filed is “day zero,” and all deadlines shall be determined by counting the following day as “day one.”

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Each party shall pay its own costs incurred in the course of the complaint. Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the student or parent did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refiling is within the designated time for filing a complaint.

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level One complaints with the campus principal. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator shall have ten days following the conference to provide the student or parent a written response. If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the student or parent a written response.

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the student or parent or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

FNG(LOCAL)-A

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE] The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio

recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

## **NSES Behavior Expectations**

**(See Chart on page 39.)**

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

<b>Setting</b>	<b>Safety</b>	<b>Responsibility</b>	<b>Respect</b>
<u>Schoolwide</u> (Common Areas)	<ul style="list-style-type: none"> <li>Walk to and from all areas, single file on the right</li> <li>Keep hands, feet and objects to oneself</li> <li>Ask for adult help as needed</li> <li>Enter &amp; exit in an orderly manner</li> <li>Observe outdoor sidewalks as corridors</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules</li> <li>Take proper care of all personal and school property</li> <li>Go directly to assigned destination</li> <li>Always do your best</li> <li>Be accountable for your choices</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions immediately</li> <li>Use quiet voice and kind words</li> <li>Ask permission</li> <li>Clean up after self</li> <li>Be silent with adult signal</li> <li>Observe classroom rules</li> </ul>
<u>Cafeteria</u>	<ul style="list-style-type: none"> <li>Hold tray with both hands</li> <li>Keep all food to self</li> <li>Sit with feet on floor, bottom on bench, facing the table</li> <li>Use microwave with caution</li> <li>Reheat ONLY in microwave</li> </ul>	<ul style="list-style-type: none"> <li>Stand quietly in line</li> <li>Face forward</li> <li>Keep area clean</li> <li>Have permission to leave seat</li> <li>Empty tray at monitor's request</li> <li>Dispose of waste properly</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Follow directions of monitor</li> <li>Do not take food from another tray without being offered</li> </ul>
<u>Restrooms</u>	<ul style="list-style-type: none"> <li>Recognize restroom as unsafe play area</li> <li>Report problems to an adult</li> <li>Dispose of trash properly</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Keep area clean</li> <li>Wait patiently for your turn</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Use polite language</li> <li>Knock politely on stall doors</li> </ul>
<u>Buses</u>	<ul style="list-style-type: none"> <li>Sit facing forward with bottom on seat</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to assigned area</li> <li>Get to bus on time</li> <li>Follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions of bus driver</li> <li>Use a quiet voice</li> </ul>
<u>Library</u>	<ul style="list-style-type: none"> <li>Stay in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Care for books</li> <li>Return books on time</li> <li>Wait patiently in book check-out line</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions immediately</li> </ul>
<u>Playground</u>	<ul style="list-style-type: none"> <li>Wait for teacher</li> <li>Play with playground equipment only</li> <li>Use equipment safely</li> <li>Stay in playground area</li> </ul>	<ul style="list-style-type: none"> <li>Keep playground area clean</li> <li>Follow playground rules</li> <li>Line up when called</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Settle differences peacefully</li> <li>Include others</li> </ul>
<u>Arrival and Dismissal</u>	<ul style="list-style-type: none"> <li>Cross circle drive with supervision</li> <li>Once at school stay at school</li> <li>Enter and exit vehicles (3 at a time) under awning</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit appropriate doors</li> <li>Read book quietly upon arrival</li> </ul>	<ul style="list-style-type: none"> <li>Sit quietly in assigned area upon arrival</li> </ul>

# ACKNOWLEDGEMENT

## Nancy Smith Elementary School

2014-2015

### Parent and Student Signature Page

Dear Student and Parent:

The Albany Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator.

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

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

### Student Handbook

The Handbook is to provide you with information on policies and procedures at Nancy Smith Elementary School. Please carefully read and review all information included in the Handbook.

**We acknowledge that we have received the Nancy Smith Elementary Student Handbook for the 2014-2015 school year, and that we are responsible for reading and understanding the information contained here.**

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

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

### Student Code of Conduct/Discipline Management

The Student Code of Conduct booklet was designed to inform you and your child regarding the School District's Policies for conduct and discipline. Please carefully read and review all information included in this booklet.

We acknowledge that we have received and are responsible to read and understand the Albany ISD's Student Code of Conduct.

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

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

### Corporal Punishment

Albany ISD's code of conduct allows the use of corporal punishment by authorized personnel under certain guidelines unless the parent/guardian requests that corporal punishment not be used. **If you do NOT want corporal punishment used, you MUST make a written request to the principal's office and attach such request to the signature pages.**

## Extracurricular Activities

**Parent Permission for Students to Leave Campus:** I have received and read the policy on students leaving campus for school activities. (Please circle yes or no and sign in the space corresponding to the statement circled.)

**(Yes)** I give permission for my child to leave campus for school sponsored extracurricular, co-curricular and other state approved absences.

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signature: \_\_\_\_\_

**(No)** My child may not leave school on school sponsored extracurricular, co-curricular, or other state approved absences.

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signature: \_\_\_\_\_

**Field Trips:** My child has permission to go on field trips and other special events that are sponsored by the school District.

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

## Participation in an Electronic Communication System

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

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

I, the parent/guardian, have read the District's electronic communications system policy and administrative guidelines. In consideration of the privilege of using the District's electronic system, and in consideration of having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system. This included, without limitation, the type of damage identified in the District's policy and administrative regulations. (Please check one answer and sign below.)

\_\_\_\_\_ I give permission for my child to participate in the District's electronic communications system.

\_\_\_\_\_ I do not give permission for my child to participate in the District's electronic communications system.

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

## Publications, Video, Interactive TV, and Internet Consent

Students in Albany ISD sometimes are asked to be part of school or District publicity, publications, or public relations activities. For example, pictures and articles about school activities may appear in school publications or be given to local newspapers. Students may also participate in distance learning, virtual field trips, and video conferencing through interactive television, which involves transmitting the student's voice and image to the distance sites. Participating in an interactive TV transmission is not a violation of any person's privacy rights.

If you **do not** want your child's name, art work, written work, voice, or picture (video or still) to appear in any school publicity or publication, school buildings, school videos, or website, please indicate below and return with this acknowledgement page to the school office.

I **do not** want my child's name, art work, written work, voice, or picture (video or still) to appear in any school publicity or publication, school buildings, school videos, or website.

# DIRECTORY INFORMATION

**Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.**

**If you do not want Albany ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 8, 2014.**

**Albany ISD has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees; honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and height & weight of members of athletic teams. FL(LOCAL)**

If you DO NOT want Albany ISD to disclose directory information from your child’s education records without your prior written consent, check this box and return the form by September 8, 2014

We have designated the following categories of directory information as pertinent to limited school sponsored-purposes. “School-sponsored purposes” means for publication in a student directory, a school yearbook, or official school publications including the school’s website and school programs for special events.

<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> School electronic mail address
<input type="checkbox"/> Photograph	<input type="checkbox"/> Degrees, honors, awards received
<input type="checkbox"/> Grade level	<input type="checkbox"/> Most recent school attended
<input type="checkbox"/> Participation in officially recognized school-sponsored activities and sports	<input type="checkbox"/> Height & weight of members of school athletic teams

- If you CONSENT to the use of ALL of the above-listed items for limited school-sponsored purposes ONLY, check this box and return this form to us by September 8, 2014.
- If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us by September 8, 2014.

\_\_\_\_\_  
Student’s Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date