

TEMPLE
Independent School District
2009-2010
Student Handbook

Reviewed by the TISD Board of Trustees
July 13, 2009

TEMPLE INDEPENDENT SCHOOL DISTRICT

DISTRICT ADMINISTRATIVE STAFF

Dr. Robin Battershell..... Superintendent
Mr. Kent Boyd.....Assistant Superintendent of Facilities and Planning
Ms. Regina Corley Director of Communication and Community Involvement
Mrs. Lisa Diserens Director of Accountability, Assessment, and PEIMS
Mrs. Lydia GainesDirector of Recruiting
Dr. John Hancock..... Assistant Superintendent of Administration
Mrs. Luann HughesDirector of Technology
Mrs. Angie Martinez.....Director of Food Service
Mr. Bryce Monsen Director of Athletics
Dr. Karen A. Morgan Director of Special Programs
Mr. Joe Palmer..... Assistant Superintendent of Human Resources
Mr. James PfeifferDirector of Fine Arts
Mr. Walt ProthroDirector of Transportation
Mrs. Kallen VadenExecutive Director of Finance
Mrs. Marilyn Varchetto Director of Special Education
Mr. J.J. Villarreal.....Assistant Superintendent of Curriculum and Instruction

BOARD OF EDUCATION

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Mr. David Pennington District # 6..... Secretary
Mrs. Mary Klentzman District # 7 Board Member
Ms. Cheryl T. Mehl School Attorney

Regular School Board meetings are held the second Monday of the month.

MOTTO

“We educate all students. We are responsible. We find a way.”

Temple Independent School District
200 North 23rd Street
Temple, Texas 76504
254-215-TISD (8473)
FAX: 254-215-6783

Web Site: <http://www.tisd.org>

**TEMPLE INDEPENDENT SCHOOL DISTRICT
2009-2010**

Cater Elementary School (K-5)

PH: 215-7444 FAX: 215-7479
4111 Lark Trail
Temple, TX 76502-1247
David Dixon, Principal

Hector P. Garcia Elementary School (K-5)

PH: 215-6069 FAX: 215-6122
2525 Lavendusky Drive
Temple, TX 76501-4818
Ron Smith, Principal

Jefferson Elementary School (K-5)

PH: 215-5505 FAX: 215-5545
400 West Walker
Temple, TX 76501-1345
Beth Giniewicz, Principal

Kennedy-Powell Elementary School (K-5)

PH: 215-6000 FAX: 215-6032
3707 West Nugent Avenue
Temple, TX 76504-8840
Melissa Harper, Principal

Meridith-Dunbar Elementary School (Pre-K-3)

PH: 215-5900 FAX: 215-5944
1717 East Avenue J
Temple, TX 76501-8499
Wanda Reynolds, Principal

Raye-Allen Elementary School (K-5)

PH: 215-5802 FAX: 215-5843
5015 South 5th Street
Temple, TX 76502-3700
Gale Leidy, Principal

Scott Elementary School (K-5)

PH: 215-6222 FAX: 215-6251
2301 West Avenue P
Temple, TX 76504-6552
Donna Lammert, Principal

Thornton Elementary School (K-5)

PH: 215-5747 FAX: 215-5746
2900 Pin Oak Drive
Temple, TX 76502-2575
Mark Fleming, Principal

Western Hills Elementary School (K-5)

PH: 215-5580 FAX: 215-5624
600 Arapaho Drive
Temple, TX 76504-3724
Pat Groholski, Principal

Bonham Middle School (6-8)

PH: 215-6600 FAX: 215-6634
4600 Midway Drive
Temple, TX 76502-1592
Judy Hundley, Principal

Lamar Middle School (6-8)

PH: 215-6447 FAX: 215-6483
2120 North First Street
Temple, TX 76501-1704
Jennie Mathesen, Principal

Travis Middle School (6-8)

PH: 215-6282 FAX: 215-6352
1500 South 19th Street
Temple, TX 76504-7242
Eddy McNamara, Principal

Temple High School (9-12)

PH: 215-7100 FAX: 215-7237
415 North 31st Street
Temple, TX 76504-2526
Jason Bullock, Principal

Fred Edwards Academy (Accelerated Academy)

PH: 215-6944 FAX: 215-6946
1414 W. Barton
Temple, TX 76504

Safe Schools/Healthy Students

PH: 215-7252 FAX:
1414 W. Barton
Temple, TX 76504
John Maspero, Director

Early Childhood Centers (Pre-Kindergarten)

Bethune

PH: 215-6701 FAX: 215-6728
510 East Avenue J
Temple, TX 76504-5843
Tina Coppin, Principal

Dickson

PH: 215-6850 FAX: 215-6190
1100 South 33rd Street
Temple, TX 76504
Tina Coppin, Principal

Wheatley Alternative Education Center

PH: 215-5655 FAX: 215-5673
515 East Avenue D
Temple, TX 76501
Carl Pleasant, Principal

ACKNOWLEDGEMENT

Dear Student and Parent:

The Temple Independent School District provides Student Handbooks to parents and students (on line or if requested in writing a hard copy) 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.



We acknowledge that we have gone on line at www.tisd.org or requested a hard copy of the TISD Student Handbook for the 2009-2010 school year, and that we are responsible for reading and understanding the rules and other information contained in the Student Handbook.

Student's Name: _____

(Please print)

Student's Signature: _____ Date: _____

Parent's Name: _____

(Please print)

Parent's Signature: _____ Date: _____

School: _____ Grade Level: _____

UNIFORMED MILITARY SERVICES EMPLOYMENT DATA

Student's Name

Campus

Is either of your parents or guardians on active duty in the uniformed services?

Please circle one: Yes No

If yes, enter parent name

Rank

Branch

Unit

MILITARY RETIREES, RESERVES, AND NATIONAL GUARD ARE NOT ELIGIBLE

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 Temple 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 11, 2009.

Temple ISD has designated the following information about your child as directory information: name, address, dates of attendance, and grade level.

If you DO NOT want us to release ANY directory information about your child without your written consent, check this box and return the form by September 11, 2009.

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

<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> 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 activities and sports	<input type="checkbox"/> Height & weight of members of athletic teams
<input type="checkbox"/> Date and place of birth	<input type="checkbox"/> Major field of study
<input type="checkbox"/> Dates of attendance	<input type="checkbox"/> Audio and video recordings of extracurricular and co-curricular performances
<input type="checkbox"/> Security videos from school buses and common areas of the school, unless used to impose discipline	

- 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 11, 2009.
- 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 11, 2009.

Temple ISD receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent.

If you DO NOT want us to release your secondary school (grades 7-12) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box.

Student's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian's Signature

Date

AUTHORIZATION TO SECURE EMERGENCY MEDICAL TREATMENT

1. Name of Minor _____ Grade _____ Date of Birth ____/____/____
Mo/ Day/ Year

2. Name of parent, guardian, or conservator
Office phone _____ Home Phone _____
Address _____

3. Name of Other Parent (or both if different from #2)
Father _____ Phone _____
Mother _____ Phone _____

4. Friend or Relative who will probably know where to locate the parent in event of temporary absence
Name _____ Phone _____

I authorize the Superintendent of Temple ISD, Temple, Texas or a designated representative to secure any and all emergency medical care and treatment for _____ (student's name) for acute illness suffered, or injury sustained while at school or participating in school-related activities. Emergency treatment may be secured at a licensed hospital, clinic or medical facility, or by a licensed physician or dentist with the following exceptions:

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent or guardian and will not be assumed by the Superintendent, the designee, or the Board of Trustees of Temple Independent School District.

Check one:

I do not have medical insurance do have medical insurance coverage on child with _____ Insurance Company, policy or certificate # _____.

Medications or drugs to which the student has had an allergic or adverse reaction are:

_____ Parent Signature (Student if not a minor)	_____ Date
_____ Parent Signature	_____ Date
_____ Guardian Signature	_____ Date

Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist. Other distribution shall be only within the limitations of the Family Education Rights and Privacy Act.

(For Field Trips, Teachers, and Office Use – Does not go to the Nurse's office)

STUDENT HEALTH INFORMATION

School _____

Student _____

Grade _____

Homeroom Teacher _____

Dear Parent:

The school would like to cooperate with the parent in caring for any special health problems, either temporary or long-term, that may affect that student in his/her performance at school. Please list below any health problems such as:

Heart condition, kidney condition, epilepsy, diabetes, severe allergy to insect stings, severe food allergies, etc.

that requires emergency treatment. If any medical condition, either temporary or long-term, arises during the school year, please contact the school nurse, the teacher, or the principal so it does not interfere with your child's performance in school. Also, please list any medication that your child takes on a regular basis.

Problem: _____

Date: _____

Signed: _____

(I give permission to share this information with other personnel that need to know.)

School Nurse

NO MEDICATION will be administered by any school employee without a written order from a physician and a written permission slip from the parent or guardian.

(Place in Nurse's Office)

Acceptable Use Agreement for Electronic Information Resources

I grant do not grant (please check the appropriate box)

my student permission to use the District's electronic information resources. My student and I have read the Acceptable Use Policy for Electronic Information Resources and understand that any violation of this policy may result in disciplinary action and/or suspension from computer use.

Initial

Please sign and date this form and return it to your child's school.

Parent Signature (Student may sign if over age 18)

Student Signature

Date

Parent Email Address

Printed Student's Name

Grade

Date

ID Number: _____

MEAL PROGRAM OPPORTUNITIES

Students Name: _____

Students ID: _____

Campus: _____

Qualifying for the program extends other student opportunities:

- Fee Waivers for SAT, ACT Testing and College Applications
- Reduced Summer School Program Fees for 9th – 12th grade students
- Reduced Fees for AP Tests
- Nutritious Breakfast and Lunch Meals

Check (✓) and return form to school

____ I do not want to apply for the school Meal Program.

____ I have already turned in an application.

Applications available July 29, 2009 at any school campus or the School Nutrition Office. Application processing may take up to 10 days. For more information call 215-6536.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color nation origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

TISD Student Residency Form

Name of school: _____

Name of student: _____

Gender: Male

Female

Birth Date: _____

Social Security # _____

Month / Day / Year

This questionnaire is intended to address the McKinney-Vento Act (42 U.S. C. 11434a(2)). The answers to this residency information help determine the services the student may be eligible to receive.

1. Is your current address a temporary living arrangement? Yes No

2. Temporary living arrangement due to loss of housing or economic hardship? Yes No

If you answered NO to the above questions, please sign here: _____

If you answered YES to the above questions, please complete the form below:

Where is the student presently living?

- In a motel
- In a shelter
- With more than one family in a house or apartment
- Moving from place to place
- In a place not designed for ordinary sleeping accommodations (car, park, or campsite)
- Other

Name of Parent(s)/Legal Guardian(s) _____

Address _____ Zip _____ Phone _____

Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002 (3) (d)

Signature of Parent/Legal Guardian _____ Date _____

=====

Office Use Only:

I certify the above named student qualifies for benefits under the provisions of the McKinney-Vento Act.

Date

McKinney-Vento Signature

Campus will retain a copy of this form and send the original to the Office of Student Services

**MIGRANT EDUCATION PROGRAM
FAMILY SURVEY 2009-10**

Your child may be eligible for supplemental services if he/she qualifies as a migratory student. To help us please answer the following questions. If you qualify we will contact you for further information. Please fill out this survey and return it to your child’s school as soon as possible.

Student Name		Grade/Campus		Date of Birth	
Name of Parent/Guardian		Home Address/Apt. Name	City		Zip
Telephone Number:		Mailing Address	City		Zip
Home: ()					
Work: ()					

Have you or your family moved from one school district to another IN THE LAST THREE YEARS in search of agricultural/fishing work?

YES (GO to the next question.) NO (STOP here and return survey to your child’s school.)

If yes, from _____ to _____
(City, State, Country) (City, State, Country)

Did you seek or obtain work in any of the following activities? (Place an X on those that apply)

YES NO Was the work temporary seasonal

<p>Agriculture</p> <input type="checkbox"/> Preparing the soil <input type="checkbox"/> Planting fruits or vegetables <input type="checkbox"/> Irrigating fruits or vegetables <input type="checkbox"/> Harvesting fruits or vegetables <input type="checkbox"/> Packing fruits or vegetables <input type="checkbox"/> Canning fruits or vegetables <input type="checkbox"/> Other: _____	<p>Livestock</p> <input type="checkbox"/> Horses/deer/cows <input type="checkbox"/> Herding <input type="checkbox"/> Feeding <input type="checkbox"/> Processing <input type="checkbox"/> Packing Meat <input type="checkbox"/> Other: _____	<p>Chickens</p> <input type="checkbox"/> Building/cleaning coops <input type="checkbox"/> Feeding chicks <input type="checkbox"/> Gathering eggs <input type="checkbox"/> Processing chickens <input type="checkbox"/> Packing and icing parts <input type="checkbox"/> Other: _____
<p>Fishing</p> <input type="checkbox"/> Washing nets <input type="checkbox"/> Sorting and cleaning fish <input type="checkbox"/> Filleting fish <input type="checkbox"/> Marinating, canning, labeling fish <input type="checkbox"/> Other: _____	<p>Cows (Dairy)</p> <input type="checkbox"/> Calving <input type="checkbox"/> Feeding calves <input type="checkbox"/> Milking <input type="checkbox"/> Building/repairing fences <input type="checkbox"/> Other: _____	<p>Nursery</p> <input type="checkbox"/> Irrigation <input type="checkbox"/> Cultivating <input type="checkbox"/> Planting <input type="checkbox"/> Weeding <input type="checkbox"/> Cutting trees (for Christmas) <input type="checkbox"/> Other: _____

PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Temple 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 Students
- Of Special Interest to Parents

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 Temple 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.

REQUIRED LEGAL NOTICES

Nondiscrimination: Temple ISD does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex, 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. 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 John Hancock, whose office is located at the Central Administration Offices at 200 North 23rd Street and who can be reached by telephone by calling (254) 215--6769.

The Section 504 Coordinator for the school district is Karen Morgan, whose office is located at the Freeman Heights Administrative Offices at 300 South 27th Street and who can be reached by telephone by calling (254) 215-6817.

Homeless Liaison and Title I Participants

John Hancock is our 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 John Hancock at (254) 215-6769.

If you have questions about the parent involvement program or need assistance related to the program, please contact Regina Baird at (254) 215-6791. Karen Morgan works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Karen Morgan at (254) 215-6817.

Family Educational Rights and Privacy Act: 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 and 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 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 assistant superintendent for administration for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 5 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, 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, which 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 with 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 download the policy (coded FL (LEGAL) and (LOCAL)) from the District’s online policy manual. 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.

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, 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.

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

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

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

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

Contact Person: Marilyn Varchetto

Phone Number: (254) 215-6844

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students,

particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?
You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional 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/>.

GENERAL INFORMATION

2009-2010 School Calendar

Please see back cover

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 lives 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, subject to District policy at FD (LOCAL) and FDA (LOCAL), 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 school 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. 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.

We do not ordinarily admit overage students to school. However, a student who is 20 or younger and who has completed a GED program, but has not graduated from any high school, will be admitted.

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.

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.

Attendance Zones

The Board of Trustees has established geographic boundaries for each school, and students generally must attend the schools in the zone for their street address. You can make a written request for your child to attend a particular school and will have a chance to explain to the superintendent or designee why you think your request should be granted. Requests to attend a school other than the one geographically assigned must be made no later than the tenth day of the fall or spring semester. Occasionally, the district must assign students to another school to be in compliance with the states 22-1 required student-teacher ratio. The superintendent or designee will make final decisions on which school a child attends. Contact the superintendent for further information if you are not satisfied with the superintendent's decision.

Certain Transfers—Victims of Bullying and Sexual Assault

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 or to another campus within the school district. 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 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 another campus within the district (K-8) or to a neighboring school district(9-12), 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.

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 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.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

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 that school year.

A student who voluntarily remains enrolled after the age of 18 is required to attend school. If an 18-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the rest of the school year. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property. A student who is at least 18 years old and under the age of 21 will be required to attend school until the end of the school year.

Regular attendance is critical 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 determining factor in the amount of state financial aid the district is entitled to receive. Official attendance for school funding purposes will be at 10:15 a.m.

School officials aggressively enforce the state compulsory attendance laws. 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 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.

If a student who is at least 18 years old and younger than 21 fails to attend school, the District will pursue legal action against the student for failure to attend school. We will not ordinarily send warning notices to parents under these circumstances. Parents of these older students will not be referred for prosecution for contributing to truancy.

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. A maximum of 10 parent notes with a medical or other documentation will be accepted in a school year.

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.

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 18. We have the authority to file charges directly against students who are married, have not graduated from high school, and do not attend school. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

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.

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 appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's appearance in court.

Sounding "Taps" at a Veteran's Funeral: Absences by students 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.

Attendance and Credit Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. 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 for credit requirements.

Students who are in attendance in a class at least 75% of the days but less than 90% are eligible to receive credit 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 or juvenile justice proceeding must also obtain the court's consent before credit may be granted.

In the 2009-2010 school year, we require students to be in class for 72 days in the Fall Semester and 89 days in the Spring Semester to meet the 90% attendance for credit requirements. 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, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course. We offer a Saturday school program as one way students can make up time and ordinarily will charge a fee not to exceed \$50.00 for participating in that program. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

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.

Conduct and Discipline

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.

A student age 20 or older who has been admitted to District schools to complete the requirements for a high school diploma will not be placed in the District's DAEP or a JJAEP in which the District participates for violations of the Code of Conduct. Instead, the District will revoke the student's admission to the District.

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 makes decisions about dress and grooming violations.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines listed above and those outlined below.

- All clothing must be mid-thigh or longer when seated.
- Spaghetti straps, low necklines, or exposed midriffs are not permitted.
- Shirts designed to be tucked in shall be tucked in.
- Undergarments shall be worn appropriately.
- All pants shall be worn at the waist, with no sagging.
- Clothing referring to satanic, cult, gangs, or drug behavior may not be worn.
- All tattoos must be covered in grades Pre-K - 8.
- In grades 9 - 12, tattoos referring to satanic, cult, gangs, or drug behavior must be covered.
- No headgear, such as caps, hats, and the like, may be worn inside any district building.

- Inappropriate footwear (such as house shoes, shower shoes and “heelie” tennis shoes) is prohibited.
- Flip-flops are prohibited in grades Pre-K - 8.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately.

Harassment of Students

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone’s race, color, gender, national origin, or disability. Engaging in harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of “harassment” and possible disciplinary consequences.

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, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual or other harassing 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 complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, pp. 14-16) protects the confidentiality of information about the student you reported for investigation. In other words, we will not 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.

A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix 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 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 any other student the combination to their locker or otherwise let anyone else have access to their lockers.

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 vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

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 will 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 at 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.

CURRICULUM AND PROGRAMS

General Curriculum Information

Temple ISD operates a Pre-K–12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for primary (Pre-K and Pre-K – 3), elementary (K–grade 5), middle school (grades 6-8), and high school (grades 9-12).

A free full-day 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 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 Services, after an adversary proceeding.

If you think your child or children are eligible, please contact the principal.

Structured Physical Activity

In accordance with state law, we have the following policies in place to ensure that all students in elementary school, middle school, and junior high school engage in the amount and level of physical activity required by the State Board of Education:

The District shall follow nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades.

The District shall require students in full-day prekindergarten and in kindergarten through grade 5 to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year, as part of the District's physical education program or through structured activity during a campus's daily recess.

If the District determines, for any particular grade level, that requiring moderate or vigorous daily physical activity is impractical due to scheduling concerns or other factors, the District may as an alternative require a student in that grade level to participate in moderate or vigorous physical activity for at least 135 minutes during each school week.

The District must provide an exemption for a student who is unable to participate in the required physical activity because of illness or disability.

The District shall require students in grades 6–8 to participate in moderate or vigorous daily physical activity for at least 30 minutes for at least four semesters during those grade levels as part of the District's physical education curriculum.

The District may as an alternative require a student enrolled in a grade level for which the District uses block scheduling to participate in moderate or vigorous physical activity for at least 225 minutes during each period of two school weeks.

The District must provide an exemption for:

1. A student who is unable to participate in the required physical activity because of illness or disability; and
2. A student who participates in an extracurricular activity with a moderate or vigorous physical activity component that is considered a structured activity and meets the requirements for extracurricular activity as defined at 19 TAC 76.1001.

The District may allow an exemption for a student on a middle or junior high school campus participating in a school-related activity or an activity sponsored by a private league or club only if that activity meets each of the following requirements:

1. The activity must be structured;
2. The Board must certify the activity; and

3. The student must provide proof of participation in the activity.

A “structured activity” is an activity that meets, at a minimum, each of the following requirements:

1. The activity is based on the grade appropriate movement, physical activity and health, and social development strands of the essential knowledge and skills for physical education specified in 19 TAC chapter 116; and
2. The activity is organized and monitored by school personnel or by appropriately trained instructors who are part of a program that has been certified by the Board.

In addition, the District establishes the following goals for physical activity:

1. The District will provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
2. Physical education classes will regularly emphasize moderate to vigorous activity.
3. The District will encourage teachers to integrate physical activity into the academic curriculum where appropriate.
4. Before-school and after-school physical activity programs will be offered and students will be encouraged to participate.
5. The District will encourage parents to support their children’s participation, to be active role models, and to include physical activity in family events.
6. The District will encourage students, parents, staff, and community members to use the District’s recreational facilities that are available outside of the school day.

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities:

1. Sufficient time will be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable.
2. Wellness for students and their families will be promoted at suitable school activities.

The assistant superintendent for curriculum and instruction shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy.

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: Temple ISD provides special education and related services for students with disabilities according to individualized plans developed by administrators, special and general education teachers, parents, related service personnel, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. However, best practice would allow your child to participate in Response to Intervention activities first. Information from the intervention activities are incorporated into the special education evaluation. Once the evaluation is completed, the Admission, Review and Dismissal Committee will determine eligibility under the State Education criteria. A student must have a disability and an education need to qualify for specialized services. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Marilyn Varchetto, Special Education Director at (254) 215-6844, 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 still 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.

Bilingual Education/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. When 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. For questions regarding Temple ISD's Bilingual/ESL programs, please contact Karen Morgan at (254) 215-6817.

Temple ISD provides Bilingual Instruction to Spanish-speaking students in grades Pre-K through 5th. Students speaking any language other than Spanish are served through an English as a Second Language program for grades Pre-K through 5th. Regardless of language, all students whose first language is not English are served through an English as a Second Language program in grades 6-12.

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 grades or have had serious discipline problems.

Counseling Programs and Services

The district has a developmental counseling and guidance program. Each secondary campus has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and counselors can also refer students or parents to other sources of assistance.

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 your school principal or counselor.

Testing and Assessment Programs

Each year, we administer the statewide assessment program, Texas Assessment of Knowledge and Skills (TAKS). These tests are coordinated with the Texas Essential Knowledge and Skills that form the basic curriculum in all state-required subjects. Parents and students will receive complete information about applicable state assessments during the school year, as appropriate for the student's grade.

Results of the state examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and 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.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), and the American College Test (ACT) from the high school counselor.

As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your 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 trouble 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.

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. In addition, students will have to pass the TAKS examination.

Credit by Examination-With Prior Instruction

A student who has received prior instruction in a course or subject—but did not receive credit for it—may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination, however, to regain eligibility to participate in extracurricular activities. [For further information, see policy EEJA.]

Credit by Examination-Without Prior Instruction

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an examination for acceleration is 90.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. [For further information, see policy EEJB.]

Student Success Initiative

The student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take TAKS-A or other approved alternative testing instrument for students with disabilities. This grade advancement requirement also applies to students who take the Grade 8 reading and mathematics TAKS and TAKS-A or other approved alternative testing instrument for students with disabilities.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

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 supervised by a certified librarian or library aide. 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.

Acceptable Use Policy for Electronic Information Resources

Use of the TISD network and its resources is a privilege, not a right. Students are responsible for their own actions while using the computer. Students must abide by the following User Agreement when using the district's electronic resources:

1. While TISD employs Internet filtering software and students are supervised while using the computer, students may occasionally find an inappropriate website. It is the students' responsibility to report that site to their teacher.
2. Because a significant part of the TISD's educational mission is to instill the habits and manners of civility and to teach students the boundaries of socially acceptable behavior, students will not view, post, or distribute language online that is obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, illegal, or that expresses bigotry, racism, or hate.
3. Students will not place unlawful information on the Internet, nor will they use the Internet illegally in any way that violates federal, state, or local laws or statutes. Students will never falsify their identities while using the Internet.
4. Students will not use the Internet for non-school related activities.
5. Students will not send chain letters nor any pyramid scheme either to a list of people or to an individual, nor will they send any other type of communication that might cause a congestion of the Internet or interfere with the work of others.
6. Students will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product.
7. Students will not change any computer file that does not belong to them.
8. Students will not use copyrighted materials from the Internet without permission of the author. They will cite the source where appropriate.
9. Students will never knowingly give their password to others, nor will they use another person's password.
10. Students will never use the Internet to send or obtain pornographic or inappropriate material or files.
11. Students will not give out personal information such as name, address, phone number, or gender without my teacher's consent.
12. Students will never knowingly circumvent, or try to circumvent, security measures on either Temple ISD's computers or on computers at any remote site.
13. Students will never attempt to gain access to another person's or organization's resources, programs, or data without permission.

14. Students will not make, or attempt to make, any malicious attempt to harm or destroy any district resources, including, but not limited to, vandalizing, hacking, downloading, or spreading computer viruses.

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 STUDENTS

Extracurricular Activities

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the academic, athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the Marching Band, cheerleading, and drill team or pep squad. Although most extracurricular activities are designed for secondary students, those in grades 7 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

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, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. 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 at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards 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.

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug testing program. At the time your child expresses an interest in participation in an activity subject to the drug-testing program, you and your child will receive complete information about the program, which is a requirement for participation in affected activities. Please

contact the high school principal if you would like more information about this program.

Students who participate in UIL athletic activities will be subject to random testing for the presence of illegal steroids as required by UIL rules and regulations.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings.

Students can miss class a maximum of ten times for extracurricular absences not related to post-district competition, a maximum of five times for post-district competition prior to state, and a maximum of two times for state competition. The Assistant Superintendent of Administration may waive these limits for a maximum of three additional days for good cause. Students who have less than a 90 average in core curriculum courses for the most recent six week grading period are not eligible to request a waiver.

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 disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

Graduation Plans

Under State Board of Education rules, students have a variety of graduation plans to choose from, depending on when they first began high school. Students can receive a diploma by passing the Exit-Level TAKS Examination and completing the Recommended Program or the Advanced (Distinguished Achievement) Program. The graduation programs and a basic description of requirements follow.

Graduation Requirements for Students Entering 9th Grade 2007 and Beyond

Recommended, Distinguished and IB transcript seals are applied following graduation depending upon courses taken.

COURSES	TEA RECOMMENDED (Texas Scholars)	TEA/TISD DISTINGUISHED (Texas Scholars)	DISTINGUISHED/ INTERNATIONAL BACCALAUREATE
ENGLISH I, II, III & IV or Technical Writing	4 CREDITS	4 CREDITS	Pre-IB English I and II IB English III and IV
MATH Students must take a minimum of 3 math courses while attending high school. Can earn Algebra I in 8 th grade	4 CREDITS Must consist of Algebra I, Geometry, Algebra II 4 th credit can be Advanced CTE or other advanced math after Algebra II	4 CREDITS To include Algebra I, Geometry, Algebra II 4 th credit can be Advanced CTE or other advanced math after Algebra II	Pre-IB ALG I, Pre-IB Geometry PR IB ALG II, IB Pre Calculus IB Calculus, IB Math Topics A & B
SCIENCE Students must take a minimum of 4 science courses while attending high school.	4 CREDITS Biology (Biology, AP/IB Biology); Chemistry/IPC; Physics or Principles of Technology 4 th credit can be Anatomy & Physiology, Biology 2, Chemistry 2, or Advanced CTE after completing Physics	4 CREDITS Biology (Biology, AP/IB Biology); Chemistry/IPC; Physics or Principles of Technology 4 th credit can be Anatomy & Physiology, Biology 2, Chemistry 2, or Advanced CTE after completing Physics	Plan A: Pre-IB Chemistry Pre-IB Biology IB Anatomy/Physiology IB Biology Plan B: Pre-IB Biology Pre-IB Chemistry IB Chemistry Plan C: Pre-IB Biology Pre-IB Chemistry IB Physics
SOCIAL STUDIES World Geography - 1.0- Gr. 9 World History - 1.0 - Gr. 10 US History - 1.0 - Gr. 11 Government - 0.5- Gr. 12 Economics - 0.5 -Gr. 12	4 CREDITS	4 CREDITS	Pre-IB World Geography Pre-IB World History Regional Studies IB World Studies IB
LANGUAGES OTHER THAN ENGLISH	2 CREDITS In the same language	3 CREDITS In the same language	Must take four years of Spanish, German, Latin or French. Last two years must be IB. (May choose sixth subject from a second modern language or Latin)
PE/ATHLETICS Band (Fall only), Kittens & Cheerleading (Fall only), ROTC I & IV, or a 2 or 3 credit CTE course.	1 CREDIT	1 CREDIT	1 CREDIT
FINE ARTS Choir, Band, Orchestra, Art, Theatre Arts, Dance, Kittens	1 CREDIT	1 CREDIT	1 CREDIT May choose sixth subject from Art or Theatre Arts, Music, Film
ENRICHMENT/ELECTIVES	ENRICHMENT/ELECTIVES	ENRICHMENT/ELECTIVES	ENRICHMENT/ELECTIVES
TECHNOLOGY APPLICATIONS Refer to Technology Apps in Course Descriptions.		1 CREDIT	1 CREDIT
HEALTH		0.5 CREDIT	0.5 CREDIT
SPEECH Communication Applications	0.5 CREDIT	0.5 CREDIT	0.5 CREDIT
OTHER ELECTIVES: ELA, Math, Science, Social Studies, or CTE	5.5 CREDITS	4 CREDITS	May choose sixth subject from 2 nd Science, IB Psychology, or the IB Fine Arts.
ADDITIONAL REQUIREMENTS		4 Advanced Measures (See the TISD Distinguished Achievement Program Handbook)	4 Advanced Measures Theory of Knowledge Extended Essay/ CAS Activities
TOTAL	26 CREDITS	26 CREDITS	IB Diploma Candidates must test in six subject areas.

NOTE: ONE (1) CREDIT = TWO (2) SEMESTERS PASSED The type of transcript seal a student chooses to pursue has no bearing on THS honors graduate status, nor National Honor Society membership, nor (in most cases) on college admission. Each student should design a four-year plan that best meets his/her own particular needs and goals. † See course descriptions for PE waiver information. A student may be placed on the minimum graduation plan by agreement of the parent or person standing in parental relation to the child and a school counselor or administrator.

Personal Graduation Plan: If your child is in middle school or high school and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma within five years of beginning the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child's education goals and will take into consideration your educational expectations for your child. Should a personal graduation plan be appropriate for your child, the counselor and principal will contact you with more specific information.

Early Graduation Scholarships

High school students who complete the Recommended or Advanced program and graduate in less than four school years are eligible under state law for the Early High School Graduation Scholarship program. This scholarship provides from \$500 to \$3,000 in credits toward tuition and mandatory fees for a public or private college or university in Texas. The amount of the scholarship depends on the number of months needed to complete the high school program and the number of college credits a student earns during high school. Contact your high school counselor for complete information on this program.

Graduation Honors/Class Ranking

Class ranking shall be on the basis of designated core course averages. Designated core classes are:

1. English courses - levels I-IV, ESOL I and II
2. Mathematics courses - Algebra I-II, geometry, pre-calculus, calculus, mathematical models with applications, statistics
3. Science courses - integrated physics and chemistry, biology, chemistry, anatomy and physiology, geology, astronomy, principles of technology, physics, environmental science
4. Social Studies courses - world geography, world history, U.S. history, government, economics, world studies, IB Studies
5. Languages other than English - levels I-VI

Graduating seniors shall be ranked within the graduating class on the basis of weighted grade averages for the four-year program, excluding the last six weeks of the senior year. Courses of study taken from non-accredited institutions shall be subject to District evaluation prior to the approval of credit and grade. Evaluation of effort shall be by numerical grades. Numerical grades earned shall appear on the official transcript and reporting forms. The final numerical ranking average shall be the sum of all high school core course numeric grades divided by the number of core courses attempted. Students transferring into the District shall receive the numerical grades that were earned in courses at another school. If numerical grades are unavailable, a conversion scale will be used.

All designated core courses will be included in computing class ranking. The basis of the ranking system shall be a bi-level academic curriculum. Courses shall be designated as "Pre-Advanced Placement," "Pre-International Baccalaureate," "Advanced Placement," "International Baccalaureate," or "regular." Each semester grade in a pre-AP, AP, pre-IB, or IB course in grades 7-12 shall be weighted with the addition of ten points for high school ranking purposes only. The actual course grade shall be included on the high school transcript/Academic Achievement Record with a notation regarding the weight awarded for ranking purposes.

The high school valedictorian and salutatorian shall be determined on the basis of the ranking system. The ranking period shall end after the fifth six-week grading period of the senior year, and students must be enrolled for the final three semesters (no later than the second week of the spring semester of junior year) in order to be eligible for these awards. In figuring core course averages for valedictorian and salutatorian, the average shall be calculated to three decimal places. In case of a tie, both or all students who are tied shall receive the honor of valedictorian or salutatorian.

Under state law, students who are ranked in the top 10% of their graduating class are eligible for automatic admission to all Texas state colleges and universities, including The University of Texas system and the Texas A&M University system. The counselor will provide more detailed information about this opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the counselor at any time for information. To be considered in the top ten percent of the graduating class, a student must complete the Recommended or Distinguished Achievement Program.

Senior Honors:

To be eligible for Senior Honors, a core course ranking average of 90 or above is required. Additionally:

1. The top 25 percent of those honor graduates shall be designated as graduating "with highest honors."
2. Those comprising the second 25 percent shall be designated as graduating "with high honors."
3. The remaining 50 percent of those students shall be designated as graduating "with honors."

Graduation Exercises

Graduation exercises are held at the end of the school year. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

Students who have completed all graduation requirements other than passing the Exit-Level TAKS shall be permitted to participate in graduation ceremonies provided they meet all the following criteria:

1. Received credit for all courses taken during the final year of enrollment.
2. Have an attendance record for the final year of enrollment indicating no referrals for enforcement of compulsory attendance requirements or an attendance record that would be in violation of compulsory attendance requirements.
3. Have taken the Exit-Level TAKS at least four of the possible five administrations during high school.
4. Have participated in at least 85 percent of the District's tutorials for study and preparation for the Exit-Level TAKS.

State law requires that we permit a student with disabilities who has completed four years of high school but has not completed all requirements for graduation under the student's individualized program to participate in graduation exercises if he or she wishes to. Students may participate in only one graduation exercise.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Graduating students who are assigned to the district's Disciplinary Alternative Education Program through the end of school year and successfully complete their term of assignment in the DAEP without further disciplinary action may be allowed to take part in graduation ceremonies.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class and the administration. The principal will communicate to students and parents any additional requirements or standards for participation in the ceremonies.

The US Department of Education's "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools" says this about Prayer at Graduation: "School officials may not mandate or organize prayer at graduation or select speakers for such events in a manner that favors religious speech such as prayer. Where students or other private graduation speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain control over their expression, however, that expression is not attributable to the school and therefore may not be restricted because of its religious (or anti-religious) content. To avoid any mistaken perception that a school endorses student or other private speech that is not in fact attributable to the school, school officials may make appropriate, neutral disclaimers to clarify that such speech (whether religious or nonreligious) is the speaker's and not the school's."

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;
- a purpose related to a co-curricular or extracurricular activity;

- 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.

Visiting School

You are welcome to visit your children's schools 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 principal's knowledge will be considered as trespassers and may be subject to arrest.

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 welcome 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 (that is the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

All visitors must go first to the front office and sign in (name, date, and time) on the visitor roster. A request to view a driver's license may also be required.

Registered Sex Offenders

If the RSO is a parent:

1. The receptionist/secretary or other person receiving an "ALERT" that the visitor is a registered sex offender (RSO) will promptly notify the principal, assistant principal, or other designated administrator on the campus about the presence of the RSO.
2. The RSO shall be permitted to exercise his or her parental rights but will do so in a monitored environment.
3. The principal, assistant principal, security personnel, or designee will stay with the RSO while he/she is on campus.
 - At NO TIME will any RSO be permitted to mingle with the student population or walk through the school unescorted.
 - RSOs are not permitted access to common areas of the campus, including student centers, cafeterias, gymnasiums, auditoriums, athletic fields and any other designated common areas.
 - RSOs are not provided access to classrooms.
 - RSOs are not permitted to eat lunch with their children in the lunchroom.
 - RSOs who require a teacher conference must schedule it when other children are not in class and will be separated from the student population (i.e., before or after school in the office area).
 - RSOs are not permitted to serve as class volunteers.

4. The RSO shall be permitted to drop off and retrieve his or her children, so long as he/she complies with above procedures.
5. If the RSO is not cooperative with the administrator's directives, then security personnel will be contacted for assistance. If the situation escalates before response from security personnel, local law enforcement will be contacted.

If the RSO is a not a parent:

1. The receptionist/secretary or other person receiving the "ALERT" will promptly notify the principal, assistant principal, or other designated administrator on the campus about the presence of the RSO.
2. Non-parent RSOs, including contractors or vendors, shall be denied access to the campus or building.
3. If the RSO is not cooperative with the administrator's directives, then security personnel will be contacted for assistance. If the situation escalates before response from security personnel, local law enforcement will be contacted.

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 events 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 a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided 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.

TISD Information Line

The purpose of the TISD Information Line is to take questions or concerns about TISD. The Information Line is intended to be used by parents, families, staff members, and members of the Temple community. Callers may remain anonymous. The contact number for the Information Line is 254.215.6782.

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 or to secondary students during any designated meal periods.

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

The district's student health advisory council met once during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child's physician, 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. 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 school nurses or licensed vocational nurses available on each campus 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. 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.

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. MEDICATION WILL NOT BE ADMINISTERED BY ANY SCHOOL EMPLOYEE WITHOUT A WRITTEN ORDER FROM A PHYSICIAN AND A WRITTEN PERMISSION SLIP FROM THE PARENT OR GUARDIAN. Unnecessary administration of medicine may be harmful. Herbal medications will not be given at school. No medication that has an outdated expiration date will be given at school.

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. 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 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.

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, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

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 days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **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.**

Each campus maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to a local charity.

Telephone Use

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. 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 and out of sight 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 and a charge of \$15.00 for a parent or guardian to pick up the device at end of the day. TISD will hold the device for 30 days upon the second or subsequent confiscations and will charge a \$15 administrative fee to release the device to the parents at the end of that period. The Temple Independent School District is not responsible for damage or loss of confiscated items.

Parent Organizations/Volunteer Opportunities

Every campus in the district has an active Parent-Teacher Organization, and we encourage you to actively participate in the group at your child's or children's campus(es). At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

Transportation Program

We provide transportation on school buses to and from school for those children who live a mile or more 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.

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.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- a fee for vehicle identification for cars regularly parked on school property.
- a fee for student identification cards.
- a fee for school-provided driver training courses.
- a fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.

- fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- 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.

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.

Fee and Charge Payment for Students

In general, payments for fees and other charges will be made with cash, check, or money order. This applies to all fees and charges, including participation fees, lost textbook and library fines, breakfast and lunch charges, parking decals, and library fines. Checks from parents or guardians will be accepted from students, but a two-party check that originated for a purpose other than paying the student fee will not be accepted.

The principal has the authority to require cash only if special circumstances warrant. The intent of the District is to provide a collection process that is convenient to parents, students and the community.

Timely Collection

Prompt and timely payment from students, parents, guardians, and others is greatly appreciated, and generally occurs. Collection of fees and charges must be consistently enforced to be fair to all who do pay and to protect the financial resources of the District for the community.

The District will take the following measures to insure timely collection of fees and charges:

- Payments for field trips, or for any fees related to participation in the activity, must be made prior to the activity in order for the student to participate; and,
- Payments for items purchased or used, such as uniforms and leased instruments, must be made before the items are provided to the student.

Non-Sufficient Funds Checks

The District retains an outside collection agency for checks returned for non-sufficient funds. This agency will contact the issuing party and make arrangements for collection. A fee will be charged for handling any returned check.

Loss of Student Privileges

Before a student loses privileges based on failure to pay a required fee, the District will notify the student and the parent or guardian of outstanding balances due; forfeit of privilege, and they have had the opportunity to make payment. However, if payment is not made, and the student or parent/guardian does not make satisfactory arrangements for payment, the student may be subject to sanctions involving loss of privileges.

Severity of sanctions will progressively increase from elementary school, to middle school, through high school, as the student is expected to become more responsible, and depending on circumstances.

Food Service/Free and Reduced-Price Food Program

Temple ISD participates in the School Breakfast Program and the National School Lunch Program and offers students a nutritionally balanced breakfast and lunch daily. The district adheres to the Texas School Nutrition Policy and Local Wellness Policy in the preparation of foods.

Breakfast menus are designed to meet one-fourth of the Recommended Dietary Allowances and lunch menus are designed to meet one-third of the Recommended Dietary Allowances for calories, protein, iron, calcium, Vitamin A, and Vitamin C. Menus are analyzed to assure the weekly count does not exceed 30 percent of calories from fat or 10 percent of calories from saturated fat.

Lunch menus consist of an entrée, two sides (fruit, vegetable or salad, bread which may be included with the entrée or separate, and a choice of milk). Students must select the entrée. A minimum of two different items must be selected up to a maximum of four items. Meals are priced as a unit or may be purchased a la carte.

Students are encouraged to learn their ID numbers and/or have their ID Badges for meal service. The ID numbers will access student meal accounts and help speed the service. Students must follow directions for entering the cafeteria and observe good manners and courteous behavior at all times, i.e., no cutting in line.

2009-2010 Family Applications for Meal Benefits can be obtained at any campus or at the School Nutrition Office after August 1. Students receiving benefits from the prior year will qualify for the first 30 school days with the same eligibility. If a new application is not submitted and approved within the first 30 school days, student(s) will no longer qualify and will be charged full price of meal. If you would like more information about the program or an application, please contact the Director of School Nutrition Angie Martinez at (254) 215-6535.

Applying for the meal program provides other opportunities for high school students: Fee waivers for SAT, ACT Testing and College Applications, Reduced Summer School Program Fees, Reduced Fees for AP Tests. Information about a student's participation in the program is confidential.

Student Meal Prices:

	Breakfast	Lunch
Elementary Full Priced	1.00	1.95
Elementary Reduced	.30	.40
Secondary Full Priced	1.15	2.10
Secondary Reduced Priced	.30	.40

Meal Charge Policies are as follows:

Elementary- Students may charge a maximum of three meals. If a student charges beyond three meals an alternative meal will be offered. Notice will be set to parents when a student has charged any meals(s).

Middle School- Students may charge one meal. A notice will be sent to parents when a student has charged a meal.

High School and Alternative Centers-No meals may be charged.

Mealpay Plus is available to parents for making pre-payments to student meal account balances. www.mealpayplus.com

An alternative meal will be offered for any student charging beyond the maximum allowed. Meal charging privileges will be reinstated when the account balance has been paid.