

# **Elementary Student Handbook 2020-2021**



**Helen Edwards Early Childhood Center**

**J.W. Monday Elementary**

**J. R. Phillips Elementary**

**Lucille Nash Elementary**

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## Preface

To Students and Parents:

Welcome to the 2020-2021 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Kaufman Independent School District Student Handbook is a general reference guide that is divided into two sections:

**Section I: Parental Rights** will help you respond to school-related issues regarding curriculum and the school environment.

**Section II: Other Important Information for Parents and Students** is organized alphabetically by topic. Where applicable, it is divided by age and/or grade level.

Please be aware that the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Kaufman ISD Student Handbook and Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at [www.kaufmanisd.net](http://www.kaufmanisd.net) and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at any campus office.

If you or your child has questions about any of the material in this handbook, please contact the principal of the campus.

Also, please complete and return to your child's campus the following forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment:

1. Acknowledgement Form **Or** Acknowledgment of Electronic Distribution of Student Handbook;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 15 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 16 for more information.]

**NOTE:** References to policy codes are included so that parents can refer to board policy. The district's official policy manual is available for review in the district administration office and an unofficial electronic copy is available at <https://www.kaufmanisd.net/district/board-of-education>.

## **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact 972-932-2622 or [www.kaufmanisd.net](http://www.kaufmanisd.net).

## **Section I: Parental Rights**

This section of the Kaufman ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

### **Consent, Opt-Out, and Refusal Rights**

#### **Consent to Conduct a Psychological Evaluation of Provide a Mental Health Care Service**

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

The district will not provide a mental health care service to a student except as permitted by law.

Kaufman ISD has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

Parents will be notified in a timely manner and provided resources when a student exhibits signs of a mental illness, substance abuse, or has been identified as a student at risk of committing suicide.

Kaufman ISD has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison, Susan Stahlman, can be reached at 972-932-2622 ext. 8007 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

For further information, see Mental Health Support on page 64.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

#### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

### **Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14**

A student under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

### **Consent to Video or Audio Record a Student when Not Otherwise Permitted by Law**

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

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

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

[See **Video Cameras** on page 91 for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]

### **Prohibiting the Use of Corporal Punishment**

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

If you do not want corporal punishment to be administered to your child as a method of student discipline, submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline

methods other than corporal punishment even if the parent requests that this method be used on the student.

**Note:** If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

**Note:** District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.

## **Limiting Electronic Communications with Students by District Employees**

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual's professional responsibilities, as described by district guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

The employee is required to include the student's parent as a recipient on all text messages.

Contact your child's campus principal if you prefer that your child not receive any one-to-one electronic communications from a district employee.

## **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school-wide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period.

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "**Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**" included in the forms packet.]

The district has identified the following as directory information: Student's name, picture, grade level, and awards received. If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.

Also review the information at **Authorized Inspection and Use of Student Records** on page 20.

**Note:** The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

## **Participation in Third-Party Surveys**

### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

The Protection of Pupil Rights Amendment (PPRA) mandates that a student will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

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

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



## **"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- ✓ Any survey concerning the private information listed above, regardless of funding.
- ✓ School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. **Note:** This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- ✓ Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

A parent may inspect:

- ✓ Protected information surveys of students and surveys created by a third party;
- ✓ Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- ✓ Instructional material used as part of the educational curriculum.

## **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

### **Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must:

- ✓ Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- ✓ Devote more attention to abstinence from sexual activity than to any other behavior;

- ✓ Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- ✓ Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- ✓ If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

Students receive Human Sexuality Instruction at O.P. Norman Jr. High in the 8<sup>th</sup> grade. Instruction is delivered in the Health Class setting using Glencoe Health Curriculum.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. Please see the campus principal for additional information.

## **Reciting a Portion of the Declaration of Independence in Grades 3–12**

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- ✓ Instruction concerning the intent, meaning and importance of the Declaration of Independence and the U.S. Constitution, and
- ✓ A specific recitation from the Declaration of Independence for students in grades 3-12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if (1) a parent provides a written statement requesting that his or her child be excused, (2) the district determines that the student has a conscientious objection to the recitation, or (3) A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity. [See policy EHBK (LEGAL).]

## **Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 75 and policy EC (LEGAL).]

## **Religious or Moral Beliefs**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate, conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester.

Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

## **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC and contact your student's teacher with questions about any tutoring programs provided by the school.]

## **Right of Access to Student Records, Curriculum Materials, and District Records/Policies**

### **Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the student's teacher.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

### **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her

child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO (LEGAL) and the Student Code of Conduct.]

## **Participation in Federally Required, State-Mandated, and District Assessments**

In accordance with Every Student Succeeds Act (ESSA), you may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

## **Student Records**

### **Accessing Student Records**

You may review your child's student records. These records include:

- ✓ Attendance records,
- ✓ Test scores,
- ✓ Grades,
- ✓ Disciplinary records,
- ✓ Counseling records,
- ✓ Psychological records,
- ✓ Applications for admission,
- ✓ Health and immunization information,
- ✓ Other medical records,
- ✓ Teacher and school counselor evaluations,
- ✓ Reports of behavioral patterns,
- ✓ Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- ✓ State assessment instruments that have been administered to your child, and
- ✓ Teaching materials and tests used in your child's classroom.

### **Authorized Inspection and Use of Student Records**

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an "eligible" student is one who is age 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** on page 15, are:

- ✓ The right to inspect and review student records within 45 days after the day the school receives a request for access.
- ✓ The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- ✓ The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- ✓ The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- ✓ When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney,

consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.

FERPA also permits the disclosure of personally identifiable information without written consent:

- ✓ To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- ✓ To individuals or entities granted access in response to a subpoena or court order.
- ✓ To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- ✓ In connection with financial aid for which a student has applied or which the student has received.
- ✓ To accrediting organizations to carry out accrediting functions.
- ✓ To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- ✓ To appropriate officials in connection with a health or safety emergency.
- ✓ When the district discloses information it has designated as directory information [see **Objecting to the Release of Directory Information** on page 15 for opportunities to prohibit this disclosure].

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The

records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the Superintendent's office is 1000 S. Houston St. Kaufman, TX 75142.

The address (es) of the campus principal's office are:

**Helen Edwards Early Childhood Center**

Mrs. Melanie Bowers, Principal  
1605 Rand Road.  
972-932-0800

**Monday Elementary**

Mrs. Kathy Allen, Principal  
905 S. Madison  
972-932-3513

**Phillips Elementary**

Mrs. Kara Holley, Principal  
1501 Royal Lane  
972-932-4500

**Lucille Nash Elementary**

Mrs. Alicia Thurston, Principal  
1002 S. Houston St.  
972-932-6415

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy

FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 77, and **Complaints and Concerns** on page 40 for an overview of the process.]

The district's policy regarding student records found at policy FL(LEGAL) and (LOCAL) is available at the principal's or superintendent's office or on the district's website at <https://www.kaufmanisd.net/>.

Note: The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## **Teacher and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher: (1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) has an emergency permit or other provisional status for which state requirements have been waived; and (3) is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **Students with Exceptionalities or Special Circumstances**

### **Children of Military Families**

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

- ✓ Immunization requirements;
- ✓ Grade level, course, or educational program placement;
- ✓ Eligibility requirements for participation in extracurricular activities;
- ✓ Enrollment in the Texas Virtual School Network (TXVSN); and
- ✓ Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th



day after the parent's return from deployment. Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

## **Parental Role in Certain Classroom and School Assignments**

### **Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB (LEGAL).]

### **Safety Transfers/Assignments**

The Board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The Board may transfer a student who has engaged in bullying to another classroom. The Board will consult with the parent of a child who has engaged in bullying before deciding to transfer the child to another campus. Transportation is not provided for a transfer to another campus. See the campus principal for more information.

[See **Bullying** on page 35, policy FDB, and policy FFI for more information.]

- ✓ Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]
- ✓ Request the transfer of your child to another district campus or neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

### **Student Use of a Service/Assistance Animal**

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

### **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant

proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

### **Students Who Are Homeless**

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

- ✓ Proof of residency requirements;
- ✓ Immunization requirements;
- ✓ Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;

Federal law also allows a homeless student to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG (LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See also **Homeless Students (ALL GRADE LEVELS)** on page 61 for more information.]

### **Students Who Have Learning Difficulties or Who Need Special Education or 504 Services**

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

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

## **Special Education Referrals**

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

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

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

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

## **Contact Person for Special Education Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Sherry Kerr at 972-932-2622 ext. 8308.

## **Section 504 Referrals**

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

### **Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Susan Stahlman at 972-932-2622 ext. 8007

[See also **Students with Physical or Mental Impairments Protected under Section 504** on page 29]

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

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

## **Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education**

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

## **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB (LOCAL).]

## **Students Who Speak a Primary Language Other than English**

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

[See **English Learners** on page 54 and **Special Programs** on page 83.]

## **Students with Physical or Mental Impairments Protected Under Section 504**

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

[See also **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** on page 26 and Policy FB for more information.]

## **Section II: Other Important Information for Students and Parents**

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. For guidance on a particular topic, please contact the campus principal.

### **Absences/Attendance**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

### **Compulsory Attendance**

#### **Prekindergarten and Kindergarten**

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

#### **Between Ages 6 and 18**

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

#### **Age 19 and Older**

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused

absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

## **Exemptions to Compulsory Attendance**

### **All Grade Levels**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- ✓ Religious holy days;
- ✓ Required court appearances;
- ✓ Activities related to obtaining U.S. citizenship;
- ✓ Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- ✓ For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. [See page 24 for that section.]

## **Failure to Comply with Compulsory Attendance**

### **All Grade Levels**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### **Students with Disabilities**

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

## **Ages 6–18**

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent. The notice will:

- ✓ Remind the parent of his or her duty to monitor the student’s attendance and require the student to attend school;
- ✓ Request a conference between school administrators and the parent; and
- ✓ Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The Truancy Prevention Facilitator for the district is **Susan Stahlman**, 972-932-2622 ext. 8007. For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA (LEGAL) and FED (LEGAL) for more information.]

## **Age 19 and Older**

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student’s enrollment, the district may implement a behavior improvement plan.

## **Attendance for Credit or Final Grade (All Grade Levels)**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]



All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- ✓ If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- ✓ A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- ✓ The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM (LOCAL) if the student made up the work missed in each class.
- ✓ The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- ✓ The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- ✓ The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- ✓ The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG (LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

### **Official Attendance-Taking Time (All Grade Levels)**

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 9:30 a.m.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

### **Documentation after an Absence (All Grade Levels)**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence within 5 days of the absence. A note signed by the student, even with the parent's permission, will not be accepted

unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. **NOTE:** Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

**Parent notes are excused upon administrative approval, not to exceed 4 parent notes per semester.**

### **Doctor's Note after an Absence for Illness (All Grade Levels)**

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC (LOCAL).]

### **Accountability under State and Federal Law (All Grade Levels)**

Kaufman ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- ✓ The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- ✓ A School Report Card (SRC) for each campus in the district compiled by TEA;
- ✓ The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- ✓ Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district's website at <https://www.kaufmanisd.net/>. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

## **Awards and Honors (All Grade Levels)**

Students may have the opportunity to receive awards for academics, good citizenship, attendance, and other honors. For a student to be on the A Honor roll, he/she must have only A's in every subject on the report card. For students to be on the A/B honor roll, he/she must have only A's and B's in each subject on the report card. The school does not use the average of the grades for any honor roll award. TEA requires that daily attendance to be taken each day at the same time. The attendance is reflective on their quarterly report cards but does not necessarily qualify then for the Perfect Attendance award of students arrive late or leave early from campus without a doctor's note. Therefore, students who arrive late or picked up early from school without a doctor's note, do not qualify for the Perfect Attendance award.

## **Bullying (All Grade Levels)**

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

- ✓ Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- ✓ Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- ✓ Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- ✓ Infringes on the rights of the victim at school.

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

The district is required to adopt policies and procedures regarding:

- ✓ Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- ✓ Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- ✓ Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational

opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by contacting the AnonymousTips.com which can be found on the district website-Student Safety Resources, <https://www.kaufmanisd.net/resources/student-safety-resources>.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

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

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

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 25.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

[See **Safety Transfers/Assignments** on page 25, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44, **Hazing** on page 60, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

### **Celebrations (All Grade Levels)**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies** on page 66.]

### **Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at [www.kaufmanisd.net](http://www.kaufmanisd.net). Trafficking includes both sex and labor trafficking.

### **Warning Signs of Sexual Abuse**

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- ✓ Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- ✓ Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- ✓ Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44.]

## **Warning Signs of Trafficking**

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include: changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude; sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology); tattoos or branding; refillable gift cards; frequent runaway episodes; multiple phones or social media accounts; provocative pictures posted online or stored on the phone; unexplained injuries; isolation from family, friends, and community; and older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include: being unpaid, paid very little, or paid only through tips; being employed but not having a school-authorized work permit; being employed and having a work permit but clearly working outside the permitted hours for students; owing a large debt and being unable to pay it off; not being allowed breaks at work or being subjected to excessively long work hours; being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss; not being in control of his or her own money; living with an employer or having an employer listed as a student's caregiver; and a desire to quit a job but not being allowed to do so.

## **Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children**

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child.

available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

[To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).]

Reports of abuse or neglect may be made to: The CPS division of the DFPS (1-800-252-5400) or on the web at [Texas Abuse Hotline Website](#)).

## **Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children**

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

- ✓ [Child Welfare Information Gateway Factsheet](#)
- ✓ [KidsHealth, For Parents, Child Abuse](#)
- ✓ [Office of the Texas Governor's Child Sex Trafficking Team](#)
- ✓ [Human Trafficking of School-aged Children](#)
- ✓ [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- ✓ [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

## **Communications—Automated (All Grade Levels)**

### **Emergency**

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See **Safety** on page 78 for information regarding contact with parents during an emergency situation.]

### **Nonemergency**

Your child's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging

rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal.

[See **Safety** on page 78 for information regarding contact with parents during an emergency situation.]

## **Complaints and Concerns (All Grade Levels)**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be resolved informally, the board has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual, available on the district's website at <https://www.kaufmanisd.net/>. A copy of the complaint forms may be obtained in the principal's or superintendent's office.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit the written complaint form to the campus principal in a timely manner. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **Conduct (All Grade Levels)**

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

### **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at <https://www.kaufmanisd.net/> and is listed below:



- ✓ **Helen Edwards Early Childhood Center**

Krystal Lamb, Assistant Principal

[Klamb@kaufman-isd.net](mailto:Klamb@kaufman-isd.net)

972-932-0800

- ✓ **Monday Elementary**

Eric McMahan, Assistant Principal

[Emcmahan@kaufman-isd.net](mailto:Emcmahan@kaufman-isd.net)

972-932-3513

Kristin Clickner, Assistant Principal of Behavioral Services

[Kclickner@kaufman-isd.net](mailto:Kclickner@kaufman-isd.net)

972-932-3513

- ✓ **Phillips Elementary**

Chris Hicks, Assistant Principal

[Chicks@kaufman-isd.net](mailto:Chicks@kaufman-isd.net)

972-932-4500

- ✓ **Nash Elementary**

Taylor Bernhagen, Assistant Principal

[Tbernhagen@kaufman-isd.net](mailto:Tbernhagen@kaufman-isd.net)

972-932-6415

## **Deliveries**

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A Parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

## **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- ✓ Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- ✓ Interference with an authorized activity by seizing control of all or part of a building.
- ✓ Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- ✓ Use of force, violence, or threats to cause disruption during an assembly.
- ✓ Interference with the movement of people at an exit or an entrance to district property.

- ✓ Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- ✓ Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- ✓ Interference with the transportation of students in vehicles owned or operated by the district.

## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## **Counseling**

The district has a comprehensive school counseling program that includes:

- ✓ A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- ✓ A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- ✓ An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- ✓ Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

## **Academic Counseling**

### **Elementary Grade Levels**

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including

appropriate coursework and financial aid availability and requirements. In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college and a career.

### **Personal Counseling (All Grade Levels)**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should seek assistance in the office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page 64, **Child Sexual Abuse, Trafficking and Other Maltreatment of Children** on page 37 and **Dating Violence** on page 44].

### **Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district's board of trustees. The dates on which examinations are scheduled during the 2019-2020 school year will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

### **Kindergarten Acceleration**

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include: scores on readiness tests or achievement tests that may be administered by appropriate District personnel; recommendation of the kindergarten or preschool the student has attended; chronological age and observed social and emotional development of the student and; other criteria deemed appropriate by the principal and Superintendent. [See Kindergarten Acceleration in EHDC (LOCAL).]

## **Students in Grades 1–5**

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

## **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website <https://www.kaufmanisd.net/>. [For further information, see policy FFH.]

## **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

## **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

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

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

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to: offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

## **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

## **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH (LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

## **Discrimination**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44.]

## **Distance Learning (All Levels)**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are Texas Virtual School Network (TXVSN). If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery. [See policy EHDE (LOCAL) and EIC (LOCAL) for additional information.]

## **Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)**

### **School Materials**

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

All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Non-school Materials**

#### **From Students**

Students must obtain prior approval from the campus principal before selling, posting, circulating, or distributing more than 10 copies [FNAA (LOCAL)] copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials

that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The campus principal has designated a general area on campus as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed. [See FNG (Local) for student complaint procedures.]

### **From Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the campus principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

The campus principal has designated a general area on campus as the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- ✓ Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- ✓ Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a noncurricular-related student group meeting held in accordance with FNAB (LOCAL).
- ✓ Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.



## Dress and Grooming

The district's dress code is established to teach grooming and hygiene, prevents disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### Standardized Dress Code

#### Tops/Shirts

##### Allowed:

- ✓ Solid Polo, full button or crew neck t-shirt (short or long sleeve only) with no logos larger than 1 ½" x 1 ½".
- ✓ Shirts with stripes, plaid, and floral patterns that are not recognizable as pictures or objects.
- ✓ Multicolored Shirts.
- ✓ Military shirts that do not include a camouflage pattern.
- ✓ All buttons must be buttoned except the top two buttons.
- ✓ Shirts must be long enough to cover the stomach and back when arms are raised and stay tucked into the pants when seated.
- ✓ Shirts must be appropriately sized in the shoulders, sleeves, and length.
- ✓ Appropriate dress code shirts must be worn under sweatshirts and sweaters if they are removed.
- ✓ Appropriate dress code shirts must be worn under any sheer or lace tops.
- ✓ All layers must be in dress code.

##### Not Permitted:

- ✓ Graphics that are recognizable as pictures or objects.
- ✓ Camouflage patterns (military, college, and spirit shirts included).
- ✓ Lettering/words.

#### Bottoms: Jeans, Slacks, Pants, Shorts

##### Allowed:

- ✓ Solid color – pleated or flat style jeans, slacks, pants (any solid color).
- ✓ Solid color – knee length walking shorts (any solid color).
- ✓ Pants/Shorts will be worn at the waistline at all times (no sagging).
- ✓ Pants/Shorts shall be worn at the proper length and hemmed at all times (No "ragging," "holes" or "tears").

##### Not Permitted:

- ✓ Hip-hugger, form fitting/leggings wit hout app rop riate top or dress, low rise, sagging, baggy legged slacks/ jeans, bell-bottomed pants wider than shoes and/or oversized clothing are not allowed.
- ✓ Wind shorts/pants, athletic shorts/pants are not allowed except as directed by the building principal.

## **Dress & Jumpers (girls only)**

- ✓ Jumpers and skirts may be worn with an appropriate top.
- ✓ Solid color (any solid color).
- ✓ Jumpers, dresses, and skirts must be at or below the knee in length.
- ✓ Jumpers, dresses, and skirts must be of solid color.
- ✓ Kick-pleats or slits must be hemmed at or below the bend of the knee.

## **Footwear**

### **Allowed:**

- ✓ Matching footwear must be worn at all times.
- ✓ All shoes must be buckled or tied appropriately.

### **Not Permitted:**

- ✓ House shoes, or para-military type boots.
- ✓ No rollers or wheels of any kind on shoes.

## **Socks, Leggings, Tights**

- ✓ Leggings/Tights must be of a single color and worn under dress code bottoms.
- ✓ Socks must match.

## **Headwear**

- ✓ Student shall not wear hats, caps, sweatbands, headbands wit h accessories/attach ment s/ears, or other head coverings inside the building. Face shields with head bands will be allowed for staff and students. Staff and students will not be allowed to wear hats with face shields or face masks. Masks and face shields are allowed to be personalized by students but cannot include decorations that are inappropriate, distracting, or offensive.

## **Outerwear**

- ✓ All graphics, words, and content on jackets, sweatshirts, hoodies and other outerwear must be appropriate for school.
- ✓ Kaufman/College spirit wear is permitted.
- ✓ Trench coats and dusters are not permitted in the building.
- ✓ Coats/outerwear must be appropriately sized in length, shoulders, and sleeves and must be worn in accordance with appropriate weather conditions.

## **Other Dress Code Guidelines**

- ✓ Leather, suede, or vinyl materials are not allowed for any clothing other than outerwear.
- ✓ Clothing may not be more than one size larger than the student's measurements; nor may the garment(s) be too tight.
- ✓ Clothing items cannot be worn in any way that reflects gang affiliation, conceal contraband, or creates a distraction.
- ✓ Sufficient underclothing is required

- ✓ All clothing must be clean and free from holes or tears.
- ✓ Accredited Jr. College and University t-shirts, sweatshirts, hoodies, polo shirts and jackets are acceptable.
- ✓ Any top worn with leggings must be at knee length.

- ✓ Students requiring an alternate dress code for medical reasons must see an administrator.

## **Hair**

### **(Boys & Girls)**

- ✓ All students must keep their hair clean, well groomed, and worn in good taste.
- ✓ Students may not have a hair color that is not a natural color.
- ✓ Notches in eyebrows are prohibited.
- ✓ Students may not wear cut designs in their hair.
- ✓ Rat-tails are not acceptable for any student.
- ✓ No hairstyles that are disruptive (e.g., Spikes, Mohawks).
- ✓ Students must be in hair code to participate in extracurricular, athletic and all other school sponsored events.

### **(Boys)**

- ✓ Length restriction- boys' hair cannot extend beyond their eyebrows in the front, below ear lobes on the side, or below collar in the back.
- ✓ Sideburns shall not extend below the bottom of the ear lobe.
- ✓ Boys' hair cannot be pulled back into ponytails and man buns, etc.
- ✓ Mustaches are permitted; but must not extend below the top of the top lip, or the corner of the mouth. Waxed handlebar mustaches are not allowed. Mustaches must be kept clean and trimmed.
- ✓ Beards and goatees are prohibited.
- ✓ Curlers, rolled hair, scarves, or other head coverings are prohibited.
- ✓ Boys' hair can be braided but braids cannot extend beyond hair code restrictions for length or height/thickness.
- ✓ Thickness of hair/curly hair styles may not exceed 3 inches in height/thickness.
- ✓ No beads will be allowed in boy's hair.

## **Jewelry & Other Accessories:**

- ✓ Excessive make-up and/or jewelry are prohibited.
- ✓ All tattoos must be covered and hidden from view (fake or ink drawn included).
- ✓ Jewelry which is used in conjunction with body piercing (e.g. nose rings, barbells, or tongue studs) are prohibited.
- ✓ Students may wear clear spacers for piercings that are not allowed through handbook policy (KISD will not provide clear spacers).
- ✓ No heavy or spiked jewelry, belts, dog collars, heavy chains, spiked bracelets, or teeth grills
- ✓ Boys may not wear earrings, make-up, or nail polish.
- ✓ Band-Aids worn over earrings are not acceptable.
- ✓ Students are not to wear sunshades or sunglasses in school unless they provide a note from their doctor stating the need to do so.
- ✓ No chains (log chains, dog chains, wallet chains, etc.), cords, ropes, or beads.
- ✓ Ties may be worn with appropriate attire only.
- ✓ Gauges and spacers are not acceptable for boys or girls.

- ✓ Any “I LOVE BOOBIES” accessories are prohibited.

### **Extracurricular Dress Code**

- ✓ With respect to any extracurricular activities, the Administrator, in conjunction with the sponsor, coach or other person in charge of such activity, may regulate the dress and grooming of participating students.
- ✓ Such regulation may include denying the student permission to participate in the extracurricular activity or to go on extracurricular trips.

**Non-Standardized Dress Days:** Administrator(s) shall have the authority to waive the wearing of the student standardized dress or alternative/interim student dress code for certain days, parts of days, special events or special activities. Students who choose not to participate in the special days are expected to wear clothing within the standardized dress code.

**Compliance:** Any student who attends school in violation of this policy is subject to disciplinary steps as outlined in the ***Student Code of Conduct***.

**Final Authority:** Administrators have complete and final judgment on all matters concerning interpretation of the dress code. Matters concerning appearance and dress not specifically covered in policy shall be within the discretion of the administration.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

### **Electronic Devices and Technology Resources (All Grade Levels)**

#### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones and Other Electronic Devices**

For safety purposes, the district permits students to possess personal cell phones for; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

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

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 82 and policy FNF.]

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

## **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Acceptable Use of District Technology Resources**

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to

complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior may constitute bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child ['Before You Text' Sexting Prevention Course](#), a state- developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

### **English Learners (All Grade Levels)**

A student who is an English learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 84 may be administered to an English learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

### **Extracurricular Activities, Clubs, and Organizations (All Grade Levels)**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 86.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

In addition, the following provisions apply to all extracurricular activities:

- ✓ A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- ✓ A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- ✓ An ineligible student may practice or rehearse but may not participate in any competitive activity.
- ✓ A student shall be allowed in a school year ten extra-curricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition. In addition to the number of absences permitted above for extra-curricular activities, the District shall permit a maximum of two absences for students involved in multiple organizational extracurricular-lar competitions and performances sponsored by UIL or by any other organization approved by the Board. (See FM (LOCAL) for additional information)
- ✓ An absence for participation in an activity that has not been approved will receive an unexcused absence.



## Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

## Fees (All Grade Levels)

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- ✓ Costs for materials for a class project that the student will keep.
- ✓ Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- ✓ Security deposits.
- ✓ Personal physical education and athletic equipment and apparel.
- ✓ Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- ✓ Voluntarily purchased student health and accident insurance.
- ✓ Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- ✓ Personal apparel used in extracurricular activities that becomes the property of the student.
- ✓ Parking fees and student identification cards.
- ✓ Fees for lost, damaged, or overdue library books.
- ✓ Fees for driver training courses, if offered.
- ✓ Fees for optional courses offered for credit that requires the use of facilities not available on district premises.
- ✓ Summer school for courses that are offered tuition-free during the regular school year.
- ✓ A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Transportation** on page 86]
- ✓ A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to

meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

- ✓ In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. [For further information, see policy FP.]

## **Fundraising (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

## **Gang-Free Zones (All Grade Levels)**

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

## **Gender-Based Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44.]

## **Gifts**

- ✓ Any activity, gift, etc., no matter how small, must be known and approved by the campus principal.
- ✓ Donors must be identified as an individual/parent, a for-profit business, or a non-profit organization. There are no limits on gifts to schools or groups of teachers from non-profit organizations, school organizations, or parents acting in a parental role. Gifts from for-profit businesses must be approved by the principal.
- ✓ Other than meals, gifts to any employee from individuals or for-profit businesses are limited to \$50 maximum per employee per school year.
- ✓ No gift or gift activity should interfere with the instructional day or normal campus procedures.
- ✓ Memorial gifts for students, teachers, or administrators must be approved by the superintendent. If accepted, memorial gifts (other than monetary donations to the Foundation Scholarship) may be disposed of or returned to the family after two years.
- ✓ Gifts to student groups must be donated to the booster organization in charge of that group.

- ✓ Outside vendors, other than those selling instructional supplies, may not "set up" their wares or peddle their goods in teacher lounges or common areas of the campus.

None of these guidelines apply to board-sanctioned booster or activity groups connected with KISD.

## **Grading Guidelines (All Grade Levels)**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. Teachers establish their grading standards, but those standards must be consistent with the guidelines below:

In grades 1 – 5, the teacher shall use daily work and tests to evaluate student progress of a course of study in the following manner:

- ✓ All combined tests shall count one-third of the quarterly grade.
- ✓ Daily work, daily tests, reports, notebooks, class participation, and other approved activities shall count two-thirds of the quarterly grade.
- ✓ A minimum of 10 daily grades and 3 test grades shall be given during each quarter unless approved by a principal.

The grading system for reporting student progress is outlined below:

90 – 100 = A

80 – 89 = B

70 – 79 = C

0 – 69 = Failing

- ✓ Grades are determined by a student's mastery of the Texas Essential Knowledge and Skills and completion of assignments.
- ✓ Grades shall be awarded based upon academic merit only. No grades or extra credit shall be given to a student for non-academic reasons.
- ✓ Students not completing work may be assigned detention or Saturday School.

## **Grades:**

### **Helen Edwards Early Childhood Center**

E, S, I, N only apply to: Art, Music, PE, and Personal/Social Development

- ✓ E = Exceeds
- ✓ S = Satisfactory
- ✓ I = Needs Improvement
- ✓ N = Not Satisfactory

Standards graded as:

- ✓ + Developing
- ✓ - Not Developed

- ✓ # 1-6 Mastered during corresponding quarterly grading period

**Monday, Nash, and Phillips Elementary**

**Grades 1 – 5 Numerical Grades:**

ELAR, Math, Science, and Social Studies

**E, S, N, U:** Health, P.E., Music, Art, Conduct

**Homework (All Grade Levels)**

Homework is considered practice and an extension of the regular school program. Regular homework is due the next day. Students not returning homework may be assigned detention or Saturday School.

**Late Work/REDO/Retake**

Students may be permitted to make up or redo unsatisfactory or late assignments / tests based on teacher discretion. A grade reduction may be applied.

**Makeup Work Because of Absences (All Grade Levels)**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regard to the state laws surrounding “attendance for credit or final grade.”

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal.

These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

[See **Report Cards/Progress Reports and Conferences** on page 77 for additional information on grading guidelines.]

## **Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44.]

## **Hazing (All Grade Levels)**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151.

Examples include:

- ✓ Any type of physical brutality;
- ✓ An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- ✓ An activity that induces, causes or requires the student to perform a duty or task that violates the Penal Code; and
- ✓ Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 35 and policies FFI and FNCC for more information.]

## **Health-Physical and Mental**

### **Student Illness (All Grade Levels)**

When your child is ill, please contact the school to let us know he or she will not be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### **Homeless Students (All Grade Levels)**

You are encouraged to inform the district if you or your child is experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district's homeless education liaison, Vonda Jones, at 972-932-2622.

[See **Students Who Are Homeless** on page 26.]

### **Illness**

[See **Student Illness** under **Health-Physical and Mental** above.]

### **Immunization (All Grade Levels)**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal

or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are diphtheria, tetanus, and pertussis; rubella (measles), mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at **Bacterial Meningitis** on page 66, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB (LEGAL) and the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#).]

### **Lice (All Grade Levels)**

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

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#). [See policy FFAA for more information.]

## Medicine at School (All Grade Levels)

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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

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

- ✓ Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- ✓ Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- ✓ Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- ✓ Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

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



## **Asthma and Severe Allergic Reactions**

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

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

See also **Food Allergies** on page 66.

## **Mental Health Support (All Grade Levels)**

- ✓ The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:
- ✓ Mental health promotion and early intervention;
- ✓ Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- ✓ Substance abuse prevention and intervention;
- ✓ Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- ✓ Grief, trauma, and trauma-informed care;
- ✓ Positive behavior interventions and supports;
- ✓ Positive youth development; and
- ✓ Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy FFAC.]

For related information, see:

- ✓ **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** on page 13 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- ✓ **Counseling** on page 42 for the district's comprehensive school counseling program;
- ✓ **Physical and Mental Health Resources** on page 67 for campus and community mental and physical health resources; and
- ✓ **Policies and Procedures that Promote Student Physical and Mental Health** on page 68 for board-adopted policies and administrative procedures that promote student health.

## **Physical Activity Requirements**

### **Elementary School**

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

### **Temporary Restriction from Participation in Physical Education**

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

### **Physical Fitness Assessment (Grades 3–12)**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Rodney Roland at 972-932-4500 to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **Physical Health Screenings/Examinations**

### **Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early state when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal

screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

### **Other Examinations and Screenings (All Grade Levels)**

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

### **Special Health Concerns (All Grade Levels)**

#### **Bacterial Meningitis (All Grade Levels)**

Please see the districts website at [www.kaufman-isd.net](http://www.kaufman-isd.net) for information regarding meningitis.

**Note:** DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 61 for more information.]

#### **Diabetes**

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

#### **Food Allergies (All Grade Levels)**

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](http://www.dshs.texas.gov/foodallergy). When the district

receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.kaufmanisd.net](http://www.kaufmanisd.net).

[See policy FFAF and **Celebrations** on page 37.]

### **Seizures (All Grade Levels)**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 29 and contact the school nurse for more information.]

### **Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

## **Health-Related Resources, Policies and Procedures**

### ***Physical and Mental Health Resources (All Grade Levels)***

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- **Campus Nurse/Counselor:**

**Helen Edwards Early Childhood Center**

Lydia Bushnell-Nurse

Kristin Pearson-Counselor

972-932-0800

**Monday Elementary**

Stephanie Reeves, Nurse Coordinator

Kimberly White-Counselor

972-932-3513

**Phillips Elementary**  
Khristina Cole-**Nurse**  
Samantha White-**Counselor**  
972-932-4500

**Lucille Nash Elementary**  
Joann Inglis-**Nurse**  
Destiny Pinkston-**Counselor**  
972-932-6415

The local public health authority, **Dr. Ben Brashear**, which may be contacted at 972-932-8555.

The local mental health authority, **North Texas Behavioral Health Authority**, which may be contacted at 214-366-9407.

## **Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)**

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at <https://www.kaufmanisd.net/>.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG

- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health. The district has developed administrative procedures as necessary to implement the above policies and plans. Please contact Susan Stahlman at 972-932-2622 ext. 8007 for further information regarding these procedures and access to the District Improvement Plan.

### **School Health Advisory Council (SHAC) (All Grade Levels)**

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available from Stephanie Reeves, Nurse, at 972-932-3513.

[See policies at BDF and EHAA. See **Human Sexuality Instruction** on page 17 for additional information.]

### **Student Wellness Policy/Wellness Plan (All Grade Levels)**

Kaufman ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Stephanie Reeves with questions about the content or implementation of the district's wellness policy and plan.

### **Homework (All Grade Levels)**

[See **Grading Guidelines** on page 58.]

### **Law Enforcement Agencies (All Grade Levels)**

#### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances:

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

## **Students Taken into Custody**

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

- ✓ To comply with an order of the juvenile court.
- ✓ To comply with the laws of arrest.
- ✓ By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- ✓ By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- ✓ By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- ✓ By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- ✓ By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- ✓ To comply with a properly issued directive from a juvenile court to take a student into custody.

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

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

## **Notification of Law Violations**

The district is required by state law to notify:

- ✓ All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- ✓ All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

- ✓ All appropriate district personnel in regard to a student who is required to register as a sex offender.

[For further information, see policy FL (LEGAL).]

## **Leaving Campus (All Grade Levels)**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- ✓ For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- ✓ For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- ✓ If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time



of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

### **At Any Other Time During the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **Lost and Found (All Grade Levels)**

A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

### **Makeup Work**

[See **Makeup Work Because Of Absences** on page 59 under **Grading Guidelines** on page 58.]

### **DAEP Makeup Work**

#### **Elementary and Middle/JR. High School Grade Levels**

A district shall offer a student removed to a DAEP an opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal, before the beginning of the next school year, through any method available, including a correspondence course, distance learning, or summer school. The district may not charge the student for a course provided under this provision.

[See FOCA (LEGAL) for more information.]

### **In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)**

#### **Alternative Means to Receive Coursework**

While a student is in ISS or OSS, the district will provide the student with all course work for the student’s foundation curriculum classes that the student misses as a result of the suspension.

#### **Opportunity to Complete Courses**

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another

distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO (LEGAL) for more information.]

### **Nondiscrimination Statement (All Grade Levels)**

In its efforts to promote nondiscrimination and as required by law, Kaufman ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: **Kell Clopton, Assistant Superintendent**

1000 S Houston St, Kaufman, TX 75142

972-932-2622

[KClopton@kaufman-isd.net](mailto:KClopton@kaufman-isd.net)

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH (LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Susan Stahlman, Director of Student Services, 972-932-2622.
- All other concerns regarding discrimination: See the superintendent, Dr. Lori Blaylock, 972-932-2622. [See policies FB, FFH, and GKD.]

## Parent and Family Engagement (All Grade Levels)

### Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this partnership may include:

- ✓ Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- ✓ Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- ✓ Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- ✓ Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- ✓ Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- ✓ Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 42.]
- ✓ Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 77.]
- ✓ Becoming a school volunteer. [For further information, see policy GKG and **Volunteers** on page 93.]
- ✓ Participating in campus parent organizations.
- ✓ Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact a campus administrator]
- ✓ Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council (SHAC)** on page 69.]
- ✓ Being aware of the school's ongoing bullying and harassment prevention efforts.
- ✓ Contacting school officials if you are concerned with your child's emotional or mental well-being.

- ✓ Attending board meetings to learn more about district operations. Regular board meetings are held on the second Monday of each month at 6:00 p. m. at the Kathy Covington Administration Building. The Kathy Covington Administration Building is located at 1000 S. Houston Street, Kaufman, TX. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at <https://www.kaufmanisd.net/>.

[See policies BE and BED for more information.]

## **Pledges of Allegiance and a Minute of Silence (All Grade Levels)**

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 18.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

## **Prayer (All Grade Levels)**

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **Promotion and Retention**

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

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

## **Elementary and Middle/Junior High Grade Levels**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades K-6, students must also meet promotion standards established by the District in order to be promoted. These standards are:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactory on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
2. Mastery of the skills necessary for success at the next grade level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

To be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

If a student in grade 5 or 8 is enrolled in a high-school credit course with a corresponding end-of-course (EOC) assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing** on page 84.]

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

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

## **Release of Students from School**

[See **Leaving Campus** on page 71.]

## **Report Cards/Progress Reports and Conferences (All Grade Levels)**

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the fourth week of a nine-week grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 74 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL) and **Grading Guidelines** on page 58.]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the

parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

## **Retaliation**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44.]

## **Safety (All Grade Levels)**

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

- ✓ Avoid conduct that is likely to put the student or others at risk.
- ✓ Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, campus behavior coordinator, teachers, or bus drivers.
- ✓ Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incident to a district employee. A student may make anonymous reports about safety concerns by visiting <https://www.kaufmanisd.net/resources/student-safety-resources> and selecting Anonymous Tips tab. The student will be redirected to AnonymousTips.com.
- ✓ Know emergency evacuation routes and signals.
- ✓ Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

## **Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**

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

## **Preparedness Training: CPR and Stop the Bleed**

The district will annually offer instruction in CPR at least once to students enrolled in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR certification. The district will annually offer students in grades 7-12 instruction on the use of

bleeding control stations to respond in traumatic injury. For more information, see [Homeland Security's Stop the Bleed and Stop the Bleed Texas.](#)

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: local news, Kaufman ISD website, KISD Remind 101 and KISD Facebook page.

[See **Communications-Automated, Emergency** on page 39 for more information.]

## **School Facilities**

### **Asbestos Management Plan (All Grade Levels)**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact John Hughes, the district's designated asbestos coordinator, at 972-932-5615.

### **Food and Nutrition Services (All Grade Levels)**

Students who are enrolled in Helen Edwards, Monday Elementary, J.R. Phillips Elementary, Lucille Nash Elementary, O.P. Norman Jr. High and Gary Campbell High Schools are eligible for breakfast and lunch at no charge. These schools will be implementing the Community Eligibility Provision under the National School Lunch and School Breakfast Programs. **Applications are not needed for CEP schools.** At CEP campuses school meal charges are not needed.



If a student enrolled in Kaufman High School does not have money to cover their meal, they may charge up to a maximum of **3 meals**. If a student has charges, but has money to purchase a meal, the money will be applied to that meal. Students are not allowed to purchase snacks if they have charges on their account. Only lunch meals may be charged. Charging is not allowed for breakfast meals. The deadline to cover any **delinquent charges must be paid by May 27, 2021**.

When charges reach the maximum limit, the student will be offered a courtesy meal. Courtesy meals may be the following: **BRK- Cereal, Fruit and Choice of Milk / LUN- Slice of Pizza or Hamburger, Vegetable, Fruit, and Choice of Milk**.

The following method will be used to collect unpaid meal charges: Students will be made aware of any money owed at the POS, and balance letters will be mailed to parents weekly.

**If your child was eligible for free or reduced-price meals on May 20, 2020, he/she will still be eligible for the same meal benefits until September 21, 2020, or until a new application is submitted. If we have not received your new application before September 21, 2020, your child's eligibility will change to full price meals until we receive a new application and make a new eligibility determination for the 2020 - 2021 school year. You can submit your application to any Kaufman ISD campus, the Child Nutrition Programs Office @ 5026 Lion's Den Trail (County Road 151), or to Vonda Jones, Kaufman ISD District Rep. @ 1000 S. Houston St., Kaufman, TX 75142.**

Meal payments can be made by the parent / student at the students enrolled campus, or parents can also make payments through the PayPAMS system. Every student has a lunch account. When students bring money for lunch or snacks the entire amount is posted to the students account. The cashier only gives change to Jr. High & High School students. The money is always there for the student to use and will transfer at the end of the year with the student to the next school. If the student leaves the district and have money in their account, the parent may request a refund or donate funds to another student's account.

The school district participates in a payment program called PayPAMS. Effective **August 1, 2019**, PayPAMS will charge a convenience fee of **\$1.95 per family rather than per student. If a parent is going to pay for multiple students at once, they are going to be charged only one convenience fee of \$1.95**. There will be no fees for checking account balances and cafeteria purchases. This will replace the previous fee structure of a yearly subscription of \$10.00 per student + \$1.00 per online payment. You may set an e-mail reminder to alert you when the students balance reaches the amount you specify.

**Note:** We are pleased to inform you that PayPAMS can now accept **automatic payments** using Visa cards. **Automatic payments** can still be set up with MasterCard and Discover cards as well. Please contact [support@paypams.com](mailto:support@paypams.com) should you have any questions go to [www.paypams.com](http://www.paypams.com). If you need assistance with meal benefits, please contact **Vonda Jones**

**(District Rep) at 972-932-5668.** You can also contact the Child Nutrition office, **at 972-932-7912 Kennan Dealy, (Food Svc. Director), Elisa Carrillo (Administrative Assistant).**

## **Child Nutrition Programs Discrimination Complaints (All Grade Levels)**

[See Appendix].

## **Vending Machines (All Grade Levels)**

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the campus administrator. [See policies at CO and FFA.]

## **Pest Management Plan (All Grade Levels)**

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

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact John Hughes, the district's IPM coordinator, at 972-932-5615.

## **Conduct Before and After School (All Grade Levels)**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

## **Library (All Grade Levels)**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use with teacher permission.

## **Use of Hallways During Class Time (All Grade Levels)**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

## **Use by Students Before and After School (All Grade Levels)**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Beginning at 7:15 a.m., students may go to the designated campus area.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

## **School-Sponsored Field Trips (All Grade Levels)**

The district periodically takes students on field trips for educational purposes. A parent must provide permission for a student to participate in a field trip. The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip. The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

## **Searches**

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

## **Searches in General (All Grade Levels)**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches. District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicion-less security procedures, including the use of metal detectors. In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will

reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

### **District Property (All Grade Levels)**

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property. Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

### **Metal Detectors (All Grade Levels)**

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

### **Telecommunications and Other electronic Devices (All Grade Levels)**

Use of district-owned equipment and its network systems is not private and will be monitored by the district [See policy CQ for more information.] Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF (LEGAL) and **Electronic Devices and Technology Resources** on page 52 and policy FNF (LEGAL) for more information.]

### **Trained Dogs (All Grade Levels)**

The district will use trained dogs to screen for concealed prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

### **Sexual Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44.]

### **Special Programs (All Grade Levels)**

The district provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the administrative building at 972-932-2622.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

## **Standardized Testing**

### **STAAR (State of Texas Assessments of Academic Readiness)**

#### **Grades 3–8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- ✓ Mathematics, annually in grades 3–8
- ✓ Reading, annually in grades 3–8
- ✓ Writing, including spelling and grammar, in grades 4 and 7
- ✓ Science in grades 5 and 8
- ✓ Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee conclude the student has made sufficient progress in the student's individual education plan (IEP). [See **Promotion and Retention** on page 75 for additional information.]

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

#### **Students in Foster Care (All Grade Levels)**

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Susan Stahlman, who has been designated as the district's foster care liaison, at 972-932-2622 with any questions.

[See **Students in the Conservatorship of the State (Foster Care)** on page 25 for more information.]

## **Students Who are Homeless (All Grade Levels)**

You are encouraged to inform the district if you or your child is experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district's homeless education liaison, Vonda Jones, at 972-932-2622.

[See **Students Who Are Homeless** on page 26.]

## **Student Speakers (All Grade Levels)**

The district provides students the opportunity to introduce for school events as approved by the campus principal. If a student meets the eligibility criteria and wishes to introduce one of the school events, the student should submit his or her name in accordance with policy FNA (LOCAL).

[See policy FNA (LOCAL) regarding other speaking opportunities for information related to student speakers at graduation ceremonies.]

## **Summer School (All Grade Levels)**

Students at all grade levels who have been identified as being at risk of dropping out of school, who are not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment, shall be provided accelerated and/or compensatory educational services based on needs assessment. The principal shall ensure that each identified student is receiving services. The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational goals. Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school. [See policies EHBC (LOCAL) and EIE (LOCAL) for additional information.]

## **Tardies (All Grade Levels)**

Students should not arrive before 7:15. Teacher supervision is not provided until this time. Students arriving before 7:50 a.m. will go immediately to the designated area on each campus. All students eating breakfast should report to the cafeteria to eat.

A student who is tardy to school or leaves early more than 3 times will be assigned a lunch detention. A student tardy 6 times will be assigned Saturday School. The 7<sup>th</sup> tardy will result in an unexcused absence.

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **Transfers (All Grade Levels)**

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** on page 25, **Bullying** on page 35, and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** on page 26, for other transfer options.]

## **Transportation (All Grade Levels)**

### **Contact Information:**

Transportation Department  
5026 Lion's Den Trail  
Kaufman, TX 75142  
Office: (972) 932-6555  
Fax: (972) 932-5678

### **DIRECTOR OF TRANSPORTATION**

**PATRICK A. CARDOZA**

### **ASSISTANT DIRECTOR OF TRANSPORTATION**

**TIM BUTLER**

### **ADMINISTRATIVE SECRETARY**

**RUTH MCDONALD**

KISD Transportation Procedures were established for the safety of all students riding on Kaufman ISD buses.

**Eligibility is determined by the students approved address. Transportation will be provided to the campus assigned to each attendance zone.**

Transportation Bus Registration forms permit KISD students to ride a school bus. These registration forms must be kept on file in the Transportation Department at all times. At the beginning of each school year, students attending Helen Edwards Early Childhood Center must have a registration form filled out and returned to the campus. These forms will be forwarded to the Transportation Department. Students in the 3<sup>rd</sup> grade and higher will receive a registration form from the bus driver that must be filled out and returned to the driver. The student/parent is encouraged to return a completed form within 2 days.

### **General Information:**

- ✓ The State of Texas does not mandate transportation service.
- ✓ Bus transportation is a service that Kaufman I.S.D. offers to eligible students residing in the district.
- ✓ **Riding the bus is a privilege, not a right!**
- ✓ In order to remain eligible, students must follow ALL rules.
- ✓ It is the responsibility of the parent/guardian to provide transportation for any student not eligible to ride the school bus.
- ✓ It is the responsibility of the parent to provide transportation to/from school if a child misses the bus.
- ✓ **All students must ride the bus to which they are assigned. Students will not be able to ride an alternate bus unless registered for a second bus. Students cannot register for more than two addresses in a school year.**
- ✓ **Do not ask to ride home on another bus with a friend.**
- ✓ The driver has the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
- ✓ The driver will not allow any unauthorized person to board the bus.
- ✓ Buses will not enter personal property except when approved by the Transportation office after receiving a letter from the property owner with a release of liability.

### **Waiting for the Bus:**

- ✓ The Student Code of Conduct does apply at the bus stop.
- ✓ Be at your bus stop five minutes early and **visible** before scheduled pickup time. The driver/sub-driver will not wait or honk, nor will he/she stop **for late students** or students running for the bus.
- ✓ Students should be no closer than 10 feet from the bus, which is called the “Danger Zone.” Be in plain sight of the approaching bus driver and other traffic. Be watchful and do not play around.
- ✓ Stand still and clear of the bus. Move toward the bus ONLY after bus is stopped, door opens and/or driver signals you to load.
- ✓ Parents/guardians should instruct their children on what to do if they miss the bus.
- ✓ Students should NOT chase the bus.
- ✓ Delays affect traffic and schedules.
- ✓ Buses will not go back for a student who misses the bus.



## **Boarding the Bus:**

- ✓ Do not push, shove, or crowd in any way; always use the handrail.
- ✓ Students should board a bus in an orderly fashion.
- ✓ Go directly to your assigned seat. The bus will not move until all students are seated. Students must remain seated at all times. Delays affect traffic and schedules.
- ✓ Seating arrangement will be assigned. The bus driver may change seating arrangements anytime he/she deems necessary.

## **Conduct on the Bus:**

The school bus is an extension of the classroom. Students are expected to follow the policies and procedures outlined in the Student Handbook. Students are required to follow all safety rules on the bus: (Including but not limited to)

*-Remain seated.*

- ✓ Students shall remain seated at all times and face forward for the duration of the trip. Students shall keep their feet in front of them and out of the bus aisle.

*-Keep the aisles clear.*

- ✓ Keep the aisle completely clear at all times. This includes backpacks or bags of any kind and instruments/athletic gear.

*-Speak in quiet voices.*

- ✓ Normal conversation is permitted; avoid loud noises that may distract the driver and create an unsafe condition. Do not talk to the driver while the bus is in motion.

*-Books and electronics are allowed.*

- ✓ Do not spray any substance (ex. hairspray, cologne, perfume, deodorant) while on the bus.
- ✓ Cell phones/electronic devices are allowed on the bus; however, no pictures and/or videos can be taken on the bus and no sharing of phone/device allowed. KISD Transportation is not responsible for lost or stolen cell phones or any other electronic device. Cell phones can be taken up if used inappropriately or passed around to other students.
- ✓ No pens, pencils or paper are allowed out on the bus. Homework is to be done at home.
- ✓ **Bluetooth speakers, fidget spinners, and Pokémon or any type of trading cards out on the bus.**

*-No food/drinks except for bottled water.*

*-Keep your hands to yourself.*

- ✓ No scuffling or fighting.
- ✓ Do not tamper with bus equipment.
- ✓ The emergency door and exit controls should be used by pupils only during supervised

drills or an actual emergency. Students shall never attempt to operate the passenger door or other controls except in case of an emergency.

*-Obey the bus driver.*

- ✓ Follow all instructions and cooperate with the driver and/or monitor.

*-Be kind and respectful.*

- ✓ The use of obscene, vulgar or profane language and gestures are forbidden.
- ✓ Do not spit or throw objects inside or out of the bus.
- ✓ Do not litter, mark, cut or scratch any part of the bus. Student is responsible for damage.

### **Departing the Bus:**

- ✓ Stay seated until the bus comes to a complete stop and the door has been opened.
- ✓ Use the handrail and take one step at a time; do not push, shove, or crowd in any way.
- ✓ Students must move away from the bus after exiting; do not stand next to or walk toward the bus. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone."
- ✓ Do not go to the mailbox until the bus has left the area.
- ✓ If any article drops, rolls near or under the bus, **do not go after it.**

### **Crossing in Front of the Bus:**

- ✓ Students will not be allowed to cross a farm-to-market road or state highway under any circumstances.
- ✓ Students are expected to look at the driver AND check both directions before crossing the street in FRONT of the bus.
- ✓ CAUTION! The student must be alert for vehicles that do not stop when the bus is loading or unloading.

### **Dropping off Students (Pre-K thru 2nd Grade)**

Parent or designee must be **at the bus stop** to receive students that are enrolled in Pre-K thru 2<sup>nd</sup> grade if not accompanied by an older student. If no one is there to receive the student, the student will be returned to the Service Center. Any student returned three times will have their riding privileges suspended.

### **Prohibited Items on the Bus**

- ✓ Tobacco products, electronic cigarettes, vaporizers
- ✓ Live animals or insects
- ✓ Glass containers
- ✓ Alcoholic beverages, drugs or chemicals
- ✓ Weapons, explosive devices, stun guns, pepper spray, sharp objects or firecrackers
- ✓ Objects such as large musical instrument or shop project

- ✓ Skateboards
- ✓ Bluetooth speakers
- ✓ Food or drinks except bottled water (no eating on the bus)
- ✓ Matches or lighters
- ✓ Any other item prohibited by the KISD Student Code of Conduct
- ✓ All items must be kept on the student's lap or within the seating compartment and may not deny another student a seat.

### **Crossing Between Buses:**

- ✓ Students are not allowed to cross between buses except at designated cross walks.
- ✓ Students are expected to check both directions before crossing.

### **Accidents or Emergencies:**

- ✓ Follow the driver's instructions.
- ✓ Stay with the group.
- ✓ Do not do anything to escalate an already tense situation.

### **Discipline**

Discipline will be administered as needed depending on the severity of the offense. Discipline may consist of a verbal warning up to suspension of bus privileges.

***\*\*It is the parent/guardians responsibility to contact the student's teacher/school if the student has been suspended from the bus and will be a car rider.***

***Immediate appropriate legal/disciplinary action may be taken against any student(s) engaging in any of the following misconducts:***

1. Possession of firearms, a knife, or other dangerous devices will not be permitted and will result in immediate loss of bus privileges for the remainder of the school year.
2. Use of abusive, profane language or indecent gestures on or near a bus in which students are being transported or directing such language toward the students or the driver.
3. Hindering in any manner the operation of a school bus or obstructing, unnecessarily, any roadway on which a school bus travels.
4. Making threats against or engaging in physical contact with a school bus driver.

***See the Student Code of Conduct for provisions regarding transportation to the DAEP.***

**Conferencing with Bus Drivers:** If it becomes necessary to talk with a driver, please remember:

- ✓ The bus driver is a trained professional who has the safety of ALL students in mind.

- ✓ The bus driver will not be able to stay and talk while students are on the bus.
- ✓ It is illegal to get on the bus to confront a driver. (intentionally or unintentionally)
- ✓ The Transportation office can be reached at (972) 932-6555 to handle any complaints or schedule a meeting.

## **Detection**

Individual school buses may be equipped with video camera that will record the conduct of students and any verbal communication between students and driver. This recording may be used for disciplinary purposes and /or safety training.

The above rules of conduct, as well as the Student Code of Conduct, apply to Kaufman ISD students who are being transported by buses or other vehicles owned, operated, and controlled by the school district. A student who damages or defaces a Kaufman ISD vehicle may be subject to disciplinary and/or legal action and may be required to make restitution. Any violation of these rules will be reported by the bus driver for corrective action. These safety rules will be enforced by appropriate action that may include the temporary or permanent withdrawal of riding privileges and/or consequences specified in the Student Code of Conduct. The consequences for any given action will depend upon the seriousness of the violation and all other circumstances.

## **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents, before the scheduled trip, a written request that the student be permitted to ride with an adult designated by the parent.

All field trips should have a Sponsor and/or chaperone present on the bus. Sponsors are responsible for the accountability of students on the field trip. Drivers may assist but will not take responsibility for the accountability of the students.

## **Vandalism (All Grade Levels)**

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

## **Video Cameras (All Grade Levels)**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board; may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice to before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or Sherry Kerr who the district has designated to coordinate the implementation of and compliance with this law. [See policy EHBAF (LOCAL) for more information.]

## **Visitors to the School (All Grade Levels)**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- ✓ The person poses a substantial risk of harm to any person; or
- ✓ The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG (LOCAL) or GF (LOCAL).

[See the Student Code of Conduct.]

## **Visitors Participating in Special Programs for Students**

### **Business, Civic, and Youth Groups**

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

### **Volunteers (All Grade Levels)**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus administrator for more information and to complete an application.

### **Withdrawing from School (All Grade Levels)**

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

## Glossary

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**ESSA** is the federal Every Student Succeeds Act.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**PGP** stands for Personal Graduation Plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary, 7for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of



Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code.

**TEA** stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TSI assessment** is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

## Freedom from Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <http://pol.tasb.org/Home/Index/757>. Below is the text of Kaufman ISD's policy FFI (LOCAL) as of the date that this handbook was finalized for this school year.

### Student Welfare: Freedom from Bullying

Policy FFI (LOCAL) adopted on March 19, 2018

**DEFINITION** "Bullying" means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

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

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

**POLICY** The Board shall adopt a policy, including any necessary procedures, concerning bullying that:

1. Prohibits the bullying of a student;
2. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establishes a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;
4. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
5. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establishes procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;

7. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
8. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the District improvement plan under Education Code 11.252. [See BQ]

The procedure for reporting bullying must be posted on the District's Internet Web site to the extent practicable.

*Education Code 37.0832(a)–(e)*

## **Acknowledgment of Receipt of Student Handbook & Student Code of Conduct**

My child and I have received a copy of the Kaufman ISD Student Handbook and the Student Code of Conduct for the 2020-2021 school year. I understand that the Handbook and Code of Conduct contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or code of conduct, I should direct those questions to the campus principal.

Student's name (*print*): \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's name (*print*): \_\_\_\_\_

Parent's signature: \_\_\_\_\_

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



## APPENDIX III:

**Kaufman Independent School District  
Child Nutrition Programs  
1000 South Houston St.  
Kaufman, TX 75142  
972-932-5668 Office  
972-932-5688 Fax**

**Lori Blaylock, Ed.D. Superintendent  
Kell Clopton, Assistant Superintendent  
Joe Nicks, Assistant Superintendent  
Vonda Jones, Child Nutrition District Representative/Homeless Liaison  
Kennan Dealy, Director of Child Nutrition Programs - SFE Southwest Foodservice Excellence**

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### Child Nutrition Programs Discrimination Complaint Policy

The following guidelines are to be followed should anyone come forward with a discrimination complaint within the Kaufman Independent School District Child Nutrition Programs.

- Any person that approaches the Child Nutrition Program staff and claims they have been discriminated should be encouraged to complete the Discrimination Complaint Form. A member of the Child Nutrition Programs can assist with the process. If the person chooses not to complete the form, the staff assisting the person may take the information verbally and complete the form.
- The Discrimination Complaint Form, once completed or completed as best as possible, is forwarded to the Child Nutrition Programs Director.
- The Director forwards the Discrimination Complaint Form to the Texas Department of Agriculture, Food and Nutrition Division, Compliance Department.



## APPENDIX IV:

**Child Nutrition Programs**  
**1000 South Houston St.**  
**Kaufman, TX 75142**  
**972-932-5668 Office**  
**972-932-5688 Fax**

### Discrimination Complaint Form

*To file a complaint, complete this form and submit it to the Child Nutrition Programs Director. All complaints, written or verbal, shall be accepted by the school food authority and will be automatically forwarded to the Texas Department of Agriculture.*

☐ Check if you'd like to remain anonymous

#### I. Contact Information for Person Submitting the Complaint

*(Please record your name, address, telephone number, and additional contact information in the spaces below.)*

First Name	Middle Initial	Last Name
Address	City, State, and Zip Code	Best Telephone Number for You
Are there other ways we can contact you? <i>(If yes, list them in the box. Other ways might include an email address or a different telephone number.)</i>		

#### II. Reason for the Complaint

*(Provide information about the complaint with as much detail as possible for questions (A-E). Attach additional paper if more space is needed.)*

A. What is the name and address of the entity you are filing a complaint about?
B. If this complaint is against an individual, enter the person (or persons) name and contact information in this box. If the complaint is not against an individual, record a check in the box in front of N/A.  <input type="checkbox"/> N/A—This complaint is not against an individual.

	<p>C. Describe the complaint with as much detail as possible, including the date and time the incident occurred. If you have any relevant documentation that supports the complaint or alleged violation, attach that documentation to this form.</p>														
	<p>D. If there are other people who have knowledge about this event, please provide their names, titles, and address/contact information. <i>(Attach additional sheets if you need more space.)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Title</th> <th style="width: 33%;">Address/Contact Information</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name	Title	Address/Contact Information									
Name	Title	Address/Contact Information													
	<p>E. What is the basis or the type of discrimination you feel occurred? If the complaint is not based on discrimination, record a check in the box in front of N/A.</p> <p><input type="checkbox"/> N/A—This complaint is not based on discrimination.</p> <p><i>(Check the boxes that apply.)</i></p> <p> <input type="checkbox"/> Race  <input type="checkbox"/> Color  <input type="checkbox"/> National Origin  <input type="checkbox"/> Sex  <input type="checkbox"/> Age  <input type="checkbox"/> Disability         </p>														
Signature of Complainant		Date													

---This Space to Be Completed by Person Receiving the Complaint---	
Name of Person Receiving Complaint:	<input type="checkbox"/> <b>Complaint was translated</b> <i>(Check this box if this complaint form was completed by a person other than the complainant.)</i>
Staff Person Assigned to Address Complaint:	Date Forwarded to the Texas Department of Agriculture:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

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