Ramirez Common School District

2026-2027 Student-Parent Handbook

9/03/26

ACCESSIBILITY: If you have difficulty accessing this handbook because of a disability, please contact the Ramirez CSD office.

RAMIREZ CONSOLIDATED SCHOOL DISTRICT
District Organization

School Board of Trustees:
Alva Cecilia Black, Board President
Irma Lopez, Board Secretary
Aracelis Pena, Board Member

District Administration:
Dr. Ana Rubalcaba, Interim Superintendent/Principal

Ramirez Common School District 10492 School St. Realitos, Texas 78376 361-539-4343
www.ramirezcsd.net

Mission Statement

Ramirez Common School District will provide diverse learning opportunities for all students in a world class environment.

Vision Statement

Ramirez Common School District will become a learning environment where students develop knowledge, skills and character for a successful life.

Belief Statement

- Improve student academic achievement
- Provide effective instruction yielding increased academic performance
- Deliver high-quality instruction to all students in grades PK-6
- Facilitate learning for at-risk students so they, too, attain successful outcomes
- Ensure a strong commitment from all staff in our pursuit of excellence

Disclaimer

This handbook applies to Ramirez CSD's single campus and to students in kindergarten through Grade 6. It is intended as a parent-friendly guide to student rights, responsibilities, district procedures, and school expectations. This handbook does not replace state or federal law, board policy, the Student Code of Conduct, or other controlling requirements. If a conflict exists, applicable law and board policy will override it. Ramirez CSD may revise this handbook as permitted by law and policy.

Ramirez CSD operates one campus serving kindergarten through Grade 6. The Interim Superintendent is the District's sole campus administrator for purposes of this handbook. The school secretary maintains and distributes most student and parent forms in the school office.

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1. PREFACE AND REQUIRED ANNUAL INFORMATION

Parent and Student Partnership

Education is a shared responsibility. Students, parents, teachers, the Interim Superintendent, and staff are expected to work together to promote academic growth, safety, respectful conduct, and regular attendance.

Annual Parental Rights Information

Ramirez CSD will provide parents the Texas-required parental rights and options information the first semester of each school year and upon a child's first enrollment, as applicable. The District will also maintain required postings and notices on its website and through the school office.

Parents may request paper copies of annual notices and forms at the front office.

Student Code of Conduct

The Student Code of Conduct is a board-adopted document governing student behavior and disciplinary consequences. Parents and students should review it together. A copy will be made available through the school office and by electronic distribution or the district website, if applicable.

Forms Packet

At enrollment or the beginning of the school year, families may receive required or locally adopted forms, including handbook acknowledgment, directory-information notice and response, applicable consent/opt-out forms, emergency information, medication authorization, technology-use agreements, and other notices required by law or district policy.

2. PARENT RIGHTS, CONSENT, OPT-OUT, AND ACCESS

General Parental Rights

- Parents have rights under federal and Texas law regarding their child's education, instructional materials, records, services, evaluations, and certain consent and opt-out decisions.
- Parents may review applicable instructional materials and, as allowed by law, district and campus records and policies.
- Parents may participate in meetings and decisions affecting their child as provided by law, including special education and Section 504 processes when applicable.
- Parents may use the district complaint or grievance process when they have concerns.

Consent for Certain Instruction and Services

The District will obtain parental consent when required by law before a student participates in instruction, evaluations, examinations, treatment, or health-related services requiring consent. Required notices will be provided in the manner and timeline required by law.

Health-Related Services Notice

Before the first instructional day of each school year, the District will provide parents with written information regarding health-related services offered at the campus, including the parent's right to withhold consent for or decline services when permitted by law.

Human Sexuality and Abuse-Prevention Instruction

When applicable, Ramirez CSD will provide the notices, opportunities to review materials, and written parental consent required by Texas law before instruction covered by those requirements. Parents may contact the Interim Superintendent or front office to review applicable materials and forms.

Instructional and Library Materials

Parents may review instructional and library materials as provided by law and district procedures. Requests should be directed to the school office or Interim Superintendent.

Student Records and FERPA

Parents generally have rights to inspect and review their child's education records and to request correction of records as provided by federal and state law. The District's annual directory-information notice will explain what information may be designated as directory information and how a parent may object to release where permitted.

Complaints and Concerns

Parents should first attempt to resolve concerns informally with the teacher or staff member when appropriate. Formal complaints and grievances will be handled according to applicable board policy. Because Ramirez CSD has one campus and one administrator, the Interim Superintendent is the primary administrator for campus-level concerns unless board policy provides otherwise.

3. STUDENT SUPPORT AND SPECIAL PROGRAMS

Aiding Students with Learning Difficulties

Ramirez CSD will provide or consider tutorial, compensatory, intervention, and other support services available through the District's instructional and multi-tiered systems of support. Parents may request an evaluation for special education or Section 504 services at any time. The District will provide required notices, procedural safeguards, and consent forms.

Special Education

Students receiving special education services will receive instruction and supports in accordance with applicable law and their individualized education program (IEP).

Special Education Grading

Students receiving special education services who participate in general education classes generally follow the district grading and retention procedures while receiving required accommodations and modifications. When course content or objectives are modified extensively, grading may be based on the student's individual goals and objectives as determined through the ARD/IEP process. Students whose services require additional progress reporting will receive progress information as required by their IEP.

Promotion, placement, or retention decisions for students receiving special education services will be made through the appropriate ARD process when required. Parents will be included as required by law.

Section 504

Students eligible for Section 504 services will receive approved accommodations. Grades must reflect required accommodations. If a grade was determined without implementing required accommodation, the school will address the matter consistent with the student's plan.

Emergent Bilingual Students and Other Programs

Students who qualify for bilingual, English learner, gifted and talented, dyslexia, intervention, or other programs will receive services according to applicable law, district procedures, and individual program requirements.

4. ATTENDANCE AND ENROLLMENT

Strong and consistent student attendance is directly related to academic achievement. Ramirez CSD maintains high attendance standards, establishing annual district goal of 97.5%. Under Texas state compulsory attendance laws, all children between the ages of 6 and 19 must be enrolled and attend school regularly. This requirement extends to any assigned accelerated instruction, intervention, tutorial sessions, or extended-year programs required by law or district procedures, particularly for students who do not meet passing standards on state assessments.

Absence Limits and Attendance for Credit

Under District Policy FEC (Legal), a student must attend class at least 90 percent of the days it is offered to receive course credit. A student with excessive absences risks losing credit in a course regardless of whether they have a passing grade. Maximum allowable absence limits before credit is jeopardized are set at 18 days per year for, 8 days in the first semester and 10 days in the second semester. If a student exceeds these limits and receives a "No Credit" status, they may submit a written appeal to the Interim Superintendent. A committee will review phone records and submitted written documentation, and the student may be required to make up missed time and coursework as a condition for reinstating credit.

Absence Documentation and Medical Requirements

Parents must notify the school when a student is absent and submit an explanation upon the student's return. While a campus may accept a phone call, a signed parent note is required; however, a parent note does not automatically excuse an absence unless it meets statutory exemptions. If a student is absent for more than three consecutive days due to personal illness, a medical statement from a licensed physician or health clinic verifying the condition must be submitted within two days of returning. Failure to provide this note may result in the absence being marked unexcused. For students displaying a questionable pattern of absences, the Interim Superintendent may mandate doctor's notes for any future absences to be excused. Additionally, if a student suffers from a serious or life-threatening illness or treatment that prevents attendance, a Texas-licensed physician must certify the specific illness and the expected duration of the absence.

State-Permitted Excused Absences

As outlined in Policy FEA (Legal), Ramirez CSD will officially excuse temporary student absences for specific reasons, provided proper verification is submitted:

- Religious Holy Days: Observance of holy days, including up to one day of travel to and from the site.
- Court Appearances: Required court appearances, including up to one day of travel to and from the site.
- Citizenship Proceedings: Travel to and appearance at a government office to complete citizenship procedures.
- Healthcare Appointments: Temporary absences for medical appointments if the student attends school for a portion of the same day.
- Campus Visits: Visiting an institution of higher education during the student's junior or senior year (maximum of 2 days per year).
- Military Dependent Leave: Visiting a parent or guardian who has been deployed or is returning from deployment within 60 days before or 30 days after arrival (maximum of 5 days per year).

Unexcused Absences, Truancy, and Legal Consequences

Under state law, parents are responsible for monitoring their child's attendance and ensuring they attend school. If a student accumulates three or more unexcused absences within a four-week period, the school will send written notice requesting a parental conference and implementing truancy prevention measures. Prevention interventions may include behavior improvement plans, school-based community service, or social service referrals.

A student is classified as truant if they accumulate 10 or more unexcused absences (or parts of days) within a six-month period during the same school year. In these cases, the student may be referred to truancy court, where orders may mandate community service, remedial actions, or court costs. Additionally, the district may file formal criminal complaints against parents who deliberately fail to enforce compulsory attendance for their children.

For additional information or questions regarding attendance procedures, please contact the Ramirez CSD.

Make-Up Work

Students who are absent on a scheduled test day will be required to take the test upon returning to school. If a student was absent only the day before an announced test and no new material was covered, the student will take the test at the regularly scheduled time. Students absent for two or more days will work with the teacher to schedule a make-up test. Teachers will also make reasonable arrangements for students to complete missed assignments due to absences, extracurricular activities, or in-school suspension. No student will be denied the opportunity to make up assigned work, and students absent for multiple days will be given an appropriate amount of time to complete missed work in accordance with district procedures.

Tardiness and Early Release

Students are expected to arrive on time and remain for the full instructional day. A student may leave campus only through approved school procedures and with authorization from a parent or other authorized adult, except when law permits otherwise.

Enrollment, Residency, and Address Changes

Parents must provide enrollment and residency information required by law. Families must promptly notify the school of changes in address, telephone number, emergency contacts, or legal information.

5. ACADEMICS, GRADING, PROMOTION, AND RETENTION

Academic Expectations

Instruction and grading will be aligned with the Texas Essential Knowledge and Skills (TEKS), applicable English Language Proficiency Standards (ELPS), district curriculum, and individual accommodations or modifications. Grades are intended to reflect academic mastery and progress; student behavior will be addressed separately from academic grades.

Ramirez CSD Grading Periods

Grading Period	Dates	Progress Report
1st Nine Weeks	August 10 – October 9	End of Week 4
2nd Nine Weeks	October 13 – December 18	End of Week 4
3rd Nine Weeks	January 5 – March 5	End of Week 4
4th Nine Weeks	March 8 – May 21	End of Week 4

Report Cards and Progress Reports

Students in kindergarten through Grade 6 will receive report cards each nine-week grading period. Progress reports will be issued at the end of the fourth week of every nine weeks. Parents should contact the teacher promptly if they have questions about academic progress.

Numerical Grades

Ramirez CSD will use numerical grades for kindergarten through Grade 6.

Numerical Average	Letter Description
90–100	A – Excellent
80–89	B – Good
75–79	C – Average
70–74	D – Needs Improvement
Below 70	F – Failing

Minimum Grade Requirements

For each nine-week grading period, teachers will record a minimum of 2 major grades and 7 daily grades for each applicable graded subject. Major grades may include tests, performance tasks, projects, major written products, or other significant assessments aligned to instructional objectives. Daily grades may include classwork, quizzes, practice, assignments, observations, or other measures of student learning.

Kindergarten

Kindergarten students are graded using numerical grades consistent with the district grading scale and the same general academic principle that grades reflect demonstrated learning and mastery of appropriate standards. Kindergarten students will not receive "Developing" or "Still Developing" as substitutes for numerical grades.

Special Education and 504 Accommodations

Grades for students with disabilities must reflect required accommodations and modifications. Special education grading and reporting will follow the student's IEP and applicable ARD decisions when those requirements differ from the general grading process.

Reteaching and Retesting

When a major assessment results in a grade below 70, reteaching will be provided on objectives not mastered. A retest may be offered one time following reteaching, using an assessment of comparable difficulty. Unless a different board-approved rule applies, the maximum recorded retest grade is 70 and replaces the original failing test grade. Academic dishonesty does not create an entitlement to a retest.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, unauthorized assistance, or unauthorized communication during an assessment. A student may receive academic and disciplinary consequences consistent with the Student Code of Conduct and district policy. Parents will be notified when appropriate.

Homework

Homework should be purposeful, connected to instruction, and appropriate for the student's developmental level. Homework will not be assigned as punishment. Quality and instructional purpose should guide homework expectations.

Promotion and Retention

Promotion decisions for kindergarten through Grade 6 will be based on the student's demonstrated mastery of applicable academic standards, grades, required assessments or accelerated instruction, attendance requirements, and other criteria established by law and board policy.

As a general academic standard, a yearly average of 70 or above in core subject areas may be used as part of promotion decisions, subject to applicable board policy, state requirements, and individual student circumstances. For students receiving special education services, the ARD committee will make or participate in placement and retention decisions as required by law and the student's IEP.

6. STUDENT CONDUCT AND SCHOOL CLIMATE

Respectful and Safe Learning Environment

Students are expected to treat classmates, staff, visitors, and school property with respect. Disruptive, threatening, abusive, harassing, discriminatory, retaliatory, or unsafe behavior is prohibited.

Bullying and Cyberbullying

Bullying and cyberbullying are prohibited. Students and parents are encouraged to report concerns promptly to a teacher, the Interim Superintendent, or any adult. Reports will be reviewed and addressed under applicable law and district policy. Elementary-age students will receive age-appropriate instruction on recognizing bullying, reporting concerns, and supporting a safe school culture.

Harassment and Discrimination

Ramirez CSD prohibits unlawful discrimination, harassment, and retaliation. Concerns should be reported to the Interim Superintendent or through the district's applicable complaint procedures.

Student Searches and Investigations

Students and their belongings may be searched when permitted by law and district policy. The District may use reasonable measures to protect student safety and maintain order.

Weapons, Threats, and Dangerous Conduct

Weapons, threats, violent conduct, and other dangerous behavior are prohibited and may result in disciplinary action, removal, referral to law enforcement, or other action as permitted or required by law.

Vandalism and Property

Students are expected to respect district property and the property of others. A student or parent may be responsible for damage or loss as allowed by law.

7. HEALTH, SAFETY, AND STUDENT WELFARE

Health Services and Medication

The District will provide only those health-related services authorized by law, district procedures, and applicable parental consent requirements. Parents will receive required annual information regarding health-related services offered at the campus.

Celebrations

Parents or grandparents may provide food for school-designated functions or student birthdays. Because some students may have severe food allergies, families should discuss classroom allergies with the teacher before bringing food to share.

For curriculum-related functions or celebrations involving food, the school or teacher will notify students and parents of known food allergies when requesting food volunteers.

Medicine at School

If a student needs medication during school hours, the parent must provide it. Prescription medication must be kept in the front office and administered by authorized district employees.

The district will not purchase nonprescription medication for students.

Authorized employees may administer

Prescription medication in its original, properly labeled container, provided by the parent with a written request.

Prescription medication in a properly labeled unit dosage container prepared by a registered nurse or qualified district employee, with parent-provided medication and written authorization.

Asthma and Severe Allergic Reactions

Students with asthma or severe allergic reactions may possess and use prescribed medication at school or school-related events only with written authorization from a parent and a physician or other licensed health-care provider.

The student must demonstrate to the health-care provider and/or authorized personnel that they can properly use the medication and any required device.

Parents and students should discuss prescribed asthma or anaphylaxis medication needed during the school day with authorized personnel.

Immunizations and Communicable Diseases

Students must meet state immunization requirements unless a lawful exemption applies. Parents should notify the school regarding significant communicable disease concerns that may affect school attendance or the safety of others.

Child Abuse, Neglect, Trafficking, and Staff Misconduct

Texas law requires certain school personnel to report suspected child abuse or neglect. The District will provide students and families required information regarding reporting abuse, neglect, trafficking, and certain staff or service-provider misconduct. Required parental notices will be provided when applicable.

Mental and Emotional Health

Parents have important rights regarding their child's mental, emotional, and physical health. The District will provide notice and obtain consent when required before providing covered examinations, treatment, or health-related services.

Emergency Procedures

- The school conducts safety and preparedness drills, including evacuation, severe weather, and other emergency procedures.
- When an alarm sounds or instructions are given, students must follow directions quickly, quietly, and in an orderly manner.
- Parents will be notified of significant safety events as required by law or district policy. During an emergency, families should follow district communications and avoid coming to campus unless instructed to do so.

Emergency School Closing Information

- Parents must provide and keep current emergency contact information for notifications about early dismissal, delayed openings, campus restrictions, severe weather, security threats, or other emergencies.
- The district will use the contact information on file, including real-time or automated messages, to communicate during emergencies.
- Parents must notify the school of changes to contact information within two weeks, as required by state law.
- If a campus must close, delay opening, or restrict access, the district will also notify the community through designated communication channels.

Safe Storage of Firearms

- Firearms should be stored unloaded in a safe or locked container, with ammunition stored separately.
- It is unlawful to store, transport, or leave an unsecured firearm where children are likely to access it.
- A person may commit an offense if a child gains access to a readily dischargeable firearm because the person:
  - Failed to secure the firearm; or
  - Left it where they knew or should have known a child could access it.
  - Penalties range from a Class C misdemeanor ($500 fine) to a Class A misdemeanor ($4,000 fine, up to one year in jail, or both).
- Parents and other adults are encouraged to securely store firearms and other dangerous weapons in accordance with applicable law and safety guidance to prevent child access.

Pledges, Moment of Silence, and Prayer

- Students participate in the daily recitation of the U.S. and Texas Pledges. A parent may submit a written request to excuse their child from participating in the pledges.
- State law requires all students to observe one minute of silence following the pledges.
- Students may exercise their rights to religious expression and prayer in accordance with state and federal law, as long as it does not disrupt school operations.

8. TECHNOLOGY, RECORDS, PRIVACY, AND COMMUNICATIONS

Technology and Electronic Devices

District technology resources are provided for educational purposes. Students must use devices, networks, internet access, and digital accounts responsibly and in accordance with district procedures. Misuse may result in loss of privileges or disciplinary action.

Artificial Intelligence and Digital Tools

Students may use digital or AI-supported tools only as permitted by the teacher or District. Students may not submit work generated by another person or tool as their own when doing so violates assignment expectations or academic honesty rules.

Directory Information

The District will provide annual notice explaining directory information and a parent's right to object to the release of information where permitted by law.

Communications

Parents should keep current contact information on file. The District may communicate through phone, email, text, paper notices, electronic systems, or other approved methods. Parents are responsible for reviewing school communications promptly.

Video and Monitoring

The District may use video cameras or other lawful monitoring methods on school property, school transportation, or during school-sponsored activities for safety, security, and operational purposes.

Daily School Schedule

Breakfast: 7:45–8:15 a.m.

Instructional Time: 8:15 a.m.–3:45 p.m.

Lunch: 12:15–12:45 p.m.

9. SCHOOL OPERATIONS AND DAILY PROCEDURES

Visitors

To ensure the safety and security of our students and staff, Ramirez CSD would like to remind all parents, guardians, and visitors of our campus entry protocols and procedures:

- Primary Entrance: Everyone must enter and exit through the campus front entrance, which serves as the primary point of entry/exit. Front doors are continuously monitored to control building access.
- Exterior Doors: All exterior doors must remain closed, latched, and locked at all times unless actively monitored by a district employee.
- Identification & Sign-In: Visitors will be asked to present valid photo identification upon request. Parents and visitors will receive a name tag detailing their name, the date, and their destination.
- Refusal of ID & Unregistered Visitors: Visitors who refuse to provide identification and appear to have no legitimate reason to be on campus may be removed from district property. All faculty and staff are instructed to stop anyone in the building without a badge and direct them to the Front Office to officially sign in and obtain a visitor's pass.
- Classroom Visits & Privacy: Classroom visits or observations require prior approval from both the Interim Superintendent and the teacher. Visits must not disrupt instruction or the school environment. Visitors must demonstrate appropriate courtesy, respect student privacy, and adhere to proper conduct.
- Release of Students:
- Administrative Authority: The Superintendent or designee may restrict or deny access to any individual as permitted by law and district policy.

Release of Students

Students will only be released to a parent, guardian, or person authorized in district records (except as otherwise permitted or required by law). Valid identification may be required at checkout.

Transportation

- Free bus transportation is available to students who live **two or more miles from school** and eligible students experiencing homelessness.
- Bus routes and stops are designated annually, and changes will be posted at the school and on the district website.
- Students may board and exit district vehicles **only at authorized stops**. Parents may designate an approved child-care facility or grandparent's residence as a regular pickup or drop-off location if it is on an approved route.
- For information about bus routes, stops, or alternate pickup and drop-off locations, contact the school office.

Student Expectations

Students must help keep district vehicles safe and clean and follow the Student Code of Conduct. Students must:

- Follow classroom rules and the driver's directions at all times.

- Enter and exit in an orderly manner at designated stops.
- Keep aisles clear and avoid damaging the vehicle or its equipment.
- Remain seated while the vehicle is moving and wear seat belts when available.
- Keep all body parts and objects inside the vehicle and never throw objects.
- Not possess or use tobacco or e-cigarettes on district vehicles.
- Wait for the driver's signal before crossing in front of the vehicle.
- Follow any additional rules established by the vehicle operator.

Misconduct may result in disciplinary action under the **Student Code of Conduct**, including loss of transportation privileges.

Field Trips and School-Sponsored Activities

Participation in field trips or school-sponsored activities may require parent permission. Students remain subject to school rules and the Student Code of Conduct.

Meals

- The district participates in the School Breakfast Program and National School Lunch Program, providing nutritionally balanced meals that meet state and federal standards.
- Information about meal procedures, eligibility, applications, and student meal accounts will be provided to families separately or during enrollment.
- Students may qualify for free or reduced-price meals based on financial need. Eligibility information is confidential.
- The district may share limited student eligibility information to assist with enrollment in Medicaid or CHIP, unless a parent requests that the information not be disclosed.
- Students receiving free or reduced-price meals will be offered the same meal options and treated the same as their peers.

Lost and Found

Personal items should be labeled when practical. Unclaimed items may be disposed of or donated according to after a reasonable period.

School Supplies and Personal Items

Students should bring only items appropriate for school. The District may restrict items that are unsafe, disruptive, prohibited, or unrelated to instruction.

10. REQUIRED FORMS AND ACKNOWLEDGMENTS

The front office personnel will be the contact for obtaining, returning, and maintaining most school forms. Parents should return forms by the requested deadline.

- Student–Parent Handbook Acknowledgment
- Texas Parental Rights and Options Information Form or other required TEA parental rights materials
- Directory Information Notice and Parent Response
- Consent/opt-out forms required for applicable instruction, surveys, activities, or services
- Emergency contact and student release information
- Medication authorization, when applicable
- Technology acceptable-use agreement
- Transportation or field-trip permission forms, when applicable
- Other enrollment, health, special program, or annual forms required by law or district policy

Working Together

A strong partnership between home and school supports student success. Parents are encouraged to:

- Encourage their child to prioritize education and make the most of learning opportunities.
- Ensure their child completes homework and projects and comes to school prepared, rested, and ready to learn.
- Stay informed about school activities, academic programs, and available opportunities.
- Discuss questions or concerns with the school counselor or principal.
- Review graduation requirements and options with their child during middle and high school.
- Monitor academic progress and communicate with teachers as needed.
- Attend scheduled parent-teacher conferences and request additional conferences when necessary. The district will provide at least two opportunities each school year for in-person parent-teacher conferences.
- Volunteer at school and participate in campus parent organizations.
- Serve as a parent representative on district or campus planning committees that help develop educational goals and improve student achievement.

Handbook Acknowledgment

I acknowledge that I have received or been provided access to the Ramirez CSD Student–Parent Handbook for the 2026–2027 school year. I understand that I am responsible for reviewing the handbook and that the handbook does not replace applicable law, board policy, or the Student Code of Conduct.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature (if requested): _____ Date: _____