BISHOP ELEMENTARY

STUDENT/PARENT HANDBOOK

BISHOP ELEMENTARY SCHOOL

WELCOME

The Staff and I would like to welcome you to Bishop Elementary School.

Our campus, located at 200 South Fir Avenue, is home to students in grades 3, 4, and 5. Our staff consists of a principal, a secretary, a counselor, fifteen teachers, two coaches, a library aide, a fine arts aide, a full-time nurse, and two custodians.

Parents/Guardians have an integral role at Bishop Elementary School. Just as the staff and I are committed to excellence, we seek this commitment from you. We need your support and cooperation in preparing our children for the future. We ask that you help us help our children "Reach for the Stars."

Your support is Key to our Success!

Courtney Mrazek, Principal

Bishop Elementary Telephone	(361) 584-357l
Number: Bishop Elementary	(361) 584-3572
FaxNumber:	

Notice:

The Bishop CISD does not discriminate on the basis of race, color, national origin, sex or handicap in providing education services. Mrs. Christina Gutierrez, Superintendent has been designated to coordinate compliance with the nondiscrimination of requirement Title IX. Mrs. Christina Gutierrez, Superintendent has been designated to coordinate compliance with the nondiscrimination requirement of Section 504 of the Rehabilitation Act.

<u>Pest Management Information</u>

Pesticides are applied periodically at this school or campus. Please contact the person in charge of the pesticide program at our school.

The contact person at Bishop CISD is the business manager.

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ACCOUNTING FOR PUPILS

Registration

New students must register in the principal's office. A child must be enrolled by the child's parent, guardian, or other person with legal control under a court order. The District shall record the name, address, and date of birth of the person enrolling the child. Education Code 25.002(f)

Students entering Bishop Elementary for the first time are required to have a birth certificate, his/her immunization record, social security number, STAAR results (if applicable), and show proof of residency. If the required documents and other records are not furnished to the District within 30 days after enrollment, the District shall notify the police department of the city or the sheriff's department of the county in which the District is located and request a determination of whether the child has been reported missing.

The District has three campuses at the elementary level: Petronila Elementary, Bishop Elementary, and Bishop Primary. For the grades that overlap among the three campuses, if a new student's enrollment on any one of the campuses causes a class in kindergarten through grade 4 to exceed 22 students, that student shall be required to enroll in the appropriate grade at one of the other two campuses where space is available. The student shall remain at that campus for the remainder of the school year but may re-enroll at the campus in the student's residence attendance area for the following year as long as space is available. FC (LOCAL)

Enrollment

Punctuality and good attendance are most important.

In the Elementary grades, direct instruction is very important. Your child(ren) cannot receive direct instruction after being absent; therefore, it is crucial for students to attend school on a regular basis.

Every child in the state who is six years of age, or who has previously been enrolled in first grade, and who has not completed the academic year in which his 21st birthday occurred shall be required to attend the public schools.

Students shall be in attendance at public schools in accordance with requirements of the Compulsory School Attendance Law and for the number of full-length days prescribed by law.

Withdrawals

A parent or guardian wishing to withdraw a minor student shall present a signed request stating the reason for the withdrawal. A student who is 18 or older may request withdrawal without a parent's or guardian's signature.

Withdrawals will be made in the office. Students must turn in all textbooks, library books, and cafeteria charges must be paid before records may be released.

Perfect Attendance: Lillion E. Luehrs Scholarship Fund Perfect Attendance Certificate

Perfect attendance shall be guided by each campus rules and regulations and verified by the Bishop Consolidated Independent School District Attendance Clerk.

1. For each and every year, all students attending Bishop Consolidated Independent School District in Grade 1 through Grade 12, inclusive, with a perfect attendance for that year shall be recognized and receive a Lillion E Luehrs Scholarship Fund Perfect Attendance Certificate.
2. For every student who has attended and completed Grade 1 through Grade 5 in the Bishop Consolidated Independent School District uninterrupted and with a perfect attendance, that student shall receive a $100 U.S. Savings Bond and a plaque.
3. For every student who has attended and completed Grade 6 through Grade 8, in the Bishop Consolidated Independent School District uninterrupted and with a perfect attendance, that student shall receive a $100 U.S. Savings Bond and a plaque.
4. For every student who has attended and completed Grade 9 through Grade 12 in the Bishop Consolidated Independent School District uninterrupted and with a perfect attendance, that student shall receive a $100 U.S. Savings Bond and a plaque.
5. For every student who has attended and completed Grade 1 through Grade 8 in the Bishop Consolidated Independent School District uninterrupted and with perfect attendance shall receive a $500 U.S. Savings

Bond and a plaque.

6. For every student who has attended and completed Grade 1 through Grade 12 in the Bishop Consolidated Independent School District uninterrupted and with a perfect attendance, that student shall receive a $1000 scholarship (Lillion E. Luehrs Perfect Attendance Scholarship) each year for four years to a college or university and degree of his/her choice. There is to be no grade requirement. This student shall also receive a plaque. This scholarship shall be paid directly to the college or university.

Tardies

It is of utmost importance that your child(ren) arrives at school on time. Our day begins at 7:30 a.m.

A student is tardy if he/she is not in his/her homeroom by 7:35 a.m. **If a student accumulates 3 tardies, he/she will be assigned to lunch detention.**

Parents will receive notification if their child(ren) is/are habitually tardy. **Proper authorities will also be notified if the problem is not corrected.**

Absences/Attendance Policy/Attendance Committee

A student who has poor attendance in a class may receive a failing grade under the following condition, even though a student may otherwise be passing the course academically:

1. The student has a total of 16 absences (unexcused, truancies, or excused) for the year. The only excused absence which shall not count in the total absence is an absence due to participating in school-sponsored events during the school day.

The principal, after consulting with the teacher and/or the parent/guardian, may use discretion in granting an exception to the regulations for extenuating circumstances. In certain cases, a statement from a doctor may be required.

After a student is absent, the parent needs to send a written note indicating the reason for absence. **Excuses must be turned in within 3 days of their absence. If an excuse is not received, the absence will be considered an unexcused absence.**

The student is to bring this note to his/her teacher.

Attendance Committee

The attendance committee established by the school board and composed of the principal and/or designee, counselor (optional with building principal), teacher, and a diagnostician (optional with building principal), shall determine whether to award credit.

Unexcused Absence

Unexcused Absences are given for reasons other than truancy which the principal's office determines as unexcused. (Most common types: out of town, needed at home, business errand or trip, work.) The grade for make-up work after an unexcused absence shall be no higher than 70. EIAB (LOCAL)

Truancy

Chapter 37 School Discipline and the law.
Truancy
For truancy violations, a juvenile court always has original jurisdiction under the Family Code. Once jurisdiction is waived to a Justice of the Peace or Municipal Court, truancy becomes “failure to attend” under Chapter 45 code of Criminal Procedure. Under TEC 25.0951, a court is required to dismiss a complaint regarding absences if the school fails to file the complaint within ten school days of the student’s tenth absence.

8.Truancy (failure to attend school)—Parent contributing to truancy—(Action reason Code 42)TEC 25.093.Parent Contributing to Truancy(a) If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under
section 25.094, the parent commits an offense. **Truancy (failure to attend school)—Student with at least 3 unexcused absences** –(Action Reason Code 43)

TEC 25.094. Failure to Attend School(a) An individual commits an offense if the individual: **(1)** is required to attend school under Section 25.085;
and (2) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

10. **Truancy (failure to attend school) – Student with 10 unexcused absences** –(Action Reason Code 44)
TEC 25.094. Failure to Attend School.

(a) An individual commits an offense if the individual: (1) is required to attend school under Section 25.085; and (2) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

Leaving School

If it is necessary for your child to leave school during the day, the parent/guardian must fill out the sign-out form in the office.

Truancy is unlawful absence from school. The parent or legal guardian is responsible for ensuring that all children who are subject to the compulsory attendance law and who are not lawfully excused from attendance do attend school.

When a student is truant, the school officials shall provide the student's parent or guardian with proper notice of the student's unlawful absence and request the parent or legal guardian to return the student to school. A parent or guardian who intentionally, knowingly, recklessly, or with criminal negligence fails to require the child to attend school, as required by law, shall be subject to punishment as provided by law, unless he/she can prove inability to compel the child to attend school. In that case, the child shall be subject to action by the juvenile court.

AWARDS/SPECIAL RECOGNITION/ENRICHMENT PROGRAMS

Special recognition is given at the end of each six-weeks for Honor Roll with an Honor Roll Breakfast in the open area. Yearly recognition is given for:

- Music/ Art
- Physical Fitness Activities
- Honor Roll
- Pint Size Hero
- Math
- Science
- Perfect Attendance
- Accelerated Reader
- Citizenship
- Presidential Excellence Achievement Awards
- Principal’s Award

BUS TRANSPORTATION
School bus transportation is provided to and from Bishop Elementary for those students living outside a 2-mile radius of the elementary campus.

BUS RULES AND REGULATIONS/STUDENT SAFETY

In the interest of greater safety for your child traveling to and from school we ask that you read the following bus safety rules and regulations to your child/children.

School age youngsters must depend largely upon common sense about safety. Developing that safety sense is a parental responsibility as well as a school responsibility and any assistance that you, as a parent/guardian, can give will be greatly appreciated.

Please help us get your child to school and back home again safely by insisting that your child obey these rules and the rules posted in each bus.

1. Look both ways before crossing the road to get on or off the bus.
2. Do not depend on cars to stop for the bus--many cars do not stop.
3. Be on time at the designated bus stop, stand still and stay off the roadway at all times while waiting for the bus.
4. Do not struggle or scuffle over who is going to be the first one on or off the bus.
5. Wait until the bus has come to a complete stop before attempting to enter or leave it.
6. Cooperate with the bus driver and sponsors.
7. Be courteous and use no profane language.
8. Sit in your seat at all times after boarding the bus and avoid any play or scuffle.
9. Keep your hands to yourself.
10. Be reasonably quiet, refrain from loud talking and other behaviors which may interfere with the proper performance and duty of the driver.
11. Assist in keeping the bus sanitary and clean.
12. Avoid eating or drinking on the bus (without the consent of sponsor or driver).
13. Avoid the use of tobacco.
14. Refrain from throwing any item outside of the bus at any time.

The bus driver's main responsibility is driving the bus safely. Any time that he/she is distracted from his/her driving by a disturbance on the bus, a dangerous situation can develop. The lives of all children on the bus may depend on one child's behavior.

Students are expected to conduct themselves on the bus in the same manner as they are expected to act in the classroom. Students may be assigned seats by the driver if necessary. **Students who cause problems on the bus and who refuse to follow bus riding regulations will receive a bus referral and will lose bus riding privileges after 2nd referral.**

Shuttle Bus

Students in grades 3, 4, 5, living west of business 77, may ride the shuttle bus from the primary campus to the elementary campus. This bus leaves at approximately 7:05 am. The afternoon bus leaves at approximately 3:40 pm.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students who damage or who cause property to be damaged will be responsible for such damage that might occur. The parent will incur a monetary fine.

Students caught writing obscene words or drawing obscene pictures on school property will receive a discipline referral. Parents will be mailed a copy of the referral.

Also see Student Code of Conduct for other consequences.

The school is not liable for the student's personal property that is damaged or stolen.

DISCIPLINE

After all other corrective measures have been used, a student may be suspended for any of the following reasons:

(l) Violation of any school policy.

(2) When a student exhibits incorrigible conduct, disorderliness, viciousness, immorality, persistent violation of school rules and regulations.

(3) When, in the judgment of the responsible school official, a student is believed to cause the disruption of the normal school operation.

See Student Code of Conduct for more standards of conduct, consequences of misconduct, and procedures for administering discipline.

Bullying: Refer to site https://codes.findlaw.com/tx/education-code/educ-sect-37-0832.html

See Student Code of Conduct for Standards of conduct involving bullying (FFI Local) (Sec. 37.0832 Educ. Code)

Bullying occurs when a student or group of students engages 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, 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.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued passions, name-calling, rumor spreading, and ostracism.

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Sec. 37.0832. BULLYING PREVENTION POLICIES AND PROCEDURES.

(a) In this section, "bullying" means, subject to Subsection (b), 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.

(b) Conduct described by Subsection (a) considered bullying if that conduct:
    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.

(d) The policy and any necessary procedures adopted under Subsection (c) must be included:
1. Annually, in the student and employee school district handbooks; and
2. In the district improvement plan under Section 11.252

Physical Restraint

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

ENRICHMENT PROGRAMS: GUIDELINES

Participants/winners will be recognized in the local newspaper, campus website, and BCISD App with parental consent.

FIELD TRIPS

If budget permits, each grade will go on at least one field trip which is an extension of their classroom instruction. Even though field trips are a part of the instructional program, it is not compulsory for your child to make these trips. If you do not want your child to participate, provisions will be made for your child to remain at school.

Note: Students who demonstrate inappropriate behavior will have their parent escort them during the field trip. If parents cannot accompany the student, he/she will not participate in the field trip.

If accommodations are available, parents may participate in field trip activities by providing their own transportation and paying any required fees. Siblings will not be allowed to attend school sponsored field trips.

FIELD DAY ACTIVITIES/End of Year Activities

Students who demonstrate inappropriate behavior will have their parent escort them during our Field Day activities and/or End of Year Activities.

"A" AND "AB" HONOR ROLL

Students in grades 3-5 will be recognized each nine weeks for academic achievement. Students qualifying for this recognition will be placed on the "A" Honor Roll or the "AB" Honor Roll.

The following criteria must be met for qualification on the "A" Honor Roll:

1. A student must have A's in every subject where a grade is assigned.

2. A student must have an S or E in Art, Music, P.E., & Health.

The following criteria must be met for qualification on the "AB" Honor Roll:

1. A student must have a combination of A's and B's in every subject where a grade is assigned.

2. A student must have an S or E in Art, Music, P.E. & Health.

The names of the students qualifying for the Honor Roll will be published in the local newspaper.

The student and/or students qualifying for the "A" and "AB" Honor Roll will be recognized during the awards assembly held at the end of each school year.

***Trophies dependent on availability of funds.**

Presidential Academic Excellence Awards and Educational Achievement Awards
Criteria for Recipients of President's Award for Educational Excellence: Gold Seal Certificates
The purpose of this award is to recognize academic success in the classroom.

To be eligible for the **President's Award for Educational Excellence**, students at each exit level must meet the following requirements:

1. Students are to earn a grade point average of 90 to 100 each year in grades 3 and 4, and through the fall semester of the exiting grade.

2. Achievement in the 85th percentile or higher in reading and mathematics on state tests or nationally normed test.

Criteria for Recipients of **President's Award for Educational Achievement**: Silver Seal Certificates

1. Show tremendous growth but not meet the criteria for the President's Award for Educational Excellence.

2. Demonstrate unusual commitment to learning in academics despite various obstacles.

3. Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis or special needs prevented the student from maintaining such high standards despite hard work.

4. Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, Math, Science, etc.

5. Be a positive role model by exemplifying impeccable behavior and attendance. (No discipline notices during the exiting grade. Not more than 3 unexcused absences and tardies through the fall semester of the exiting grade.

REPORTING TO PARENTS

Progress Reports

Progress Reports are sent out on Monday of the fourth week of each nine-week reporting period with all students.

Report Cards

Report cards are sent out on the Thursday following the end of each nine-week reporting period.

At the end of the school year, report cards will be sent home with students on the last day of school or mailed.

"Notification to Parents"

(a) At least once every nine weeks, a district must give written notice to parents of students' grades in each class or subject. The notice must provide for the signature of the parent and must be returned to the district. If the notice is not returned to the district, the district must mail notice to the parent.

(b) If in any class or subject a student receives a grade equal to less than 70 on a scale of 100, the grade notice must state the need for a conference between the appropriate teacher and the parent, and must quote or summarize the requirements of Section 21.721 of this code.

(c) In attempting to schedule a conference between a teacher and parent, the district shall give the parent at least two alternative dates/times for the conference.

(d) In this section, "parent" includes a legal guardian.
A student's "parent" shall be defined to include either of the students' parents or guardians; a person designated by the parent, by means of a Power of Attorney or an authorization agreement as provided in Section 34 of the Family Code, to have responsibility for the student in all school-related matters (see FD); a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student.

(e) This section does not apply to a student who is:
(1) Married,
(2) An emancipated minor; or
(3) An adult living alone.

Grades, Grading System, and Promotion Policies

Retention and Promotion Policy: EIE (Local) 3-23-2012

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and /or accelerated services.

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

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.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final examinations or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading and mathematics.

The District shall accelerate a student in grades 1-5 one grade level if the student meets the following requirements:

1. The Student scores 80 percent or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
2. A District representative recommends that the student be accelerated; and
3. The student's parent or guardian gives written approval of the acceleration.

Annual Administration:

The District shall administer each exam approved by the Board not fewer than four times each year. The District must provide windows to test between January 1 and March 31, April 1 and June 30, July 1 and September 30, and October 1 and December 31, unless the exam's administration date is established by an entity other than the District. The days need not be consecutive but shall be designed to meet the needs of all the students. The dates must be publicized in the community.

The District may allow a student to accelerate at a time other than those described above by developing a cost-free option approved by the Board that allows students to demonstrate academic achievement or proficiency in a subject or grade level.

Fees
The District shall not charge for examinations for acceleration. If a parent requests an alternative examination, the District may administer and recognize results of a test purchased by the parent or student from Texas Tech University of Texas at Austin.
Education Code 28.023;19 TAC 74.24, 101. 3021(c)

TUTORIAL SERVICES: EHBC (LEGAL) Education Code 29.084 (10-8-2013)
The District may provide tutorial services at District schools. If the district provides tutorial services, it shall require a student whose grade in a subject for a reporting period is lower than the equivalent of 70 on scale of 100 to attend tutorials.

The District may also require tutorials as per any new legislation relating to mandatory tutorials.

The District may provide transportation services to accommodate students who are required to attend tutorials and who are eligible for regular transportation.
Education Code 29.084

BILINGUAL EDUCATION / ESL

The goal of Bilingual Education / ESL shall be to enable students of limited English proficiency to become competent in speaking, reading, writing, and comprehending the English language.

The Bilingual Education / ESL Program shall be an integral part of the total school program. The basic curriculum content of the program shall be the same as for the regular school program. The Bilingual Education / ESL Program shall be a full-time program of dual-language instruction that provides for learning basic skills in the primary language of the students of limited English proficiency who are enrolled in the program and that provides for carefully structured and sequenced mastery of English language skills.

Each district with an enrollment of 20 or more LEP Students in any language classification in the same grade shall offer a bilingual education or special language program, as follows:

1. Kindergarten through elementary grades: The District shall offer bilingual education.
2. Post-elementary through grade 8: The District shall offer bilingual education, ESL, or other transitionallanguage instruction approved by TEA.
3. Grades 9 through 12: The District shall offer instruction in ESL

Home Language Survey

Districts shall conduct a home language survey for each student who enrolls in a Texas Public School for the first time. Districts shall require that the survey be signed by the student's parent or guardian for grades kindergarten through eight or the student for grades nine through twelve. The survey shall be kept with each student's permanent record folder. The survey will be used to identify and classify students who normally use a language other than English.

Language Proficiency Assessment Committee (LPAC)

The State Board of Education by rule shall require districts that are required to offer Bilingual Education to establish a Language Proficiency Assessment Committee. Each committee shall be composed of members including but not limited to a professional Bilingual Educator, Professional Transitional Language Educator, a parent of a limited English Proficiency student, and a campus administrator.

The purpose of the Language Proficiency Assessment Committee shall be to allow professional education personnel and parents to be responsible for decisions regarding the identification, instructional placement, and reclassification of limited English proficient students.

The parents must be notified of a student's entry into the program, exit from the program, or placement within the program. A student's entry into the program must be appr107ved by the student's parents.

Each district that is required to offer bilingual and special language programs shall, by local Board policy, establish a language proficiency assessment committee (LPAC). The District shall establish and operate a sufficient number of LPACs to enable them to discharge their duties within four weeks of the enrollment of LEP students. The District shall have on file policy and procedures for the selection, appointment, and training of members of the LPAC.

The LPAC shall include:

1. A professional bilingual educator
2. A professional transitional language educator
3. A parent of LEP student; and
4. A campus administrator

The District may add other members to the committee in any of the required categories. If the District does not have an individual in one or more of the job classifications required, it shall designate another professional staff member to serve on the LPAC.

In districts and grade levels at which the District is not required to provide a bilingual education program, the LPAC shall be composed of one or more professional personnel and a District designated parent of LEP student.

No parent serving on the LPAC shall be an employee of the District.

All members of the LPAC, including parents, shall be acting for the District and shall observe all laws and rules governing confidentiality of information concerning individual students. The District shall be responsible for the orientation and training of all members, including the parents, of the LPAC.
Education Code 29.063(a); 19 TAC 89.1220(a)-(f) (5-8-2011)

Within ten days of the LPAC's classification of a student as LEP, the LPAC shall give written notice to the student's parent. The notice must be in English and in the parent's primary language. The notice shall inform the parents of the benefits of the program for which the student is recommended and that it is an integral part of the school program.

Pending parent approval, the District shall place the student in the recommended program, but may count only those students with parent approval for bilingual education allotment.

Home Language Survey

Within four weeks of each student's enrollment, the District shall conduct a home language survey to determine the language normally used by the student. The home langue survey shall be conducted in English and in the home language, and signed by the student's parents if the student is in pre-kindergarten through grade 8, or by the student if the student is in grades 9-12. The original copy of the survey shall be retained in the student's permanent record.

The District shall conduct only one home language survey of each student.

If a student is identified through the home language survey as normally speaking a language other than English, the student shall be tested in accordance with 19 Administrative Code 89.1225 and additionally for students with disabilities. 19 Administrative Codes 89.1230
Education Code 29.056(a); 19 TAC 89.1215 (5-8-2011)

SPECIAL EDUCATION/SPEECH THERAPY

Special education classes are provided for students with educational handicaps (physically, mentally retarded, emotional disturbed, learning disabled, speech, autistic, or multiple handicapped).

A self-contained special education classroom with one certified teacher is on the elementary campus.

A speech therapist comes to instruct students (grades 3-5) as prescribed by the (IEP) individual educational plan.

Referral Process

New Texas legislation and the Individuals with Disabilities Education Improvement (IDEA) have created the need for significant systematic changes at all levels of the education system.

Please speak to our counselor for information on MTSS, our multi-tiered system of support for more information on intervention or referral services.

LIBRARY POLICY/ACCELERATED READER

Library

The library is a place for quiet study and work. Students are expected to use the facilities in the proper manner.

The library operates on a flexible schedule. Students may come in as the need arises. Teachers may also schedule time in the library for research and reading.

Students may check out two books at a time for a period of one week. Renewals are allowed.

Students who lose or damage a book (making it unusable) will be required to pay for the book. $5.00 is charged for minor damage. The library aide is responsible for deciding extent of damage.

Students who have overdue books will not be allowed to check out books nor participate in Field Day Activities and End of Year Activities until the overdue books have been returned or paid for.

GIFTED AND TALENTED PROGRAM EHBB (Local) 4-9-2001

Students new to the school district will be considered for participation in the district's Gifted and Talented Program.

Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record subject to the protections set out in policies at FL.

Parents and students shall be notified in writing upon selection of the student for the gifted program. Participation in any program or services provided for gifted students is voluntary. The District shall obtain written permission of the students and the parents before a student is placed in the gifted and talented program.

LUNCH AND BREAKFAST PROGRAM

All Bishop CISD students receive free breakfast and free lunch due to a grant the district received.

Breakfast is served from 7:30 -7:45 am in the classrooms.

Food trays will remain in the cafeteria unless special permission is granted by the principal. Students who bring lunches will eat with their peers in the cafeteria.

Elementary Lunch Schedule

LSU	10:45-11:15
3th grade	11:05-11:35
4th grade	11:15-11:45
5th grade	11:10-11:40

Due to rodents, roaches, etc., food is not to be brought from the cafeteria back to the classroom. Each grade has 30 minutes for lunch.

TELEPHONE

The school phone is to be used **only** for emergencies. If it is necessary for your child to make an emergency call, then the call will be made by the principal, secretary, nurse aide, or your child's teacher.

LOST AND FOUND

Found clothing, books, etc. are turned in to the office and placed in Sta. 2

Each year quite a collection of articles are found and never claimed. If your child should lose such articles, please come to the office and check the "Found Area". If it is not possible for you to come, then see that your child checks the area.

If possible, label clothing with your child's name and grade for identification purposes.

CHEATING

Any student who is found to have cheat notes or who is caught cheating will receive a zero for that work/test. A student who helps another student get answers is guilty of cheating and will also receive a zero for that work/test. **Read Student Code of Conduct**.

Electronics and Toys

Ipods, Ipads, cameras, and electronics, etc., are not to be brought to school. They will be taken up and will not be returned until the end of the semester or the last day of school. Toys of any kind are not to be brought to school. (This includes hacky sacks, playing cards, Pokémon/and other such cards.)

Read Student Code of Conduct.

CELL PHONE (including other communication devices) POLICY

Must be turned off and not visible when entering building.
Must be turned off and out of sight all day.
Can be used ONLY after the last bell of the school day (times vary from campus to campus)

Consequences
1st offense: confiscate device and keep for 2 weeks (10 school days) or pay $15.00
2nd offense: confiscate device and keep for 6 weeks (30 days)
3rd offense: confiscate device and keep for the remainder of the semester

STUDENTS' PHOTOGRAPHS

Individual pictures are taken during the fall semester and spring semester.
Group Pictures are taken in the spring.

Decision to buy pictures is left up to the discretion of the parent/guardian.

PARENT/TEACHER CONFERENCE

If you would like to have a conference with your child's teacher(s), please contact the office and make an appointment.

Conference held will be documented on triplicate Conference Form as determined by teacher or for conferences to discuss repeated incidents/behaviors.

ASSEMBLIES

There is a charge, subject to change from year to year, for some assemblies. No child is required to attend these assemblies. Students not attending these assemblies will report to the library or office. These students will be under adult supervision. They are to bring assignments with them.

VISITORS DURING THE SCHOOL DAY

Due to campus safety, no visitors are allowed on campus at this time. No drop offs of items or lunch is allowed at this time.

INCLEMENT WEATHER

Extremely bad weather (high water, hurricane, icy roads, etc.) may necessitate the cancellation of classes for that day.

During such conditions, parents should listen to the radio and/or television for school news reports indicating that school will be closed. Radio reports will be made at approximately 7 a.m. on the days that classes are cancelled. The following radio stations will issue the news report:

(1) Station KRYS - Corpus Christi - Dial No. 1360 or No. 99.1
(2) Channel 3 - Corpus Christi (ABC) KIII
(3) Channel 6 - Corpus Christi (NBC) KRIS

Students are to walk on the sidewalks and the paved area when the ground is wet or muddy.

BICYCLES

Students may ride bicycles to school. Upon arriving at school all students are to place their bicycles in the bicycle rack located in front of the elementary building. Students are not permitted to ride their bicycles on campus. It is wise for your child to have a lock for his/her bike. Bishop CISD is not liable for any injury or property damage relating to students who choose to ride their bicycles to school.

NONDISCRIMINATION POLICY

The Bishop Consolidated Independent School District functions under a policy of nondiscrimination for reasons of race, creed, sex, and national origin.

Furthermore, the Superintendent of Schools shall be designated as the person responsible for enforcing the above policy and receiving complaints arising from any suspected noncompliance.

Persons making complaints of discrimination should start them at the lowest level. For instance, a student should initiate his complaint with a teacher. If the complaint is not settled at the first level, it should then be channeled to the principal, then to the superintendent, and then to the school board. Employees in other departments should report their complaints to their immediate supervisors and if satisfactory action is not taken they may be appealed to the superintendent and, finally, to the school board.

All appeals to the superintendent should be in writing. This written statement should fully detail the alleged discriminating act or actions.

Appeals to the school board should be in writing. Such appeals shall be heard by the board within fourteen (14) days. The decision of the school board shall be final.

The Districts prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is violation District policy.

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

Copies of this policy are available at each campus and the District's Administrative offices. FFH (Local) 10-5-2011

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Christina Gutierrez
Position: Superintendent
Address: 719 East 6th Street, Bishop, TX 78343
Telephone: (361) 584-3591 ext. 221

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amend:

Position: Special Programs Coordinator
Address: 719 East 6th Street, Bishop, TX 78343
Telephone: (361)584-3591 ext. 266

PUBLIC SCHOOL LAWS SET BY THE TEXAS LEGISLATURE

DISRUPTION OF CLASSES: FNCI (LEGAL) - Education Code 37.124

A person other than a primary or secondary grade student enrolled in the school where the offense occurs commits a Class C misdemeanor if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities. It is an exception to the application of the offense that, at the time the person engaged in the prohibited conduct, the person was younger than 12 years of age.

Disrupting the conduct of classes or other school activities includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction.
2. Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend.
3. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend.
4. Entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or use of loud or profane language, disrupting class activities.

"School property" includes a public-school campus or school grounds on which a public school is located, and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

"Public property" includes a street, highway, alley public park or sidewalk.
Education Code 37.124

RIGHTS AND PRIVACY ACT - STUDENT RECORDS

The Family Education Rights and Privacy Act, as passed by the United States Congress provides the properly qualified individual's access to a student's school records. The law provides the parent, legal guardian, other properly qualified person, or "eligible student" certain rights relative to his school records. An eligible student is one who has reached the age of 18 or is attending an institution of post-secondary education. Only material pertaining to the individual student concerned may be inspected.

Access to the education record of a student shall, upon request by the properly qualified individual, be granted within a reasonable period of time, not to exceed forty-five days. **This law does not apply to records made and kept by one person, such as a counselor, teacher, or other staff member, which are not shared with any other person.**

The parent of a student shall, upon request, be provided an opportunity for a hearing to challenge the content of the student's educational record. The hearing will ensure that the records are not inaccurate or misleading, provide the opportunity to correct or delete inaccurate, misleading, or inappropriate data contained in the records, and insert into the records a written explanation by the parent regarding the content of the records.

Personally, identifiable information from the students' record, including directory information, may be released without permission to the following:

1. School officials including teachers who have legitimate educational interest;
2. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer and the rights granted under the law;
3. Authorized representative of certain agencies who require access to student records in connection with the audit and evaluation or enforcement of legal requirements which relate to federally supported programs;
4. Personnel involved with a student's application for or receipt of financial aid;
5. State and local officials to whom such information is required;
6. Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and parents will not be revealed to persons other than authorized personnel;
7. Accrediting organizations which require information for purposes of accreditation;
8. Parents of a dependent student;
9. Appropriate persons who, in an emergency, must have such information in order to protect the health and safety of the student or other persons.

Written consent must be obtained from the student's parent in order for personally identifiable information in educational records to be released to any agency other than those listed above. Such information may also be released in compliance with a judicial order or subpoena.

A record is to be maintained of individuals (other than local school officials) or agencies which have requested or obtained access to a student's records.

A school may release, without parents' consent, the following directory information: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received, and the most recent school attended by the student.

The school shall give notice of the categories of information designated as directory information. Parents are allowed a reasonable period of time to inform the district that any or all of the directory information may not be released without the parent's prior consent.

H.B. 94: ACCESS TO CHILD'S RECORDS

A possessor conservator has the same right of access to a child's medical, dental, and educational records as a managing conservator. The records custodian shall delete all references to the managing conservator's place of residence before releasing the records to the possessor conservator.

Child investigation/Questioning of Students: GRA (Local) 5-6-2009

When a representative of the Department of Family and Protective Services or another lawful authority desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

When law enforcement officers or other lawful authorities desire to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents shall be not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability the principal shall verify the

official's authority to take custody of the student [see GRA] and then shall deliver over the student.

The principal shall immediately notify the Superintendent and ordinarily shall notify the parents or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents.

TEXAS PENAL CODE: FALSE ALARMS

Reporting a False Alarm (Sec. 42.06) is a Class A Misdemeanor (Sec.12.12) punishable by a fine up to $2,000 and or confinement in jail up to one year.

SCHOOL SCHEDULE AND REGULATIONS

7:30 am	Campus Opens
7:30 am	Breakfast in Classrooms
7:30 am	First Bell
7:35 am	Tardy Bell/Classes Begin
3:35 pm	Dismissal

Lunch Schedules

10:45-11:15	am	LSU
11:05-11:35	am	3rd Grade
11:15-11:45	am	4th Grade
11:10-11:40	am	5th Grade

PE/Conference Times

12:55-1:40 pm	3rd Grade
1:45 - 2:30 pm	4th Grade
2:35 - 3:20 pm	5th Grade

Students are not to be at school before 7:30 a.m. on days that school is in session.

The school is not responsible for any student arriving before 7:30 a.m.

A student is tardy if he/she is not in his/her classroom at 7:35 a.m.

Departure Time from School

Students are dismissed after announcements are made at 3:35 p.m.

Town children are to go home after being dismissed and bus students are to report to their bus immediately upon dismissal. **Elementary children are not permitted to wait on campus for older brothers, sisters, or other relatives, from Junior High or High School.**

School Day Policy: EC (Legal) to 10/8/2013

A school day shall be at least seven hours each day, including intermissions and recesses.

The Board shall require students, once during each school day, to recite the pledges of allegiance to the United States and Texas flags.

On written request from a student's parent guardian, the District shall excuse the student from reciting a pledge of allegiance.

The Board shall provide for the observance of one minute of silence following the recitation of the pledges of allegiance. During the one-minute period, each student may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract another student. Each teacher or other school employee in charge of the students during that period shall ensure that each student remains silent and does not act in a manner that is likely to interfere with or distract another student.
Education Code 25.082

School Day Interruptions: EC(Legal) 10-8-2013

The Board shall adopt and strictly enforce a policy limiting interruptions of classes during the school day for nonacademic activities such as announcements and sale promotions. At a minimum, the policy must limit announcements other than emergency announcements to once during the school day. Education Code 25.0853

DRESS AND GROOMING CODE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean, and neat, and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's and/or designee(s) judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF(L) or any recognizable symbol of gang, satanic, or any other cult affiliation. The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

If it is determined that student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. A student whose clothing violates the dress code may be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

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

Bishop Elementary School Student Dress Code 2020-2021

1. Any apparel or unusual accessory that school officials have reasons to believe would disrupt normal school activities is unacceptable. Cleanliness, neatness, and good taste are standards of appropriate dress.
2. Polo shirts/spirit or t-shirts may be worn. Shirt lengths that extend below fingertips when arms are extended to the floor must be tucked inside of pants.

3. Loose fitting neat in appearance walking shorts, dresses, jumpers, skirts, and skorts, **no shorter than 3 inches above the kneecap**, may be worn. Shorts must be worn under dresses, jumpers, and skirts at all times. Cut-off jean shorts or wind shorts are **not** permitted. Loose fitting pants may be worn. (No cut offs, fringed, torn or holes in jeans, pants, shorts are allowed).

4. Pants must be standard-fit. Cut offs, fringed jeans, frayed hems, holes, torn, baggy or over-sized pants/shorts are not acceptable. Pants/shorts are to be worn at the waist.

5. Belts shall be worn with trousers designed for belts. Belts or chains hanging from the waist are not permitted.

6. Boy's hair should not extend below the top of the collar of a regular shirt when the head is tilted forward to a point where the chin rests on the chest, nor should the hair extend below the ear lobes or eyebrows. Hair should be clean, combed, and neatly trimmed.

7. Unusual hair styles, such as, but not limited to, "rat tails", unnatural hair coloring (pink, green, etc.), initials, words, or designs cut into the hair will not be permitted. Wigs, hair curlers, tattoos, fake and/or press on nails, make up are not permitted.

8. For safety reasons, shoes are to be worn at all times and laces must not touch the walking surface. Backless shoes, such as flip-flops or beach sandals, are not permitted. Platform shoes and/or heels are not permitted. Hidden-wheel style shoes are not permitted.

9. No bandanas, sweatbands, or leg bands shall be worn unless approved by the principal.

10. Caps, hats, and beanies may be worn outside only during P.E., recess, etc. They must be put away while in the school building and in class.

11. For safety reasons, big loop or long earrings are not permitted.

12. No clothing, backpacks, or other items brought to school shall have emblems with skulls, blood, depiction of violence, or suggestions of sex and/or violence, or advertising the sale of prohibited substances (e.g., tobacco, alcohol, drugs).

Note: The administration reserves the right to make the final decision relative to the appropriate dress.

TEXTBOOKS

All textbooks issued are the property of the school and the State of Texas, and are designed for use for a period of five years or longer, which necessitates proper care being given each book issued.

Textbooks are issued by the classroom teacher at the beginning of the school or as needed.

Each student who is issued a textbook is asked to do the following:

1. Write his/her name inside the front cover in INK in the space provided.
2. Cover the book immediately, and keep it covered. Book covers are furnished to the students.
3. Pay for any textbook which is lost, misplaced, or damaged while issued to the student.
4. Textbooks that are water damaged must be paid in full.

Textbook checks will be held periodically during the school year. The teacher will check for damage or misuse, as well as, general care of the book.

TEXTBOOKS ARE NOT TO BE WRITTEN IN AT ANY TIME.

Each student is responsible for the textbooks issued to him/her.

PEST MANAGEMENT INFORMATION

The Structural Pest Control Board (SPCB) was created as the first Texas state agency with the authority to set standards and license pesticide applicators by the 62nd Regular Session of the Legislature under the authority of Article 1356-6 V.T.C.S, (copy of which is attached) and became effective in September, 1971. The purpose of the Act is to carry out the rights and duties of the state, to protect the health and welfare of the citizens, to protect the environment against the misuse of pesticides and to promote more professional standards for the structural pest control industry. The Act was amended during regular sessions of the Legislature in 1975, 1979, 1987, 1989, and 1991. The Sunset Commission review of the SPCB during 1991 resulted in several new legislature mandates and responsibilities, some of which have a direct impact on schools.

Posting Requirements

Notices will be placed on all entrances to campuses where applications will be made at least 48 hours prior to the applications. Each campus principal may also post additional notices where he/she feels it is necessary. The purpose of these notices is to inform parents, students, and staff of the date of the pest control treatments.

A Consumer Information Sheet will be provided upon request. Parents, students, and staff may not enter treated areas for at least 12 hours following the application of pesticides. Parents, students, and staff may not use outside application areas for a least 12 hours following the application.

The following statement is given to each student at the time of registration and is printed in each campus handbook:

> "Pesticides are applied periodically at this school or campus. Please contact the person in charge of the pesticide program at your school."

The contact person at Bishop C.I.S.D. is the business manager.

Records

Records will be retained for two years and are available from an employee of the Structural Pest Control Board upon request.

The Integrated Pest Management School Program

The Integrated Pest Management School Program was enacted into law by the 72nd Legislative Session. This program comes under the jurisdiction of the Texas Pest Control Act 135b-6. The provisions of Section 4J are as follows:

(A) The Structural Pest Control Board shall establish standards for integrated pest management program (IPM) for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds at school buildings and other facilities of school districts.

(B) Each school district shall, on or before September 1, 1995, adopt an IPM program that incorporates the standards developed by the board.

(C) The board shall use an existing advisory committee or create a new advisory committee to assist the board in developing the standards for the IPM program. In developing the standards, the advisory committee shall consult with a person knowledgeable in the area of IPM in schools.

(D) The board shall include the standards adopted under this section:

(1) a requirement that the least toxic methods available to control pests, rodents, insects, and weeds, be used; and

(2) a list of products that a school district is allowed to use in its applications.

(E) The board shall require that a pesticide may be applied to a school building or on grounds only during periods in which students are not expected to be present for normal academic instruction or organized extracurricular activities for at least 12 hours after the application.

The IPM committee has been focusing on the above information and has made significant progress in establishing the IPM program. The initial draft of this document will be presented in the near future. The meetings are held at the Joe C. Thompson Conference on the campus of the University of Texas at Austin. Public hearings on this document were held during the fall and winter of 1993. These hearings were held in Austin, Dallas/Fort Worth, Houston, and West Texas.

The IPM program for schools is a very important issue for the state of Texas and we request your assistance in educating your associations membership. The principal, maintenance staff, teachers, and students will be affected by the IPM program. The more information that is provided to them the better understanding the school districts will have about IPM.

All school districts are required to place the following statement in their student handbook or in student handouts at the start of each school year:

"This school periodically applies pesticides."

Information concerning these applications may be obtained from Charlie Farek at (361) 584-7039.

Any school personnel that makes application on a routine basis of any pesticides, insecticides or herbicides at a school or on school property must be either a licensed noncommercial applicator or a technician. The Board will be reviewing and setting standards in the near future for the technician category in noncommercial. Technicians must work under direct supervision of the noncommercial certified applicator.

A notification of pest control treatment must be posted at least 48 hours in advance. The purpose of the notice is to

inform employees and faculty that a pest control treatment will be done. Also, a consumer information sheet must be provided to any employee upon request. Students may not re-enter a treated area for at least 12 hours following application. Outside application areas cannot be used by students for 12 hours following treatment. These reentry restrictions apply to normal academic and extracurricular activities.

All pest control use records shall be maintained on the employer's premises for two years. The records must include the name and address of customer (supervisor), name of pesticides or devices used, amounts of pesticides or devices used, percent in solution of pesticides used, purpose for which the pesticides or devices were used (target pest), date pesticides or devices were used (school campus). The records must be made available to an employee of the Structural Pest Control Board upon request.

The Structural Pest Control Board would like to thank you for your support of the Integrated Pest Management program. Please contact our office with any questions or suggestions for the IPM committee. Please call (512) 835-4066 or write the Texas Structural Pest Control Board, 9101 Burnet Road #201, Austin Texas 78758.

HEALTH

The nurses and staff at BCISD want your child(ren) to have an equal opportunity in the classroom. The fact is: **Healthy Children Learn Better**. The State of Texas requires certain screenings, immunizations, and exclusions from school. We are also mandated by the State to inform you of certain diseases and their characteristics. The following information will give you a better understanding of the health procedures at Bishop CISD.

Medications

When you register your child(ren) each year, you will need to sign the Consent to Treat form which includes the family doctor, allergies, and emergency phone numbers. This form must be filled out completely and returned. Please call the campus office to update any changes to this information during the year.

Your child may need to take medication during the school day. **Medication needs to be brought to the office by the parent** (Students are not allowed to have any medication or drugs on campus). Employees of the district may administer these medicines only if you adhere to the following:

l. Parent or legal guardian must send a dated, signed, written request.
2. The request must include name of the student, name of the medicine, time to be given, amount to be given, and the number of days to be given.
3. Medication must be in the **original** container and properly labeled with the student's name.

School Staff may not give medication (parents will be expected to administer medicine) if written instructions from the parent/guardian are not received. All medication changes must be confirmed in writing.

All medications not picked up by the last day of class each school year will be destroyed. If you need to make other arrangements, please call the school nurse at 584-3571 Ext. 203.

If your child requires emergency medication (epi-pen or epinephrine) for life threatening allergies, please contact the school nurse immediately so these health concerns will be effectively managed.

Immunizations

A student must be fully immunized against certain diseases, or must present a certificate or statement which stipulates that for medical, religious, or conscience objection reasons the student will not be immunized.

The immunizations required are Diphtheria, Tetanus, Haemophilus influenza type B (Hib), Poliomyelitis, Measles, Meningococcal, Mumps, Rubella, Hepatitis B, Hepatitis A and Varicella (chicken pox).

The following is a guide of immunizations by age:

1. Children 5 years of age and over:

    a. Polio: 4 doses, unless third dose administered on or after the 4th birthday.
    b. DTP/DTaP: 5 doses unless 4th dose administered on or after 4th birthday.

c. Tdap Booster: grade 7-8 must be within last 5 years.
d. MMR: 2 doses for kinder
e. Hepatitis B: 3 doses, grades PK-12
f. Hepatitis A: 2 doses in grades K-12.
g. Varicella: 1 dose, grades 3-6 and 10-12
h. Varicella: 2 doses, kinder and grade 7 kinder -2 7-9
i. Meningococcal: grade 7,8,9

House Bill 984

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.

Screenings

The following screenings are done yearly in the grades listed below:

Vision	PK, K, 1, 3, 5, 7
Hearing	PK, K, 1, 3, 5, 7
Ht. & Wt.	PK - 12
Scoliosis (evaluation of back)	6 & 9
Acanthosis (determines insulin intolerance)	1, 3, 5, 7

The nurse can answer questions on the screenings. If you feel your child needs to be screened for any of the above conditions, call the nurse or send a note to your child's teacher.

After the screenings, some children may be referred to a physician. Please follow-up and bring the referral form back to the school after their appointment.

Asthma Medications at School

A student with asthma is entitled to possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:

1. The prescription asthma medicine has been prescribed for the student as indicated by the prescription label on the medicine;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:

    a. A written authorization signed by the parent for the student to self-administer prescription asthma medicine while on school property, or at a school-related event, or activity; and
    b. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider that states:

        l. That the student has asthma and is capable of self-administering the prescription asthma medicine,
        2. The name and the purpose of the medication,
        3. The prescribed dosage for the medicine,
        4. The times at which or circumstances under which, the medicine may be administered,
        5. The period for which the medicine is prescribed.

The physician's statement must be kept on file by the school nurse, at the school the student attends.
We need an Asthma Action Plan from your Dr. when you bring his/her inhaler to school.

These forms are available in the office of each school nurse.

Communicable Diseases

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include: Amebiasis, Campylobacteriosis, Chicken Pox, Common Cold with Fever, Fifth Disease, Gastroenteritis, viral Giardiasis, Head Lice, Hepatitis, Viral A, Impetigo, Infectious Mononucleosis, Influenza, Measles, Meningitis (bacterial), Mumps, Conjunctivitis, Ringworm of the Scalp, rubella (German Measles) including congenital, Salmonellosis - including Typhoid Fever, Scabies, Shigellosis, Streptococcal Disease, Tuberculosis, Whooping Cough.

Children should be fever free (without medication) for 24 hours before returning to school. Do not medicate your child for nausea, vomiting, or diarrhea and send him/her to school.

HEALTH INFO.

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.
While there are vaccines for some other stains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community of for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for the college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent

sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov and the Texas Department of Health, http://www.tdh.state.tx.us

Reye's syndrome

Reye's syndrome is a very serious disease that you should know about. Some people develop Reye's syndrome as they are getting over a viral illness, such as the flu or chicken pox. Reye's syndrome usually affects people from infancy through young adulthood; however, no age group is immune. Although Reye's generally occurs when someone is recovering from a viral illness, it can develop 3 to 5 days after the onset of the illness. Its main targets are the liver and the brain, it is noncontagious, and too often is misdiagnosed as encephalitis, meningitis, diabetes, poisoning, drug overdose or sudden infant death.

Early diagnosis is crucial. An individual should be watched during the next 2 to 3 weeks following a viral illness for these symptoms, usually occurring in this order:

- Relentless or continuous vomiting
- Listlessness (loss of pep and energy with little interest in their environment)
- Drowsiness (excessive sleepiness)
- Personality change (such as irritability, slurred speech, sensitivity to touch)
- Disorientation or confusion (unable to identify whereabouts, family members, or answer questions)
- Combativeness (striking out at those trying to help them)
- Delirium, convulsions, or loss of consciousness.

Reye's syndrome should be suspected in anyone who vomits repeatedly. Phone your doctor immediately if these symptoms develop. Voice your concern about Reye's syndrome. If your physician is unavailable, take the person to an Emergency Room promptly. Two liver function tests (SGOT, SGPT) can be done to determine the possibility of Reye's syndrome. There is a 90% chance of recovery when the syndrome is treated in its earliest stages by physicians and nurses experienced in the treatment of Reye's.

Studies have shown that using aspirin or aspirin-containing medications to treat the symptoms of viral illnesses increases the chance of developing Reye's syndrome. If you or a member of your family has a viral illness, **do not use aspirin or aspirin-containing medications.** In fact, you should consult your physician before you take any drugs to treat the flu or chicken pox, particularly aspirin or anti-nausea medicines. Anti-nausea medicines may mask the symptoms of Reye's syndrome.

The national Reye's Syndrome Foundation (NRSF), the U.S. Surgeon General, and the Food and Drug Administration and the Centers for Disease Control recommend that aspirin and combination products containing aspirin not to be taken by **anyone under 19 years of age during fever-causing illness.** Aspirin is a part of the salicylate family of medicines. Another name for aspirin in acetylsalicylate; some drug labels may use the words acetylsalicylate, acetylsalicylic acid, salicylate, etc., instead of the word aspirin. Currently, there is no conclusive date as to whether research has answered this question; the NRSF recommends that products containing any of these substances not be taken during episodes of viral infections.

The NRSF is a nonprofit, tax-exempt organization with affiliates located in 43 states. The NRSF has pioneered the movement to disseminate knowledge about the disease in an effort to aid in early diagnosis and also provides funds for research into the cause, cure care, treatment, and prevention of Reye 's syndrome.

For additional information, contact:
National Reye's syndrome Foundation
P.O. Box 829, Bryan, Ohio 43506-0829
1-800-233-7393 or 419-636-0829
FAX: 419-636-3366

Head Lice

The Law as it relates to Head Lice:

According to Texas Law a child must be sent home from school if live lice are found in their hair. They will be allowed to return to school after one medicated treatment has been given or they bring a note form a physician saying they have been cleared to return to school. When the child returns to school, a head check is not required by law and there is no requirement to report cases of head lice to officials.

Each school district may make additional head lice policy and toughen up this law….and some do. Talk to the school nurse or someone else in charge to find out what the school policy is in your district.

Statute:
What follows is the link to the Texas Code where you can find this law:
Texas Health and Safety Code: Title 2 Chapter 38 – Pediculosis of Minors

How Do You Keep Lice From Coming Back?

- Teach family members to recognize nits and how lice are spread and check everyone's hair periodically.
- If you find lice, follow the recommended treatment closely. It should be reported to the school nurse, who can check close contacts.
- Remind children not to share combs, brushes, hair accessories, headphones, hats, clothing, bedding, coats and so forth.
- Ask the teacher at your child's school if there is a space to keep jackets, hats and other personal items separate for each child. Ask what you can do to help.

What are Head Lice?

- Head lice are tiny gray to brown insects about the size of a sesame seed that live in human hair and must feed on human blood to live.
- They lay tiny white oval-shaped eggs about the size of a knot in a thread, called nits that lice glue to each strand of hair close to the scalp. Although it is hard to see head lice, a person can see the nits if they look closely.
- Nits are most often found in the hair behind the ears and at the back of the head and neck. The first sign of lice is itching of the head which is caused by the bit of the head lice.

How do You Get Head Lice?

- Head lice happen mostly with elementary school-aged children.
- Children get lice form other children through head to head contact during play or sports or nap time and most often in school settings.
- Sometimes sharing combs, hats or school lockers with a louse infested child can spread head lice.
- You can't spread nits, only live lice.
- Head lice do not spread disease.
- Any child can get head lice. It doesn't matter where they live or go to school, boy or girl, black, white, brown. It doesn't mean the child is sick or unclean. It certainly doesn't mean they have bad parents.
- Children get head lice almost as much as the common cold. Millions get it at least once a year.

How Do You Get Rid of Head Lice?
The Texas Department of State Health Services recommends the following treatment for head lice and nits:

1. Use an over the counter FDA – approved shampoo treatment that you find at the drug or grocery store. Follow the directions on the packaging exactly.
2. Remove as many nits as possible with a special nit comb that comes with the head lice treatment.
3. Treat your home at the same time you treat your child. Do the following:
    - Soak combs and brushes in some of the lice shampoo for 1 hour or in very, very hot water for 5-10 minutes.
    - Wash sheets, blankets and other bedding in the hottest setting of water in washing machine.
    - Dry-clean non-washable items or seal these items in plastic bag for 1 week.
    - Vacuum furniture, carpets and mattresses thoroughly.
4. Treat hair for a second time after 7 days (or follow the manufacturer of the lice treatment's instructions) to make sure that you kill any lice that may have hatched from nits that might have been missed during the combing, before they lay eggs.
5. There is no need to cut hair. Lice like to crawl on short hair just as much as long hair and they need the same amount of treatment.

<u>Texas Public School Nutrition Policy</u>

Effective August 1, 2004, all Texas public schools participating in the federal child nutrition programs (National School Lunch Program, School Breakfast Program and the After School Snack Program) must comply with the nutrition policies intended to supplement federal policies defined by the U.S. Department of Agriculture's Food and Nutrition Services.

In March 2004, the Texas Department of Agriculture issued the Texas Public School Nutrition Policy to promote a healthier environment in schools.

Elementary School campuses may not serve or provide access for students to Food of Minimal Nutritional Value (FMNV) and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class. (Some exceptions apply – See B, Page 30)

Effective August 1, 2003, the Child Nutrition Programs of the Texas Department of Agriculture changed the policy concerning Foods of Minimal Nutritional Value (FMNV). This policy specifically outlines certain kinds of foods that can and cannot be made available to students. The update has made guidelines much stricter. These restricted foods can no longer be made available to any elementary student during the school day. As a parent, you are allowed to send any of these foods with your child ONLY. Please refrain from bringing food to any other classmates. If you have any questions please call the Food Service Director at Bishop CISD, 361-584-3591 x226.

Foods of Minimal Nutritional Value refers to the four categories of foods and beverages that are restricted by the U.S. Department of Agriculture under the child nutrition programs.

A. Restricted Foods

Foods and beverages that are restricted from sale to students are classified in the following four categories:

1. **Soda Water:** Any carbonated beverage. No products shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.

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2. **Water Ices:** Any frozen, sweetened water such as "…sicles" and flavored ice with the exception of products that contain fruit or fruit juice.

3. **Chewing Gum:** Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

4. **Certain Candies:** Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:

   a) Hard Candy: A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, and is characterized by a hard, brittle texture. Includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and, cough drops.

   b) Jellies and Gums: A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied, and fruit-flavored slices.

   c) Marshmallow Candies: An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white flavors and colors may be added.

   d) Fondant: A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn or soft mints.

   e) Licorice: A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.

   f) Spun Candy: A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

   g) Candy coated popcorn: Popcorn that is coated with a mixture made from sugar and corn syrup.

Note: USDA has approved exceptions for certain products included in the above categories. See TDA, Food and Nutrition Division, Administrators Reference Manual for the current list of these exemptions.

B. FMNV and Policy Exemptions

1. **School Nurse:** This policy does not apply to school nurses using FMNV's during the the course of providing health care to individual students.

2. **Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need) may be given FMNV or candy items.

3. **School Events:** Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year to be determined by campus. The exempted events must be approved by a school official. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.

4. **Test Days:** Schools and parents may provide one additional nutritious snack per day for students taking the state mandated tests. The snack must comply with the fat and sugar limits of the Public School Nutrition Policy and may not contain any foods of minimal nutritional value or consist of candy, chips or dessert type items (cookies, cakes, cupcakes, puffing, ice cream or frozen desserts, etc.). Please refer to the attached revised suggestions for nutritious snacks.

5. **Instructional Use of Food in Classroom:** For instructional purposes, teachers may use foods as long as the food items are not considered FMNV or candy. Students may consume food prepared in class for instructional purposes. However, this should be on an occasional basis, and food may not be provided or sold to other students or classes. Food provided for students as part of a class or school cultural heritage event for instructional or enrichment purposes would be exempt from the policy. However, FMNV may not be served during meal periods in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students.

6. **Field Trips:** School-approved field trips are exempt from the nutrition policy. A school official must approve the dates and purposes of the field trips in advance.

7. **Athletic, UIL, Band and Other Competitions:** The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band or other competitions. The school day is considered to have ended for these students. School activities, athletic functions, etc. that occur after the normal school day are not covered by the policy.

C. This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, **BUT THEY MAY NOT PROVIDE RESTRICTED ITEMS TO OTHER CHILDREN AT SCHOOL**. A school may adopt a more restrictive rule, however, as local policy.

D. 20 Kid Friendly Foods Suitable FMNV

These examples may help provide some insight to the types of foods or ingredients not specifically prohibited and should therefore generally be considered acceptable to serve.

- Fruits and Vegetables – fresh, canned, or dried (e./g. raisins)
- Dairy – Ice Cream, Milk, Cheese, Yogurt, Cream Cheese, etc.
- Non-carbonated beverages – Juice Boxes, Fruit Punch, Tea, Sports Drink
- Breads – Sandwich bread, Bagels, Pretzels, Tortillas, etc.
- Chocolate - M&Ms, chips, etc.

- Cereals - Rice Krispies, Chex, etc.
- Pudding
- Peanut Butter (be careful of peanut allergies)
- Snack Crackers - Graham Crackers, Ritz, Goldfish
- Jelly
- Cool Whip
- Food coloring
- Deli slices (e.g.-ham or turkey)
- Sugar and Spices – Cinnamon, etc.
- Popcorn
- Nuts - almond, cashew, macadamia, walnut
- Seeds - pumpkin, sunflower, sesame, flax, poppy (all very healthy)
- Corn or potato chips
- Dips, Dressings, Sauces, or Salsas
- Baked Goods - Cakes, Cupcakes, Cookies, Pies, etc.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools 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 and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) 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 if 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 an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school 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 to evaluate the student. 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 a district or charter school 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 30th 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 or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school 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:

Contact Person: Mrs. Jessica Gaona

Phone Number: 361-584-3591 Ext. 266

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools 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:

Contact Person: Mrs. Sarah Chumbley

Phone Number: 361-584-3571 Ext. 577

Additional Information:

The following websites provide information and resources for 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

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:
Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas "chárter" deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela "chárter" respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias

de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Mrs. Sarah Chumbley

Número de teléfono: 361-584-3571 Ext.558

Remisiones de la Sección 504:
Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Mrs. Sarah Chumbley

Número de teléfono: 361-584-3571 Ext.558

Información adicional:
Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- Marco legal del proceso de educación especial centrado en el niño
- Red de colaboradores y recursos
- Centro de Información de Educación Especial
- Texas Project First