

2011–2012 Student Handbook

TOM BEAN MIDDLE SCHOOL



Succeeding Together... Whatever It Takes!

Dear Students and Parents:

I would like to welcome you to Tom Bean Middle School a *TEA Exemplary* campus! I hope that everyone has experienced an enjoyable summer and that you are looking forward to returning to Tom Bean Middle School for a year of excellence in 2011-2012. The purpose of this letter is to welcome you to Tom Bean Middle School.

In order to maximize your child's academic performance as well as to enhance his/her overall Middle School experience, we encourage all parents to establish positive relationships with your child's teachers. We believe that communication between home and school is an essential component in academic achievement. Our dedicated staff can be contacted via the telephone at (903) 546-6161 or simply by accessing the Tom Bean ISD website at <http://www.tombean-isd.org>. Additionally, you will find a middle school staff directory following this welcome letter.

The first day of school is August 23, 2011. All students should report to the cafeteria upon arrival to campus. Breakfast will be served daily from 7:20 – 7:50 a.m. In the morning, the first bell will sound at 7:46 a.m. in order to signal dismissal from the cafeteria to first period. The tardy bell will sound at 7:50 a.m. and first period will begin. We will be operating on an eight period day this year and the first day will be a full day of school. The school day ends at 3:20 p.m. Students are expected to exit the building promptly at the end of each school day. Students are not permitted to remain on campus after school unless there is a school sanctioned activity that offers supervision by staff members. We ask that all parents make arrangements to pick their children up promptly at 3:20 p.m. Your cooperation in this matter will greatly assist us in maintaining student safety.

At Tom Bean Middle School we believe that education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. Together, let us make this year the best year yet by living out the middle school motto—*Succeeding Together... Whatever It Takes!*

Respectfully,

Dewitt Smith

Dewitt Smith, Principal
Tom Bean Middle School
TEA Recognized Campus
Phone: (903) 546-6161
Email: dewitt.smith@tombean-isd.org

Succeeding Together... Whatever It Takes!

Tom Bean Middle School Employee Contact List

Employee		Position	Email Address
Sheila	Bannister	<i>Language Arts, GT & Writing</i>	sheila.bannister@tombean-isd.org
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Rebecca	Gomez	<i>Special Education Aide</i>	rebecca.gomez@tombean-isd.org
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Colleen	Roegner	<i>7th/8th Grade Science</i>	colleen.roegner@tombean-isd.org
Dewitt	Smith	<i>Principal</i>	dewitt.smith@tombean-isd.org
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Nicole	Stone	<i>Reading & Soc. Studies 6th</i>	nicole.stone@tombean-isd.org
Flint	Weed	<i>Band & Learning Lab</i>	flint.weed@tombean-isd.org
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Amy	White	<i>6th Grade Math & Learning Lab</i>	amy.white@tombean-isd.org
Debbie	Yates	<i>Technology Application & Learning Lab</i>	debbie.yates@tombean-isd.org

NOTICES TO PARENTS

Statement of Nondiscrimination

In its efforts to promote nondiscrimination, Tom Bean Middle School does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender:

John Orozco, Curriculum Director
7719 State Highway 11
Tom Bean, Texas 75489
(903) 546-6319 ext 204

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

John Orozco, Curriculum Director
7719 State Highway 11
Tom Bean, Texas 75489
(903) 546-6319 ext 204

- All other concerns regarding discrimination: See the superintendent Mrs. Kathy Garrison at (903) 546-6076 or via email: Kathy.garrison@tombean-isd.org

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the superintendent's office. If you have any questions, please contact Mr. Clinton Daniel at 903-546-6161 ext. 222.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Mr. Clinton Daniel at 903-546-6161 ext. 222.

Additional Notices

Other important notices in the Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;

- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

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PREFACE

The Tom Bean Middle School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—Information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the *Tom Bean Independent School District Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the Tom Bean ISD Web site at <http://www.tombean-isd.org> or available in the principal’s office upon request.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

In case of conflict between board policy (including the *Student Code of Conduct*) and any provisions of the Student Handbook, the provisions of board policy and the *Student Code of Conduct* are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal at (903) 546-6161.

Also, please complete and return; to your child’s campus, the 2011-2012 Acknowledgement form located on page seventy-one (71). The following required forms included in this handbook or provided in the forms packet accompanying this handbook:

1. Student Directory Information Form [See Appendix III & IV on page 62 & 63];
2. Release of Information to Military Recruiters and Institutions of Higher Education Forms [See Appendix V page 64];
3. Parental Acknowledgment Form [See Appendix XII on page 71];
4. Student Work in district publications acknowledgment form [See Appendix VII on page 66 and Appendix XII on page 71];
5. Release for the electronic display of personal information [See Appendix VIII on page 67]; and

6. Acceptable use of district technology resources [See **Appendix IX on page 68**]; [See **Obtaining Information and Protecting Student Rights** on page 3 and **Directory Information** on page 11 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the superintendent's office or online at <http://www.tombean-isd.org>.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Tom Bean Middle School Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 19 and **Academic Programs** on page 14.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (903) 546-6161 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 39.]
- Becoming a school volunteer. [For further information, see policies at GKG and/or contact the Tom Bean Middle School at (903) 546-6161.]

- For information regarding participating in our campus parent teacher organization (PTO), please contact the PTO President, Mrs. Kim Burrough or contact Tom Bean Middle School at (903) 546-6161.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Mr. Dewitt Smith at (903) 546-6161 or dewitt.smith@tombean-isd.org
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 31 or contact at (903) 546-6076.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Mr. John Orozco and may be contacted at John Orozco (903) 546-6319 ext 204.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

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

Displaying a Student’s Artwork and Projects

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement. The district will seek parental consent before displaying student’s artwork, special project, photographs taken by students, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 9.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate in conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

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

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

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

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

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

[See APPENDIX X on page 69 for information on the Aim for Success Program and the Consent/Opt-Out Form on page 71.]

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance** and **A Minute of Silence** on page 37 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in

grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Notices of Certain Student Misconduct

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO (LEGAL) and the *Student Code of Conduct*.]

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]

[See **Bullying** on page 15, and policy FFI(LOCAL).]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus [or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

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

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 43 and contact Ms. Christy Rhodes or Mr. Dewitt Smith at (903) 546-6161.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Mr. Dewitt Smith at (903) 546-6161.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Accommodations for Children of Military Families

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

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The District will permit no more

than an additional 5 excused absences per year beyond our current District attendance policy for this purpose.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the principal's office is: 289 Franklin Road, Tom Bean, Texas 75489.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See **FINALITY OF GRADES at FNG(LEGAL), Report Cards/Progress Reports and Conferences** on page 39 and student or parent **Complaints and Concerns** on page 18 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) is available from the principal's or superintendent's office or on the district's Web site at <http://www.tombean-isd.org>.

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

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

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: Athletics, Band, Cheerleading and Agriculture Science. Tom Bean Middle School has designated the following information as directory information: Student’s name; address; telephone listing; e-mail address; photograph; date and place of birth; honors, and awards received; dates of attendance; grade level; most recent school previously attended; participation in officially recognized activities and sports; weight and height, year book, and if a member of an athletic team. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above. [See page 61.]

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education. [See Appendix V on page 64.]

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Mr. Dewitt Smith at (903) 546-6161.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university may be considered an exemption, provided that the student receives

approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

If the student is over age 18, the student’s parents shall not be subject to penalties as a result of their child’s violation of state compulsory attendance law. [See FEA(LEGAL)]

Attendance for Credit

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

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

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee’s decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

Parent’s Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted.

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than five (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

[See policy FEC(LOCAL).]

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 19.]

AWARDS AND HONORS

Tom Bean Middle School recognizes positive student performance in the area of academics, leadership, behavior, and competitively. Throughout the year and during the end of year awards ceremonies students are honored with the following awards:

Student of the Month; Subject Specific Awards; Grade Specific Awards; Perfect Attendance Awards; etc. [For more information contact Ms. Lisa Harrelson, Awards Coordinator, at (903) 546-6161.]

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See School Safety Transfers on page 7 and policy FFI(Local).]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The campus offers career and technical education programs for all eighth grade students for a full year in computer applications, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Agriculture Science, Achieve Texas Career Pathways, and 6th grade integrated keyboarding through the language arts department and Art Development.

Ms. Julie Cummings, campus reading specialist, will take steps to ensure that lack of English language skills will not be a barrier for educational and CTE programs. [Also see Nondiscrimination Statement for additional information regarding the District's efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse, which may be accessed at www.tombean-isd.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be

available in your county, see

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

<http://www.childwelfare.gov>

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services 1-800-252-5400 or on the Web at <http://www.txabusehotline.org>.

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. **When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.**

CLASS SCHEDULES

Each spring, students in grades 5 through 8 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic opportunities. [see Academic Counseling pg. 19].

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher/employee or principal. We ask that complaints and concerns first be addressed with the teacher/employee in an effort to resolve the matter. If the concern is not satisfactorily resolved the next step will be to contact Mr. Dewitt Smith, campus principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at <http://www.tombean-isd.org>.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (see pages 45-48, 68 & 71) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail when using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ or Appendix VII – XI on pages 66 – 70.]

CONDUCT

Applicability of School Rules

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

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from

attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

- Interference with the transportation of students in vehicles owned or operated by the district.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The confiscated telecommunications device may be picked up from the principal's office in accordance with the following criteria:

- 1st Offense:** Electronic device will be taken up for the day. [Student is responsible for picking device up from the office at the end of the school day.]
- 2nd Offense:** Electronic device will be taken up for five (5) days. [Parent must pick up the device from the office at the end of the five (5) day period.]
- 3rd Offense:** Electronic device will be taken up for ten (10) days and fee of fifteen (\$15) dollars will be charged in order to receive the device back. [Parent must pick up the device from the office at the end of the ten (10) day period and pay the fee. The device will not be returned until the fee is paid.]

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

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

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for any damaged, lost, or stolen electronic device.

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement. [See pages 45-48.]

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about middle school course offerings. Each spring, students in grades 5 through 8 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, each 8th grade student should work closely with the Ms. Yates (Achieve Texas) and Ms. Coker (counselor) in order to enroll in the high school courses that best prepare him or her for pursuit of an advanced education.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the middle school counselor should contact Ms. Tracy Coker at (903) 546-6161.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBBA(LEGAL), FFE(LEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policy EEJA(LOCAL).]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2011–2012 school year include:

Dates Scheduled:

Fall: December 13, 14, & 15, 2011

Spring: June 4, 5, & 6, 2012

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

DAEP Placement

The Tom Bean ISD DAEP is located at Tom Bean High School and serves as an Alternative Education Program for Tom Bean Independent School District's students who have been removed from their home campus for violations of student conduct policies.

The DAEP is designed to provide disruptive students a chance to succeed in the school district. Students who continually disrupt the educational process will be directed by the campus principal to appear before a Discipline Hearing. The student may be assigned to the DAEP during the hearing. Students that are placed at the DAEP shall follow the same attendance requirements as other students at Tom Bean Middle School. The Tom Bean ISD will not provide transportation for any student who is placed to an AEP campus. The AEP hours are from 4:00 p.m. to 9:00 p.m.

DAEP & In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's course requirements. The district may provide the opportunity to complete the coursework through an alternative method (e.g. summer school). The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method, including summer school. [See policy FEA(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, , gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to

participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site.

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on pages 21-23.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The middle school newsletter, middle school website, and the yearbook, are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.
[See **Directory Information for School-Sponsored Purposes** on page 11.]

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the front entry bulletin board as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

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

- Clothing must be clean and cover the body adequately and conform to a standard of modesty when the student is sitting, standing, stooping and bending. Student's shirts should be at least one inch past the top of the student's pants/skirt or tucked in to the top of the pants/skirt.
- Shorts may be worn to school. All clothing must have a stitched finished edge. Spandex or wind shorts are not permitted. The length of shorts and skirts/dresses must be no higher than a dollar bill folded in half (3") length from the top knee.
- Pants with small (quarter size) holes are permitted; however, the final decision on appropriateness of "pants with holes" will rest with the school principal. The decision concerning appropriateness will focus primarily on "modesty".
- No pajama bottoms or tops.
- Pants, skirts, and shorts worn below or above the natural waistline will be considered inappropriate (No sagging or bagging pants or shorts). Tights, leggings or spandex under clothing (pants or skirts) are permitted as long as the skirt/short length meets the length criteria. No oversized pants may be worn. Jinko style pants are not permitted. No undergarments are allowed to be visible. No gloves or wrist bands may be worn. Shoes must be visible.
- If a student repeatedly wears sagging pants they will be required to wear their shirttail tucked into their pants for the remainder of the school year.
- Girls: Spaghetti style tops, tank tops, crop tops, halter tops or tube tops are not permitted. Blouses that reveal midriff is unacceptable (arms up or down). Shirt shoulder straps must be at least 3 (three) inches wide, modest, and allow no undergarment to be visible. Any top, blouse, or shirt that is excessively revealing (cut too low at the discretion of the principal) is not permitted. Transparent or see-through clothing is unacceptable. Appropriate undergarments must be worn.
- Boys: Tank tops and sleeveless shirts are not permitted.
- Any type of clothing or accessories that the building principal or any faculty member considers vulgar, indecent or offensive. Any clothing representing or displaying alcohol, tobacco, violence, drugs, any substance prohibited by law, or inappropriate behavior is prohibited.
- Hair should be clean, combed, well groomed, and neatly trimmed. Boys may not have hair that falls below the bottom of the collar. Hair colors should be natural colors, with bizarre hair colors or styles that may be disruptive to the educational process not being permitted. Hairstyles deemed a distraction or inappropriate by administration, may include, but not limited to, ponytails, tails, mohawks, spiked hair, colored hair and/or outrageous hair styles.
- Sideburns below the bottom of the earlobe, beards, mustaches, or goatees are not allowed.
- Girls may wear earrings in their ears if the earrings are not distracting or disruptive to the educational setting. Earrings are unacceptable on boys. Nose

rings, nose studs, tongue spikes, eyelid rings, belly rings, or any other body piercing is forbidden.

- Any clothing item or style that may be construed as gang related is not permitted.
- The wearing of caps, hats, bandannas, curlers, sweatbands, hoods, “do-rags” picks or combs or other head ornaments inside any building will not be permitted. These items can be confiscated by the principal.
- No dark glasses inside the building, with the exception of prescription glasses and a request by the students’ physician. Students are not to wear sun glasses on top of their head in the building.
- Spike jewelry or heavy chains are unacceptable. This will be determined at the discretion of the building principal.

NOTE: It is not feasible for every situation to be covered in the dress code guidelines as grooming trends change regularly. The fact that a particular style or garment is not listed as prohibited does not necessarily mean that such style or garment is permitted. The building principal or designee has the right to determine if apparel meets the school’s policy. School administrators have the right to determine whether any attire or grooming is disruptive or detrimental to the learning process or does not meet community standards. Students will be asked to change the apparel deemed not in good taste and return to class appropriately dressed, if this is not possible the student will remain in ISS until properly attired or sent home. If a student is sent home they will receive an unexcused absence. In all cases final decisions on the appropriateness of school dress rests with the campus principal.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate 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.

Student clubs and performing groups such as band, choir, cheerleading and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the student code of conduct will apply in addition to any consequences specified by the organization.

The dress code must be followed at all school-sponsored functions/activities, regardless of the time or location. Students will be issued a warning an opportunity to correct grooming/dress code violation. The second offense will warrant may result in disciplinary action.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 17 absences for extracurricular activities. Additional absences, to a maximum of eight shall be permitted when a student has earned at least an 80 in all courses of subjects. If the student has earned at least an 80 in all courses of subjects. If the student has received any report card grade below 80, the student and the student's parents shall be required to meet the principal for a conference before any additional days shall be permitted. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions. [See FM (Local)]
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups.**]

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: SADD, RADIOS, and Cheer.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her

own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

FOOD IN THE CLASSROOM

In an effort to maintain a clean and sanitary environment, open food or drink is not allowed outside of the cafeteria unless permission is granted from the building principal.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 14 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a

school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

GRADING GUIDELINES

In grades 6-8, achievement is reported to parents numerically as:

90-100	A
80-89	B
70-79	C
0-69	F

The Superintendent or designee, shall insure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall insure that grading reflects student achievement and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Also see **Report Cards/Progress Reports and Conferences** on page 39 for additional information.

All students are required to take semester exams. These will count as one-fifth of the semester grade. In order to be promoted to the next grade level, Tom Bean Middle School students must attain an overall average of 70 or above in all courses taken and an average of 70 or above in at least three of the following subjects: language arts (including reading improvement if required), math, social studies, and science.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 state assessment..

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on pages 21-23.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at

the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

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

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, [and FFA], the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

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

School Health Advisory Council (SHAC)

In order to receive information regarding the district's School Health Advisory Council meetings and/or to receive additional information regarding the district's School Health Advisory Council please contact Director of Food Services at (903) 546-6076. [See also policies at BDF and EHAA.]

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the Director of Curriculum at (903) 546-6319 ext 204 in order to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines contact our Director of Food Services, at (903) 546-6161. [See policies at CO and FFA.]

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact Mr. Clinton Daniel at 903-546-6161 ext. 222.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Mr. Clinton Daniel at 903-546-6161 ext. 222.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, at (903) 546-6319 .ext 204.

HOMEWORK

Homework has a definite place in the learning process of students in Tom Bean ISD. If a student fails to do homework as assigned, the following measures may be used:

Study Hall; Loss of break privilege; Before/After-school Detention; ZAP form; Team Conference; Parent / Teacher conference and/or a grade reduction as determined by classroom instructor.

Note: Other measures as determined by the building principal/classroom teacher.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the

Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

IMMUNIZATION Policy Tom Bean ISD—2011/2012 Requirements

Middle School & High School

- Parents/Guardians will be notified when their student has a vaccine update that is needed.
- All students that have immunizations that are due during the first semester of the school year will be required to show proof of required immunizations prior to starting the first day of school.
- All students that have immunizations that are due during the second semester of school will be required to show proof of required immunizations on the first scheduled school day after Christmas break.

Elementary

- Parents/Guardians will be notified when their student has a vaccine update that is needed. They will be required to show proof by the date stated on said notification.

If students do not provide proof of immunizations to the front office of their respective campuses as required, they will be excluded from all classes until documentation is provided.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policies FL (LEGAL) and GRA(LEGAL).]

MAKEUP WORK

Makeup Work Because of Absence

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district’s medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district’s form.

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

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

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

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student’s academic progress or behavior with the student’s parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Tom Bean ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender:

John Orozco, Curriculum Director
7719 State Highway 11
Tom Bean, Texas 75489
(903) 546-6319 ext 204

- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

John Orozco, Curriculum Director
7719 State Highway 11
Tom Bean, Texas 75489
(903) 546-6319 ext 204

- All other concerns regarding discrimination: See the superintendent Mrs. Kathy Garrison at (903) 546-6076 or via email: Kathy.garrison@tombean-isd.org

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

All students participating in UIL/Athletic programs are required to provide documentation that they have taken and passed required physical exam. [Screening is required by local health authority per board policy FFAA local.]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 6.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

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

PROMOTION AND RETENTION

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

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 6-8, promotion requires student to attain an overall average of 70 or above in all courses taken and an average of 70 or above in at least three of the following subjects: language arts (including reading improvement if required), math, social studies, and science EIE (Local). Additionally, semester exams count as one-fifth of the semester grade

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

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

* Because the 2011-2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011-2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented

by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor or principal and policy EIF(LEGAL).]

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 2 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and Grading Guidelines on page 29.]

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

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

Report cards and progress reports must be signed by the parent and returned to the school within 5 days.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on pages 21-23]

SAFETY

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

Constant bell	leave the building
Voice Command	halt; stand at attention
Voice Command	return to the classroom

Tornado Drill Bells

Voice Command	move quietly but quickly to the designated locations
Voice Command	return to the classroom

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of

doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

The decision to close school due to bad weather will be made by 6:00 a.m. by the superintendent or designee. Please listen to one of the following stations for information: TV Channels 10 KTEN TV or 12 KXII TV; Radio stations KFYN 1420 / KFYZ 98.3; KIKT 93.5 / KGVL 1400; K-LAKE and sign up for flash alert in order to receive text messaging regarding emergency school closing. You can register for text messaging at www.FlashAlert.net.

Students and parents should discuss, prior to emergencies, what to do if school has to close early because of inclement weather. School phones will be reserved for emergency use only during this situation, so it is imperative that students and their parents know what procedures will be followed prior to a closing.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:20 a.m.

- Cafeteria

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

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to

obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Please contact our Director of Food Services, in order to apply at (903) 546-6076.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Students will eat in the cafeteria unless there is a special occasion approved by the principal. The cafeteria will provide the secondary students with a "Class A" lunch. Any students may bring their lunch to school but no student will be allowed to order lunch from any outside source as it is disruptive to the educational process. Additionally, student and parents are not allowed to distribute food to other students on campus. Students will not be allowed to charge more than two (2) charges. Students must remain in the cafeteria until they are dismissed from lunch or have permission to leave from the lunchroom monitor. Disruptive behavior will be subject to disciplinary action.

The prices for breakfast and lunch for 2011-2012 are as follows:

Breakfast	\$1.50
Child Lunch	\$2.60 (Grades 6-8)
Adult Lunch	\$3.00

Library

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

- Monday-Friday from 8:00 a.m. until 3:20 p.m.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the *Student Code of Conduct*.]

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Metal Detectors

[For further information, see policy FNF(LOCAL).]

Drug-Testing

[For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 44.]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

SUMMER SCHOOL

The purpose of summer school is to provide opportunities for students to earn credit for courses *failed* during the regular school year, to develop and gain knowledge in selected areas, and to strengthen areas of weakness. According to Tom Bean ISD policy EIE (Local), in grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale score of 100 based on course-level, grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. If your child does not meet this standard, they will need to attend and be successful in summer school in order to have an opportunity for grade promotion.

Additionally, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English. Students that have not met this requirement on the first two testing opportunities will need to attend summer school in order to receive accelerated instruction in preparation for the third and final test administration.

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Social studies in grade 8
- Science in grades 5, 8
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee.

TARDINESS

A student who is tardy to class will be given one warning and then will be assigned to detention for every violation there after. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

Technology Resources: Student Guidelines for Acceptable Use of District Technology Resources

The district's technology resources will be used primarily for learning, teaching, and administrative purposes consistent with the District's mission and goals.

These guidelines are provided for students and parents as to inform them of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, local databases, CDROMS, DVDROMS, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

Use of the District's technology resources is voluntary and constitutes a privilege, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or specific consent of the user.

Expectations:

- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted specific permission by a staff member. All students in K-8 should be supervised at all times.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted in the campus libraries and well as posted on the District's website: www.tombean-isd.org
- Although the District has an Internet safety plan in place as well as content management software, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.

- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites, social networks (MySpace, Facebook, etc.), chat rooms, blogs.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Bypassing Internet filtering is strictly prohibited as is use or possession of hacking software.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast of messages to lists of individuals, streaming video and/or audio, such as but not limited to TV shows, online movies, music videos, online radio, etc.
- Intentionally wasting finite resources e.g., online time, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing home address or phone number of one's self or another person.
- Invading the privacy of others.
- Using another's account, password, or ID or allowing another user to access your account, password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Forwarding/distributing e-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtain copies or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or the network.

Acceptable Use Guidelines

1. General guidelines

- Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- Students are responsible for their ethical and educational use of the computer online services of the District.
- All policies and restrictions of the Tom Bean ISD network services must be followed.
- Access to the TBISD network services is a privilege not a right. Each student, and/or parent will be required to sign an Acceptable Use Policy Agreement and adhere to the Acceptable Use Guidelines in order to be granted access to the TBISD network computer online services. [See Appendix IX & XI.]

- The use of and TBISD network service in the District must be in support of education and research and in support of the educational goals and objectives of the District.
- When placing, removing, or restricting access to specific databases or other TBISD computer services, school officials will apply the same criteria of educational suitability used for educational resources.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District Student Code of Conduct.

2. Network Etiquette:

- Be polite.
- Use appropriate language.
- Do not reveal personal data (home address, phone number(s) of yourself or others.)
- Remember that other users of the TBISD network services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

3. E-Mail:

- Email should be used for educational or administrative purposes only.
- Email transmissions, stored data transmitted data, or any other use of the TBISD computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use and in addition to compliance with the Texas Open Records Act.
- All email and all contents are property of the District.

4. Consequences

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- Noncompliance with these guidelines may result in suspension or termination of technology privileges and disciplinary actions.
- Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

- Restitution may be required for costs associated with system restoration, hardware, or software costs.
- The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Opens Records Act, proper authorities will be given access to their content.

Monitoring Use

Use of the District’s technology resources is voluntary and constitutes a privilege, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or specific consent of the user.

Disclaimer

The TBISD Network system is provided on an “as is, as available” basis. The District does not make any warranties, whether expressed or implied, for the service it is providing. The District assumes no responsibilities or liability for any charges or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident or user errors or omissions. Use of any information obtained on the Internet is at the users own risk. Neither does the District warrant or guarantee that the system will be uninterrupted or error-free, nor that defects will occur.

Note: [Student Guidelines for Acceptable Use of District Technology Resources must be filled out in order for students to use district technology. Please see **Appendix IX & XI.**]

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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

TRANSFERS

[See **School Safety Transfers**, on page 7, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 8, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an

exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Mr. Pat Harmon, Director of Transportation at (903) 546-6333 ext. 239. [See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).]

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the *Student Code of Conduct*. Students must:

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

GLOSSARY

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

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

Kudos refers to the positive referral form used on campus in order to recognize positive student behavior.

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

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

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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

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

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011-2012 school year.

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

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

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

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

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11.

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

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

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

**APPENDIX I:
TOM BEAN INDEPENDENT SCHOOL DISTRICT
PEST CONTROL ADVISEMENT SHEET**

This school district does periodic pest control services with a licensed employee and governed by The Structural Pest Control Board of Texas. It consists of an I.P.M. (Integrated Pest Management) program. Before any insecticides are used, baiting monitors and pest exclusion methods are always utilized first.

Persistent problems that may present themselves are handled on school closing dates, school vacation closings, and or Saturdays. Any of these treatments are posted – 48 – hours in advance and always done when students and staff are not present for at least a minimum of - 12 hours.

If you would like a copy of any M.S.D.S. (Material Safety Data Sheet) or Product label, you may request one at the Tom Bean Administration Building – 7719 Highway 11 – Tom Bean, Texas 75489.

Thank you in advance,

Kathy Garrison

Kathy Garrison
Superintendent

APPENDIX II:

BUS RIDER'S SAFETY HANDBOOK FOR PARENTS AND STUDENTS

Tom Bean Middle School's primary goal is to transport students to and from school safely and efficiently. To accomplish this goal, there are responsibilities and rules for each member involved in the transportation process—the staff, students, and parents. We ask parents to become familiar with the rules and procedures and to discuss them with their children. Your support as a parent will help make Tom Bean Independent School District's transportation the safest possible.

Parent Responsibilities:

- Read and become familiar with the rules and procedures stated in this handbook.
- Discuss this material with your child and encourage them to obey the rules and procedures.
- Understand that riding a school bus is a privilege, not a right and that ignoring the rules and procedures will result in disciplinary action and/or suspension from bus-riding privileges.
- Be courteous when talking with the driver or other school personnel.
- Support the driver and school by supporting disciplinary action.
- Contact the Transportation Director when you have questions or concerns regarding transportation. The Director can be reached at (903)546-6333 ex 239.

Student Responsibilities:

- Become familiar with and faithfully follow the rules and procedures stated in this handbook.
- Understand that riding a school bus is a privilege, not a right. Ignoring the rules and procedures will result in disciplinary action and/or suspension of bus-riding privileges.
- Obey the instructions of the bus driver at all times. Be respectful and you will be respected in turn.
- Be courteous to the driver and other bus riders.

Staff Responsibilities:

- Place safety as the number one priority.
- Conduct themselves as professionals, dedicated to caring for the people that they serve.
- Be respectful, courteous, and polite.
- Be punctual and organized.
- Take pride in the work, including maintaining clean work areas and buses.
- Be a leader through individual actions and be accountable for those actions.
- Communicate with others and work as a team.
- Develop respect from the community and school for quality job performance.

- Read and become familiar with all transportation policies and procedures.
- Run the most efficient and effective transportation as possible.

Route Designations

Routes are numbered by the Transportation Director according to the route, not the bus number. Attempts are made to keep the same bus on a route; however, it may be necessary to have different numbered buses on a route. As a result, students should not depend on knowing the bus number of the bus. Instead, he/she should become familiar with the driver and with the animal sign posted in the window next to the door of the bus. This animal sign will allow the student to be assured that he/she is getting on the right bus. Routes are also subject to change during the school year. Bus drivers will notify students of any changes in routes. Routes are designed with student safety and conservation of district resources in mind. Stops will be as far apart as possible in order to decrease the number of stops each bus will make on its route in an effort to maximize route efficiency. Students may be asked to walk up to ½ mile in order to reach a bus stop. Stops are subject to change during the school year. Bus drivers will notify students of any changes in routes. If a parent has a concern regarding the safety of a stop, please contact Mr. Campbell, transportation director at 903-546-6333 ext 239.

Pick-up time Criteria

Bus drivers will attempt to arrive at every bus stop on time. Due to variances between individual clocks, students should arrive at the bus stop at least five minutes prior to the scheduled arrival time. Buses will load students and depart from the stop. Buses do not wait for students that arrive late to the bus stop under most circumstances.

Daily Service Criteria

Regular transportation is scheduled to provide service to student riders. Bus stops that do not have riders for three days may be suspended temporarily for lack of rider participation in order to conserve district resources. Riders that infrequently ride should contact the transportation department stating their wish to ride when service is needed if their bus stop has historically low rider participation in order to verify stop time and location.

Substitute Bus Drivers

There are times when substitute bus drivers will take the place of the regular driver. When a substitute driver is employed, he/she is expected to fulfill all the obligations and requirements of the regular driver. Substitute drivers must meet all the requirements of regular route drivers. Students are expected to be on their best behavior for substitute drivers. Substitute bus drivers will submit discipline notices just as regular drivers do for improper behavior.

Student Transportation Registration Form

In the spring of each school year, a Student Transportation Registration form will be sent home with each student rider. This form must be completed by the parent/guardian and returned to school before the end of the school year. These forms will be used to design

routes for the upcoming school year and will serve as a contact information form in case of any emergency. A registration form will be required of any student wishing to ride the bus.

Student Bus Passes

A student bus pass is required for a change in destination on the same bus route, for occasions when a student must ride a different route, or for non-riding students to temporarily ride a bus. Parents must submit a note or call the campus secretary requesting that a student be allowed to change destination, ride a different route, or ride a bus temporarily. The campus secretary will complete the bus pass and keep a copy on file. The original pass will be given to the student to show the driver when the student boards the bus. If a student does not have a pass, the student will not be allowed to board the bus. Passes may be temporary or permanent and may be revoked at any time for poor conduct while on the bus or at a bus stop.

Inclement Weather Conditions

When inclement weather and poor road conditions are present or expected, the driver will plan to run the route unless notified by the Transportation Director. However, the driver may begin the route earlier than usual. Parents and students expect the bus to arrive earlier or later than normal. Please work with the driver as he/she wishes to make the trip to school as safe as possible. The information will first be posted and sent to those signed up through www.flashalert.net. A notification will be sent to all subscribers. The notification will also air on the following:

Ch. 10 KTEN TV
Ch. 12 KXII TV
KFYN 1420 / KFYZ 98.3
KIKT 93.5 / KGVV 1400
KLAK 97.5 (McKinney)

Student Conduct

Rules defining student conduct are designed to protect the passengers and must be observed at all times. Rules apply not only to regular routes but also to field and extracurricular trips.

The General Bus Rules are:

- Be respectful and obey the instructions of the bus driver at all times.
- Board and leave the bus at designated stops only.
- Ride only the bus to which you are assigned unless you have a bus pass.
- Stay seated in your assigned seat at all times and keep the aisle clear of legs, feet, and objects.
- Keep hands, feet, head and objects to yourself and inside the bus.
- Do not use foul language.
- Follow school rules so that you do not disrupt the bus driver.
- No eating or drinking allowed on the bus at any time except for a water bottle.

Miscellaneous Behavior

- Address the bus driver by his/her proper name, for example, “Mr. Brown”.
- Scuffling, shoving, or fighting is prohibited on the bus.
- Littering or throwing items inside or from the bus is prohibited.
- Students may not use tobacco products on the bus or while at a bus stop.
- Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
- Students are not to talk loudly, yell, or use profanity or other inappropriate language or gestures on the bus or bus stop.
- Students are not to engage in any other conduct that disrupts the safe operation of the bus.
- When necessary, students will sit three to a seat.
- Students may use the emergency door only during an emergency or when loading/unloading large equipment.

Procedures for Waiting on the Bus

- Be at the bus stop at least 5 minutes prior to the pick-up time. The driver will not wait or honk the horn. Wait at least 10 minutes after regular pick-up time before reporting a late bus.
- Stand on the sidewalk or back from the roadway while waiting for the school bus and maintain proper behavior (no pushing, fighting, inappropriate language, etc.).
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If you miss the bus, go home immediately.
- Parents should instruct their child on what to do if they miss the bus.
- Parents are responsible for transporting a child to school if the student misses the bus.

Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- Go to your assigned seat.

NOTE: One of the most serious problems associated with loading and unloading the bus are passing motorists. Often a motorist will pass while the overhead red flashers are operating. The driver’s responsibility for the safety of the students is his/her main concern at such a time. However, if it is possible, drivers are instructed to take down the license number of the vehicle and report this to the Transportation Director. The license number will be reported to legal authorities. Please do not endanger our district’s students by passing a school bus loading or unloading. No amount of time you may save is worth a student’s life.

Getting Off the Bus

- Stay seated until the bus is completely stopped.

- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus.
- Stay clear of the bus when the engine is started. Do not chase or hang onto the bus.
- Ask for help if needed.
- Go immediately to your school or home.

Crossing a Street or Highway

- Walk in front of the bus and wait for the driver to signal that it is safe to cross.
- Students crossing to the left side of the road should make eye contact with the driver and wait for his/her signal before crossing the street.
- Check in both directions and walk directly across the road as a group.
- Never turn back or re-cross the street for any reason.
- Never cross the road behind the bus.
- Be alert for vehicles that do not stop when the bus is loading or unloading.

Prohibited Items

- All kinds of tobacco; live animals or insects; glass containers; alcoholic beverages; weapons, explosive devices, fireworks, harmful drugs or chemicals; open flames of any kind (matches, lighters, etc.); any object that cannot be carried by the student; open food and/or drinks (except water); helium filled/floating; balloons; and any other item not allowed at school.

Bus Rider Rules & Regulations

1. The bus driver is in charge of students. Students shall follow the drivers directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
3. Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated stop only.
4. Students shall wait for a bus on the sidewalk. If there is no sidewalk, student shall wait next to (but not in) the street. Students must wait until the bus comes to a complete stop before boarding or leaving the bus.
5. Students will remain properly seated at all times and not block the aisles. Any or all students may be assigned seats.
6. Students must keep their hands, head, feet and personal objects inside the bus at all times.

7. Scuffling, shoving, or fighting is prohibited on the bus and established bus stops.
8. Littering or throwing items inside or from the bus is prohibited.
9. Students are not allowed to consume food or drink on the bus. The use of tobacco products is prohibited.
10. Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
11. Students are not to engage in loud talking or yelling. The use of profanity, inappropriate language or gestures on the bus is prohibited.
12. Students are not allowed to bring animals or harmful objects on the bus (i.e. weapons, drugs, alcohol, fireworks, etc.)
13. Students while on, exiting or entering the bus, and while at or in the general area of the designated loading and unloading zone area, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the school district.

Bus Transportation Disciplinary Procedures

- FIRST OFFENSE:** A verbal and written warning is issued to the student.
- SECOND OFFENSE:** A three-day suspension is issued to the student.
- THIRD OFFENSE:** A ten-day suspension is issued to the student.
- FOURTH OFFENSE:** A thirty-day suspension is issued to the student.
- FIFTH OFFENSE:** Student will be suspended for the remainder of the school year.

SEVERE CLAUSE: If a student's conduct while on the bus or while exiting or entering the bus either jeopardize the safety of another student and/or the bus driver, or constitutes an offense under the Student Code of Conduct/Discipline Rules that could result in expulsion, a suspension of the student's bus transportation privilege will immediately be placed into effect for a period of time up to the remainder of the school year. This suspension will be in addition to any other disciplinary action that may be taken by the School District with respect to the conduct referred to in this clause.

[Parents will be notified by phone and mail after each offense]

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

State law requires the Tom Bean Middle School and the Tom Bean ISD to give you the following information:

Certain information about Tom Bean Middle School students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Tom Bean Middle School to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by 3:30 p.m. on September 9, 2011 or within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 11 for more information.]

APPENDIX III: Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

For the following school-sponsored purposes: Athletics, Band, Cheerleading, Year Book and Agriculture Science. Tom Bean Middle School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

[Please see APPENDIX XII (page 71) for "2011-2012 Acknowledgment Form"]

APPENDIX IV: Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

For all other purposes, Tom Bean Middle School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Your signature, as it relates to directory information identified "for all other purposes" will be released to the public without the consent of the parent or eligible student upon request (e.g. newspapers, year book, campus and district websites, law enforcement agencies, other media outlets, etc. Please note that the aforementioned examples are not intended to be a comprehensive list of possible directory release sources.)

[Please see APPENDIX XII (page 71) for "2011-2012 Acknowledgment Form"]

APPENDIX V:

Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 11 for more information.]

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

[Please see **APPENDIX XII (page 71) for "2011-2012 Acknowledgment Form"**]

**APPENDIX VI:
Acknowledgment of Receipt of
Student Handbook**

My child and I have received a copy of the *Tom Bean Middle School Student Handbook* Amendment #1 dated August 22, 2011. Additionally, we acknowledge that we have received the *Tom Bean ISD Student Code of Conduct* for 2011-2012. I understand that I can access the both of the aforementioned handbooks by visiting the Web address at: <http://www.tombean-isd.org>.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

[Please see APPENDIX XII (page 71) for “2011-2012 Acknowledgment Form”]

APPENDIX VII: Use of Student Work in District Publications

Occasionally, Tom Bean Middle School and/or Tom Bean ISD wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Please sign and date this page, remove it from the handbook, and return it to the middle school.

**[Please see APPENDIX XII (page 71) for “2011-2012
Acknowledgment Form”]**

**APPENDIX VIII:
Release for the electronic display of personal
information**

Dear Parents,

From time to time we have the opportunity to display our student's accomplishments on the school's web site. Before we can publish any student's information online, we need your permission. The type of information displayed will be limited to the student's name, grade level, and possibly a photograph. We will NOT publish any personal contact information (such as home address or email address) for ANY student. Please fill out and return the form below.

**[Please see APPENDIX XII (page 71) for “2011-2012
Acknowledgment Form”]**

APPENDIX IX:

Student Guidelines for Acceptable Use of District Technology Resources

Student Name _____

Grade: _____

Campus _____

I have read the District's Student Guidelines for Acceptable Use of District Technology Resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and related privileges.

**[Please see APPENDIX XII (page 71) for “2011-2012
Acknowledgment Form”]**

APPENDIX X:

Aim for Success Consent/Opt-Out Form

Dear Parent,

Your child will be given the opportunity to hear a powerful, live presentation by Aim For Success, Inc., encouraging sexual abstinence until marriage. The presentation is fun, interactive and never embarrassing. Thousands of teenagers have been challenged through this program to **Achieve Success** and fulfill their dreams and goals by building self-control, self-respect, and self-discipline.

Aim for Success, a non-profit, educational organization, has received local, state and national recognition for the work they are doing in public schools. You can visit the Aim for Success website at www.aimforsuccess.org or please contact the school if you have any questions.

Please attend the Parent Program to preview what your child will see and to receive some helpful parenting tips as well as have an opportunity to review the Aim for Success student survey.

Note: Students will view this program and complete the student survey unless a parent **DECLINES** by returning this form.

PARENT PREVIEW DATE: _____, 2011—6:00 P.M. TBMS Cafeteria

STUDENT PROGRAM DATE: _____, 2011 during school.

[Please see APPENDIX XII (page 71) for “2011-2012 Acknowledgment Form”]

APPENDIX XI:
Minor Photo Release Form

This letter is a request for permission to post photographs of your child on the Tom Bean ISD web site or in the local newspaper regarding school related activities. The images will be used on the internet to promote a wide range of activities. The use of images are strictly controlled in order to assure safety and maintain confidentiality. In the event that you grant permission, images displayed on the internet will be identified by the student's first name only.

Please indicate on the **“2011-2012 Acknowledgment Form”** whether you do or do not give permission for Tom Bean ISD to post my child's picture on the internet and in the local newspaper.

[Please see APPENDIX XII (page 71) for “2011-2012 Acknowledgment Form”]

**APPENDIX XII:
2011-2012 ACKNOWLEDGMENT FORM**

Name of Student: _____ Grade _____

Parent: Please circle one of the choices below concerning school sponsored purposes. Also, please sign and date this page, remove it from the handbook, and return it:

USE DIR INFO: I, **(do give) (do not give)** the district permission to **use** the directory information for the specified school sponsored purposes.

RELEASE DIR INFO: I, **(do give) (do not give)** the district permission to **release** the directory information in response to request unrelated to school-sponsored purposes. Directory Information includes: Student's name, address, telephone listing, e-mail address, photograph, date and place of birth, dates of attendance, grade level, most recent school previously attended, enrollment status

MILITARY: I, **(do give) (do not give)** the district permission to **release** the directory information in response to request from a military recruiter or an institution of higher education without prior consent.

WEB/YRBK: I, **(do give) (do not give)** permission for my child's name, grade level, and photograph to be displayed on Tom Bean Middle School and/or ISD's **web site** and the **yearbook**.

TECH USE: I, **(do give) (do not give)** permission for my child to participate in the use of the District's technology resources.

AIM FOR SUCCESS: I, **(do give) (do not give)** permission for my child to participate in Aim for Success including the program survey.

MEDIA: I, **(do give) (do not give)** permission for Tom Bean ISD to release my child's picture to the media (**newspaper, web publication, etc.**)

AUP: I, **(have) (have not)** read the District's Student Guidelines for Acceptable Use of District Technology Resources.

TECH PROV: I, **(agree) (do not agree)** that my child has read and will abide by the technology provisions. I understand that violation of these provisions may result in suspension or revocation of system access and related privileges. My child and I have received a copy of the following for the 2011-2012 school year:

**Acknowledgment Tom Bean Middle School Student Handbook
Acknowledgment Student Code of Conduct
Pest Control Advisement Sheet
Notice Regarding Directory Information Notice & Parent Response
Military Recruiters and Institutions of Higher Education Parent Response
Acceptable Use of Technology Resources
Electronic Display of Personal Information
District Use of Student Work
Bus Rider's Safety Handbook
Aim for Success Acknowledgment**

and we understand that these handbook/agreements contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Signature of Parent

Date

Signature of Student

APPENDIX XIII:
**Acknowledgment of Electronic Distribution of
Student Handbook**

My child and I have been offered the option to receive a paper copy of or to electronically access at www.tombean-isd.org the Tom Bean ISD *Student Handbook* and the *Student Code of Conduct* for 2011-2012.

I have chosen to:

- Accept responsibility for accessing the *Student Handbook* and the *Student Code of Conduct* by visiting the Web address listed above.
- Receive a paper copy of the *Student Handbook* and the *Student Code of Conduct*.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct and the Student Handbook*. If I have any questions regarding either handbook, I should direct those questions to Mr. Dewitt Smith at (903) 546-6161 or via email at dewitt.smith@tombean-isd.org.

Please sign and date this page, remove it from the handbook, and return it to the Middle School.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____