



**TOMBALL INDEPENDENT
SCHOOL DISTRICT**

**ELEMENTARY & INTERMEDIATE
HANDBOOK**

For Students and Parents

2014-2015

Acknowledgement Form

This document contains the Tomball ISD K-6 Student Handbook, the **Student Code of Conduct**, the **Extracurricular Student Activities Regulations**, and the **Technology Resources Acceptable Use and Internet Safety Policy** for school year 2014-2015, including the District's guidelines for appropriate online behavior and use of social networking Web sites. The handbook contains information that students and parents may need during the school year. 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 read this publication thoroughly and discuss it among your family. If you have any questions, you are urged to ask for an explanation from your student's teacher or campus administrator.

Please sign below indicating your receipt and understanding that students will be held accountable for complying with the contents. Tear out this page and return it to your student's homeroom teacher.

Printed name of student: _____

Campus of student: _____

Grade level of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

TOMBALL INDEPENDENT SCHOOL DISTRICT

DISTRICT VISION

Tomball ISD students are well prepared for life and equipped with unlimited opportunities.

DISTRICT MISSION STATEMENT

Tomball ISD serves students through a culture that provides an innovative, personally rigorous and individually valuable education, reflective of community standards.

DISTRICT GOALS

- Tomball ISD students will succeed academically and in the work place.
- Tomball ISD will promote a climate reflective of community standards.
- Tomball ISD will retain and recruit quality staff.
- Tomball ISD will continuously pursue innovative teaching and learning practices.
- Tomball ISD will be fiscally responsible.

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John E. McStravick	Trustee
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Cathy Pool	Director of Health Services
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Dr. Randy Reedy	Curriculum Director of Accountability
Chris Scott	Curriculum Director of Math/Science
Carol Rangel	Curriculum Director of Bilingual, ESL, and LOTE
Dianne Tidwell	Curriculum Director of Instructional Technology
TBA	Curriculum Director of Language Arts, Social Studies, and GT

Campus Information

Canyon Pointe Elementary

13002 Northpointe Blvd
Tomball, TX 77377
281-357-3122

Marcy Canady Principal
Barbara Coleman Asst. Principal
Kandy Huggins Counselor
Judy Covey, R.N Nurse
Karina Santana Attendance

Decker Prairie Elementary

27427 Decker Prairie-Rosehill Rd
Magnolia, TX 77355
281-357-3134

Teresa Sullivan Principal
Gigi Ragan Asst. Principal
Beth Pitts Counselor
Patsy Vaughan, R.N Nurse
Lisa Stripay Attendance

Lakewood Elementary

15614 Gettysburg
Tomball, TX 77377
281-357-3260

Daron Aston Principal
Deanna Porter Asst. Principal
Sandi Pickett Counselor
Suzanne Hernandez, R.N Nurse
Melissa Dorr Attendance

Rosehill Elementary

17950 Waller-Tomball Road
Tomball, TX 77377
281-357-3075

Greg Chappell Principal
Kristen Lee Asst. Principal
Julie Hutson Counselor
Darla Herren, R.N Nurse
Cydney Miller Attendance

Tomball Elementary

1110 Inwood Street
Tomball, TX 77375
281-357-3280

Pamella Chatham Principal
Kerri Ashlock Asst. Principal
..... Asst. Principal
Andrea Littlepage Counselor
Karen Wilkins, R.N Nurse
Shirley White Attendance

Willow Creek Elementary

18302 Eldridge Parkway
Tomball, TX 77377
281-357-3080

Mary Ann Marshall Principal
Hafida Becker Asst. Principal
Jennifer Herold Fontenot Counselor
..... Nurse
Misty Chute Attendance

Creekside Forest Elementary

5949 Creekside Forest Drive
The Woodlands, TX 77389
281-357-4526

Jeanine Deyoe Principal
Cindy Killam Asst. Principal
Elizabeth Bush Counselor
Nancy Curnel, R.N Nurse
Suzie Williams Attendance

Timber Creek Elementary

8455 Creekside Green
The Woodlands, TX 77389

Dr. Jo Ann Colson Principal
Kathy Jo Standefer Asst. Principal
Penny Cathcart Counselor
Stephanie Nelson, R.N Nurse
Dawna Lee Attendance

Northpointe Intermediate

11855 Northpointe Blvd.
Tomball, TX 77377
281-357-3020

Darrell McReynolds Principal
Meredith Henry Asst. Principal
Debbie Lauersdorf Asst. Principal
Jenny Wheeler Counselor
Jennifer Benzel, R.N Nurse
Maria Mosley Attendance

Tomball Intermediate

723 W. Main
Tomball, TX 77375
281-357-3150

Crystal Romero-Mueller Principal
Jill Hayes Asst. Principal
Franc Cavazos Asst. Principal
Angela Howell Counselor
Tonya Upton, LVN Nurse
Catherine Dawson Attendance

Tomball ISD Calendar

2014-2015

August 15-22	Staff Development
August 25.....	First Day of School
September 1	Labor Day Holiday
November 24-28.....	Thanksgiving Holiday
December 22- January 2	Christmas Holiday
January 5	Staff Development/Student Holiday
January 19	Staff Development/Student Holiday
February 16	Staff Development/Student Holiday
March 9-13.....	Spring Break
April 3.....	Easter Holiday
May 25	Memorial Day Holiday
June 3	Last Day of School
June 4	Teacher Workday

DATES OF GRADING PERIODS

August 26 – October 17.....	First Nine Weeks
October 20 – December 19	Second Nine Weeks
January 6 – March 6	Third Nine Weeks
March 16 – June 3.....	Fourth Nine Weeks

EARLY RELEASE DATES (HALF DAY for STUDENTS)

October 17, December 19, June 3

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PREFACE

To Students and Parents:

Welcome to the 2014-2015 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Tomball Independent School District K-6 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—with 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 “parent,” unless otherwise noted, 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 Tomball 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. This document may be found as an attachment to this handbook and posted on the Tomball Independent School District’s website at www.tomballisd.net, and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy (found under “Resources” on the District’s website, www.tomballisd.net) and the **Student Code of Conduct**. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the **Student Code of Conduct**) and any provisions of the Student Handbook, the current provisions of board policy and the **Student Code of Conduct** are to be followed. If written Board of Trustees directives or policy on a subject do not exist, written guidelines, decisions, and actions of the administration will prevail; therefore, this document will not be all inclusive.

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

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

In addition to the policies included in this publication, regulations from the Texas Education Agency and the University Interscholastic League and standards from the Southern Association of Colleges and Schools will be followed in the administration of the School District.

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

Also, please complete and return to your child’s campus the Parental Acknowledgement Form. Parents of returning students are required to annually update important information on students, such as emergency contacts, medical information, etc. A reminder notice along with instructions for completing this process will be sent by mail during the summer. Other pertinent forms may be sent in your child’s weekly folder or by mail. Please review these carefully and return them promptly. [See **Obtaining Information and Protecting Student Rights** on page 3 and **Directory Information** on page 9 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. The District’s official policy manual is available for review in the Superintendent’s office and online at www.tomballisd.net.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Tomball Independent School District K-6 Student Handbook includes information related to the rights and responsibilities of parents as specified in state or federal law and provides parental notices required by law.

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 school counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Report Cards/Progress Reports and Conferences** on page 37.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 37.]
- Becoming a school volunteer. [For further information, see policy GKG or **Volunteers** on page 46.]
- Participating in campus parent organizations, such as PTO (Parent Teacher Organization).
- 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 the principal.]
- Serving on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 30.]
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the District and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. [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 Dr. Darlene Blair, who may be contacted at 310 S. Cherry St., Tomball, Texas, 77375, (281) 357-3100.

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, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or 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.

[Also see **Removing a Student Temporarily from the Classroom** on page 4 and **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement.

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

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom

[See **Student Records** on page 8.]

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 cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

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 conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

Removing a Student from Human Sexuality Instruction

As a part of the 4th grade Health curriculum for girls and the 5th grade Health curriculum for all students, students receive instruction related to human development and reproduction. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

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

Removing a Student from Class for Tutoring or Test Preparation Purposes

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

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

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

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 36 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 Limited or No Contact with a Student through Electronic Media

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

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests. However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

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

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the campus principal for information.
- Consult with district administrators if your child has been determined by the District to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.

[See **Bullying** on page 14, policy FDB, and policy FFI.]

- Request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another district 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. If the victim does not wish to transfer, the District will transfer the assailant in accordance with policy 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 with Other School Aged Children in the Home

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

Request for the Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service/assistance animal on campus.

Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the principal 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 (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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 the timeline prescribed by law once the District receives written consent. The District must give a copy of the evaluation report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the District. The District is required to give parents the **Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities**. Additional information regarding the IDEA is available from the District in a companion document **A Guide to the Admission, Review, and Dismissal Process**.

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

- Texas Project First, at <http://www.texasprojectfirst.org>
- Partners Resource Network, at <http://www.partnerstx.org>

Students With Physical or Mental Impairments Protected under Section 504

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

The designated person to contact regarding a referral for evaluation applicable to Section 504 is Heather Nichols at 281-357-3140.

[Also see policy FB]

Parents of Students Who Speak a Primary Language Other than English

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

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, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months, will be excused by the District. The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

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 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 post-secondary 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, school 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, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- Individuals or entities 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 records management officer is the custodian of all records for students who have withdrawn or graduated.

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

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent's office is 310 S. Cherry St., Tomball, TX, 77375.

The addresses of the principals' offices are found on page iii.

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 or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous, or inconsistent with the District's grading policy. [See FINALITY OF GRADES at policy FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 37, and **Student or Parent Complaints and Concerns** on page 15 for an overview of the process.]

The District's policy regarding student records found at policy FL is available from the principal's or Superintendent's office or on the District's website at www.tomballisd.net.

The parent's or eligible student's right of access to and copies of student records does 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

Change of Contact Information

Any change of contact information such as address, phone number, place of employment, email or alternate emergency contact persons should be reported to the registrar.

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 or on a later date established by the District. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet under separate cover.]

The District often needs to use student information for the following school sponsored purposes: school yearbooks, district publications, honors and awards, and participation in student activities. For these specific school sponsored purposes, the District has designated the following as directory information: your child's name, address, photograph, date of birth, major field of study, honors and awards received, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, or weight and height, if a member of an athletic team, student identification numbers or identifiers that cannot be used alone to gain access to electronic education records. If you do not object to the use of your child's information for these limited school-sponsored purposes, the school will not need to ask your permission each time the District wishes to use the information for the school sponsored purposes listed above.

For all other purposes, the District has identified the following as directory information: your child's name, major field of study, honors and awards received, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams. If you do not object to the use of your child's information for these purposes, the school must release this information when the school receives request from an outside entity or individual.

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 provided under separate cover for you to complete if you do not want the District to provide this information to military recruiters or institutions of higher education.

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 your child's principal.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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. 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 policy FEA.]

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

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 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/or 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;
- Partial day absences due to documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted within 5 days of the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state;
 - Mental health or therapy appointments; or
 - Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Accommodations for Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Please see page 7 for that section.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the District.

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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent without excuse on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with an offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

[See policy FEA(LEGAL).]

The District participates in the Harris County District Attorney's Office's "Stay in School" program for all grade levels. The program is designed to increase school attendance.

Attendance for Credit or Final Grade

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

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

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

- All absences, whether excused or unexcused, must 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.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District.
- 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 or a final grade.

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 or a final grade will depend on whether the class is for a full semester or for a full year.

Official Attendance Taking Time

The District must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance time for this reporting purpose at each elementary and intermediate school can be found on the campus website.

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

Documentation after an Absence

When a student is absent from school, the student—upon arrival or return to school—must bring a note, signed by the parent that describes the reason for the absence. The note must be turned in within 2 days of the student's return to school. Additionally, if absences become excessive, the student may be required to submit a doctor's note verifying illness for the absences to be excused. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older and is no longer a dependent of his parents for tax purposes or is an emancipated minor under state law. A phone call from the parent may be accepted, but the District reserves the right to require a written note.

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

Excused/Unexcused Absences

Absences will be classified as "excused" or "unexcused." Absences that are documented and verified for the following reasons will be classified as excused:

- Personal illness (with a doctor's or parent note)
- Serious illness or death in the immediate family
- Medical or dental appointments (with a doctor's note)
- Weather or road conditions making travel dangerous
- Extenuating circumstances approved by the Principal (5 day maximum per school year)

Absences for reasons other than those listed above will be considered unexcused.

Doctor's Note after an Absence for Illness

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

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

AWARDS AND HONORS

Outstanding performance by students is recognized in a variety of ways at the campus level.

In addition to recognition at the campus level, the Tomball ISD Board of Trustees sponsors an annual Academic Awards Program. It is the intention of the TISD Board of Trustees to recognize as many outstanding students as possible. In so doing, students are not eligible to receive this award in consecutive years. The only exception to this occurs during a student's senior year in high school; if any of the top four seniors have received this award as a junior, they are eligible to receive the award again as a senior.

On each campus, for grades 2-6, students will be selected based on academic achievement as measured by their composite report card numerical average through the third nine-weeks grading cycle in the core subject areas (i.e. language arts, math, science, and social studies). In grades 2-5 the student with the highest average will be selected. At grade six, quality points will be used to weight grades of 70 and above for Pre-AP, Pre-AP/GT, and accelerated classes. Additional information will be considered in case of ties. Transfer students may be considered for A+ Student of the Year if they have been enrolled in Tomball ISD for a minimum of one semester or two consecutive nine weeks periods.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or school-related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the District to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **School Safety Transfers** on page 6.]

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

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

[Also see **Dating Violence, Discrimination, Harassment and Retaliation** on page 18, **School Safety Transfers** on page 6, **Hazing** on page 27 , policy FFI, and the District Improvement Plan, a copy of which can be viewed in the campus office.]

CELEBRATIONS

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

Also see **Food Allergies** on page 29.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The District has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed in the District Improvement Plan. 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. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (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.

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

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- [http://www.keepkidshealthy.com/welcome/commonproblems/child\)_abuse.html](http://www.keepkidshealthy.com/welcome/commonproblems/child)_abuse.html)
- <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 of abuse or neglect 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>).

COMPLAINTS AND CONCERNS

The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. 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 website at www.tomballisd.net.

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 Assistant Superintendent for Administrative Services. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

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 as well as on district vehicles—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. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. 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.
- 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.

CONTAGIOUS DISEASES/CONDITIONS

Tomball ISD follows the criterion for exclusion from attendance set by the Harris County Public Health and Environmental Services (HCPES). Their website is www.hcpes.org and their telephone number is (713) 439-6000.

[See **Student Illness** under **Health-Related Matters** on page 27.]

COUNSELING

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

[Also see **Substance Abuse Prevention and Intervention** on page 43 and **Suicide Awareness** on page 43.]

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 EHBAA(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 or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the District's board of trustees 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, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

The school 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.

[For further information, see the school counselor and policy EHDB.]

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

A student may be permitted to take an exam to accelerate to the next grade level. The exams offered by the District are approved by the District's board of trustees and state law requires the use of certain exams when applicable. The dates on which exams are scheduled, registration forms and registration deadlines will be published in appropriate district publications and on the District's Web site. The only exception to the published dates will be for any exams administered by another entity besides the District. In this case, a student and the District must comply with the testing schedule of the other entity. During each testing window provided by the District, a student may attempt a specific exam only once.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 60 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement. Kindergarten students must score a minimum of 90 percent on the SESAT 2 (from Stanford 10) to be eligible to accelerate to first grade.

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

CUSTODY DISPUTES

Unless otherwise ordered by a court, both parents are entitled to school records, access to a child, access to school staff and to attend school events. If one parent asks for another parent not to have these rights, a valid court order must be given to the school. The school will not become involved in solving custody disputes, changing custody, or as being a vehicle to avoid custody orders. When a dispute occurs the principal will ask both parents for the latest copy of a signed custody order.

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. A copy of the District's policy is available in the principal's office and in the superintendent's office or on the District's website at www.tomballisd.net. [See policy FFH]

Dating Violence

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

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

Discrimination

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

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

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

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

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

Gender-based harassment includes harassment based on a student's gender; expression by the student of stereotypical characteristics associated with the student's gender; or the student's failure to conform to stereotypical behavior related to gender.

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

Retaliation

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

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

Reporting Procedures

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

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

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

Investigation of Report

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

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

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

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

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 18.]

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. Such items may include school posters, brochures, flyers, etc.

The school directory and/or the yearbook may be 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 9]

Nonschool Materials - from students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 25 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated a location for approved nonschool materials to be placed for voluntary viewing or collecting by students. [See policy FNAA.]

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

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 Director of Administrative Services for prior review. The Director of Administrative Services will approve or reject the materials within five school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, or GF.]

The principal has designated a location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a 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 District's 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:

1. Shoes are to be worn at all times. For safety purposes, shoes with wheels and house shoes are not allowed.
2. Students' dress and grooming should be neat and appropriate for their age group and school activities.
3. Clothing is to be modest and conform to the standards established for appropriate school attire. Pajamas are not appropriate. Students are to wear appropriate under-garments. A modest appearance must be maintained when standing, seated, or bending.
4. Hair should be clean and neatly groomed and colored only in a natural hair color. It should not cover the eyes or be colored or styled in any way that is distracting to the learning environment.
 - a. Curlers are not acceptable.
 - b. Male students must be clean shaven. Sideburns should not extend below the earlobe. When combed, hair length should not extend below the bottom of a dress collar or the top of a t-shirt.
5. Faces are not to be covered (including face paint).
6. Students are not to wear:
 - a. Jewelry or trinkets that are noisy and distracting; clothing that is obscene, paramilitary, dangerous, occult or gang-related, or that advertise sex, drugs, tobacco, or any product related to alcohol, tobacco, or drugs. Students may not wear suggestive or inappropriately located decorative patches, insignia, or clothing with improper advertising, pictures, slogans, or statements.
 - b. Mouth grills.
 - c. Tattoos. Visible tattoos must be covered.
 - d. Any body piercing (other than earrings for girls). Earrings are not acceptable for boys. Covering unacceptable body piercing or earrings is not permitted.
 - e. Clothing that in any way would suggest disrespect for the American flag.
 - f. Sweat bands, bandannas, and hats/caps/hoods inside the building.
 - g. Trench coats, dusters, or excessively large jackets.
 - h. Clothing that does not adequately cover the body or that has tears or rips that are higher than mid-thigh, such as:
 - i. Low cut, see-through, spaghetti straps or backless dresses, or other revealing tops. Midriffs are to be covered.
 - ii. Sleeveless shirts for boys.
 - iii. Baggy/oversized pants or pants that hang on the hipbone, or unhemmed shorts.
 - iv. Shorts, skirts, or split skirts shorter than mid-thigh in length. Skirts should be slit no higher than mid-thigh. Skirts with shorts are acceptable for primary grades.
 - v. Apparel designed for participation in sporting events (spandex, nylon athletic shorts, running shorts, tempo shorts, biking shorts, and similar apparel) worn on school property during school hours except for school sponsored activities.
 - i. Chains or other accessories of any length or size (including wallet chains) which could be used to inflict injury upon others are not allowed.

Note: Additional dress code guidelines will be in effect for students who are attending the Tomball AEP located at the Tomball Alternative Education Center (TAEC). Students are expected to be in compliance with this dress code when they enter TAEC. Please see a campus administrator or the TAEC Principal for further details.

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

A student who wears a hat or unacceptable jewelry will be asked to correct this violation of the dress code. A student who continues to violate this part of the dress code will surrender the item to an administrator. These items may be kept by the administrator for a period of time to be determined by the administrator, including until the end of day or the end of the year or until the parent comes to the school to retrieve the item.

A student who is found to be displaying a visible tattoo that violates this policy will be asked to cover up the tattoo so long as the student is on school grounds or while the student is attending a school sponsored or school-related activity, on or off school property.

Exceptions to the dress code due to medical or religious reasons may be granted subject to approval by the administration.

Dress Code for Extracurricular Activities

The principal, in collaboration with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who attend or participate in the activity if the principal reasonably believes that the student's dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others; or
2. Will prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal or sponsor shall request the student to make appropriate corrections. If the student refuses, the principal (or sponsor) shall notify the student's parent or legal guardian and request that person to make the necessary correction. Students who violate provisions of the dress code relating to the extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

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

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

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

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 41 and policy FNF.]

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

Possession and Use of Other Electronic Devices

Except as described below, students are not permitted to use personal electronic devices such as digital music players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. 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.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 41 and policy FNF.]

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the District has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of the technological resources, which include the District's network systems and use of district equipment, is restricted to approved purposes only. The Computer Acceptable Use and Internet Safety policy can be found as an addendum to this handbook and online at www.tomballisd.net. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the **Student Code of Conduct**, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

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.

Participation in some of these activities may result in events that occur off campus. When the District arranges transportation for these events, students are required to use the transportation provided by the District to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [Also see **Transportation** on page 44].

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 texas.org> for additional information.]

Academic Eligibility

The following provisions apply to all extracurricular activities:

- A student currently enrolled in Tomball ISD is considered eligible to participate in extracurricular activities on or off campus during the first six weeks of the school year only if he or she has been promoted (not placed) from a lower grade prior to the beginning of the current school year.
- A student who receives at the end of the first six weeks or any subsequent grading period a grade below 70 or an “N or U” in any academic class—with the possible exception of 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.
- For those who lose eligibility, grades will be rechecked at the end of three weeks and again, if necessary, at the end of six weeks. The suspension continues until such time as the student achieves a course grade average of at least a 70 or an “S” in each subject at a scheduled grade check.
 - A student must wait seven (7) calendar days to recover eligibility at the end of the grading period and the three (3) week school evaluation period.
 - A student who is losing eligibility has a seven (7) calendar day grace period after the end of the grading period.
 - The three (3) week school evaluation period refers to school weeks and does not include weeklong holidays, semester breaks, or spring breaks.
 - All students are eligible during a school holiday of a full calendar week or more.
 - If a grading period or three week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.
 - Students lose eligibility for a three school-week period. For purposes of law, “three school weeks” is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday, and Friday.
- An ineligible student may practice or rehearse with other students but may not participate in any competitive activity.

- **Grade Check Calendar:**

Initial Grade Check October 3	Lose/Regain Eligibility October 10
Nine Weeks Grade Checks October 7 December 19 March 6	Lose/Regain Eligibility November 14 January 13 March 23
Three Week Grade Checks November 7 December 5 January 26 February 13 April 2 April 24 May 15	Regain Eligibility November 14 December 12 February 2 February 20 April 9 May 1 May 22

- A student shall be allowed in a school year a maximum of 15 extracurricular absences prior to post-district competition; however, a student shall be allowed unlimited absences for participation in post-district, state, or national competition.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

[For further information, see policies at FM and FO.]

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. Election information may be obtained from the group’s coach or sponsor.

Standards of Behavior

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 40.]

Student Activities and Travel

School sponsored activities and trips are considered an extension of the school program for currently enrolled students; therefore, all policies and regulations are in effect while students are participating in these activities and trips. Students found in violation of school policies risk disciplinary action and loss of school activity and travel privileges. For certain violations of policy, parents will be contacted and the student sent home at his/her own expense as quickly as arrangements can be made to do so. Sponsors will not be expected to remain responsible for uncooperative students.

Students who have the privilege of taking part in a school activity or trip during school time are expected to meet UIL eligibility rules, and to make up work missed on a reasonable schedule to be determined by the teacher. Students who have a letter on file with the Harris County District Attorney for truancy are not eligible for field trips. Unless extenuating circumstances exist, students should be in attendance at school prior to participation in any school-sponsored activity that day. A student absent for any portion of the day shall present a note, signed by the parent, describing the reason for the absence.

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, class rings, yearbooks, graduation announcements, 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.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- 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 education program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district provided request form.

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 policy FP.]

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 10 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.

GENDER-BASED HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 18.]

GRADING GUIDELINES

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 approved by the Superintendent. 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. Procedures for a student to follow after an absence will also be addressed.

- Pre-Kindergarten: Key concepts and personal development are evaluated by teacher observation. A checklist of essential knowledge and skills is completed 4 times a year (each 9 weeks) for each student.
- Kindergarten: Key concepts are evaluated each grading period based on teacher observation and assessments. A report card is issued which documents the student's progress on each concept, using a scale of E, S, or N.
- Grades 1 through 6: Numeric grades are given in the foundation curriculum subjects including language arts, math, science, and social studies. Language arts includes reading and language/composition, which includes grammar, spelling, and mechanics. The symbols E, S, N, and U are used to indicate progress in other subjects and in the assessment of classroom behavior.

[Also see **Report Cards/Progress Reports and Conferences** on page 37 for additional information.]

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 18.]

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, or affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

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

[Also see **Bullying** on page 14 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness

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

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent. A child with a fever of 100°F or higher, students who appear ill and have had more than one episode of vomiting witnessed by personnel, as well as student with diarrhea will be excluded from class and from riding the bus. Parents will be called to pick up the student.

Any skin infections such as ringworm or open sores must be covered by a bandage while the student is at school. Persistent skin eruptions or rashes may require an exam by a family doctor, medical clinic, or health professional at a local health department clinic. No exclusion for ringworm is necessary if the infected area can be completely covered by clothing/bandage; otherwise exclusion is required until treatment has begun.

Viral or bacterial conjunctivitis (pinkeye) will require the student to be sent home until symptom free or physician permission to return is submitted.

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

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

Bacterial Meningitis

State law requires the District to provide information about bacterial meningitis:

- 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 common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- 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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing or sneezing).

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They 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 websites 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/>.

* Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a

bacterial meningitis vaccination within the five year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to **Immunizations** on page 31 for more information.

Food Allergies

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

The District has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed by contacting the campus nurse or the Director of Health Services at 281-357-3281.

[See also policy FFAF and **Celebrations** on page 15.]

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the District will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or a grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Physical Education Activities for Students

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the District will ensure that students in kindergarten through grade 6 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

The physical education program is directed by a qualified staff. It is designed to meet the needs of all students who are physically able to attend school.

If a child is not physically able to participate in the physical education program for a period of three days or less, a note from the parent is required. For a period exceeding three days, a physician's statement must be presented to the school nurse.

Students must have tennis or court shoes to participate. Boots, waffle bottom soles or cleats are not appropriate. If a student does not have the appropriate shoes, (s)he will not be allowed to participate and will not receive credit for that class period. Excessive failure to participate will affect a student's grade in P.E. Shorts under dresses are recommended for various activities.

For additional information on the District's requirements and programs regarding student physical activity requirements, please see the principal or the Director of Career and Technology Education.

Physical Fitness Assessment

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

School Health Advisory Council (SHAC)

During the preceding school year, the District's School Health Advisory Council held 4 meetings. Additional information regarding the District's School Health Advisory Council is available from the Director of Career and Technology Education. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness. [See policies at BDF and EHAA.]

See **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

Vending Machines

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

Tobacco Prohibited

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

The District and its staff strictly enforce prohibitions against the use of tobacco products, including electronic cigarettes or any other electronic vaporizing device, 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 works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the District's Asbestos Management Plan is available in the Environmental Services office. If you have any questions or would like to examine the District's plan in more detail, please contact the Director of Environmental Services, at (281) 357-3170.

Pest Management Plan

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

All pesticides used in our district are registered for their intended use by the U.S. Environmental Protection Agency and are applied by certified pesticide applicators. All inspections and treatments, if necessary, are conducted on Thursday nights after school hours. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Parents with further questions, or who wish to be notified about upcoming pesticide applications on their children's campus, can contact the District IPM Coordinator at (281) 357-3170 or email at roberthigginbotham@tomballisd.net.

HOMELESS STUDENTS

For more information on services for homeless students, contact the Director of Administrative Services, 310 S. Cherry St., Tomball, Texas, 77375, (281) 357-3100.

HOMEWORK

Homework assignments are utilized to assist students in achieving satisfactory school progress and developing desirable work habits. Through these assignments the parents can also become more aware of the scope and sequence of the instructional program. Assignments are an outgrowth of the work done in the classroom, and sufficient instruction is given by the teacher to ensure that the student can work independently in most instances. The type of assignment and time devoted to it are determined by the grade level and the age of the student. Assignments vary in length. Some will be of an extended length, e.g., research papers. There may be some evenings when no homework is assigned. All homework is checked/reviewed and the student is apprised of his/her progress. At grades K, homework will be graded as a portion of study/work habits with an E, S, or N; at grades 1-4, homework will be graded as a portion of study/work habits with an E, S, N or U. At grades 5-6, homework may count as a daily grade.

ILLNESS

[See **Student Illness** under **Health-Related Matters** on page 27.]

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 (TDSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio; hepatitis A; hepatitis B; meningococcal (meningitis), 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 TDSHS. A complete listing of the immunizations required by grade level may be obtained from the Texas Department of State Health Services at 1-800-252-9152 or on their website at www.immunizetexas.com, or on the Tomball ISD website at www.tomballisd.net. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. Records must show the month, day, and year when each immunization or disease occurred.

A student shall show acceptable evidence of vaccination prior to entry. Any student coming from another state or country must produce acceptable documents of immunization that are current before enrollment. A current immunization record is demonstrated proof that the student has begun immunizations and is receiving them as rapidly as medically feasible. Once enrolled, the student must continue to receive any required immunization as rapidly as medically feasible. Students transferring from another Texas school will be admitted provisionally for no more than 30 days while awaiting the transfer of immunization records from the previous school. The records must also be demonstrated proof that the student has begun immunization and is receiving them as rapidly as medically feasible. Students not complying with their timeline will be excluded from school attendance until they have received the needed immunization(s) and provided the school nurse with appropriate documentation.

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.

As noted at Bacterial Meningitis, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five year period prior to enrolling in and attending

classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the TDSHS website:
<http://www.dshs.state.tx.us/immunize/school/default.shtm.>]

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 taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

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

LEAVING CAMPUS

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

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

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. The parent or other authorized adult must follow the sign-out procedures as listed above. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

All Tomball ISD schools are closed campuses. No students are allowed to leave during lunch without a parent following the procedures for leaving campus described above.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student code of Conduct.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing** on page 41, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

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

LOST AND FOUND

All articles of clothing usually removed during the school day (raincoats, caps, jackets, sweaters, etc.) should be labeled with the first and last name of the student. Parents are to label other personal items, such as lunch kits, etc.

"Lost and found" items are located in a designated area within the school. When a student finds a misplaced item, he/she should bring it to the designated area. The District discourages students from bringing to school personal items of high monetary value, as the District is not responsible for lost or stolen items. Unclaimed items will be donated to charity.

MAKE-UP WORK

Make-up Work Because of Absence

For any class missed, the teacher may assign the student make-up 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 make-up work in a satisfactory manner and within the time specified by the teacher and in accordance with grading guidelines. 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.

Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." [See also **Attendance for Credit or Final Grade** on page 12.]

A student involved in an extracurricular activity must notify his or her teacher(s) ahead of time about any absences.

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

School work missed due to short-term absences (three days or less) may be made up after the student is well and returns to school. Parents may request make-up work to accommodate their child's needs resulting from extended absences by calling the school office or their child's teachers prior to picking up the work at the end of the day. Make-up work will not be issued prior to the absence.

DAEP Make-up 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.

In-school Suspension (ISS) Make-up 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.

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 policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request. Samples must be accompanied by a note of instruction from the treating physician or dentist.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal, essential oil, or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. If sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the District is made aware of any safety and medical issues.

A Tomball ISD employee does reserve the right to refuse the administration of any medication if it conflicts with his/her professional judgment. For more information regarding administration of medicine at school, contact the school nurse or visit the Health Services page of the Tomball ISD website at www.tomballisd.net.

Students are not to carry medicine with them at school, except those for a possible life-threatening condition which have been preapproved by the school nurse. The parent/guardian should bring all medication to the clinic, where it will be kept in a locked cabinet.

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. 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 policy FFAC.]

MESSAGES OR DELIVERIES FOR STUDENTS

Only messages of an emergency nature from a parent can be relayed to students. We encourage parents to plan ahead with their children for unusual weather conditions or other situations that would alter the method by which children return home. Any changes in method of transportation must go through the front office at least 30 minutes prior to the end of the school day. Do not rely on Fax, email, or voice mail.

Messages and deliveries of a personal nature (such as flowers, balloons, gifts, cards, etc. for birthdays, homecoming, Valentine's Day, etc.) will not be permitted.

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Tomball Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other basis prohibited by law, 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 sex, including sexual harassment or gender-based harassment: Chris Trotter, Assistant Superintendent for Administrative Services, 310 S. Cherry St., Tomball, TX, 77375, (281) 357-3100.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Heather Nichols, Director of Special Services, 1302 Keefer St., Tomball, TX, 77375, (281) 357-3140.
- All other concerns regarding discrimination: Chris Trotter, Assistant Superintendent for Administrative Services, 310 S. Cherry St., Tomball, TX, 77375, (281) 357-3100.

PARTIES

“Room Parents” are organized by the principal or designee to assist classroom teachers. No more than three school-sponsored parties are conducted each year. Private party invitations may not be distributed at school unless the entire class or all boys or all girls as appropriate are invited.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

Students are required to undergo a risk assessment for type 2 diabetes at the same time the District screens students for hearing and vision issues, or for abnormal spinal curvatures. Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agents.

The District may provide additional screenings as District and community resources permit.

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 5.]

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

PRAYER

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 1–6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas and a grade of 70 or above in both language arts and mathematics. [See policy EIE(Local).]

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 assessments 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 assessments in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, for federal accountability purposes, the student may be required to take both the grade level assessment and EOC assessment.

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

[See **Standardized Testing** on page 41.]

Parents of a student at any grade level at or above grade 3 who does not perform satisfactorily on his or her state-mandated 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. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

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 policy EIE.]

Students will also have multiple opportunities to retake EOC assessments. [See **Standardized Testing** on page 41 for more information about EOC assessments.]

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, school counselor, or special education director.

The final decision to place or retain, whether based upon classroom performance or state assessment performance requirements, will be made by a placement/retention committee.

RELEASE OF STUDENTS FROM SCHOOL

[See **Leaving Campus** on page 33.]

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 nine weeks.

At least once every three weeks (with the exception of the third week of the first grading period) or during the fourth week of a nine week grading period, parents will be given a written progress report of their child's performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period,

the parent is 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 Superintendent 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 26.]

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).

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 2 days.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 19.]

SAFETY

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the **Student Code of Conduct**, as well as any additional rules for behavior and safety set by the principal, 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.

Except for bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in certain school sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury at school.

Child Abuse

State law governing child abuse shall be followed. Any teacher, administrator, or other employee of the District, or any other person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as are required by law (Family Code 441.08). [For specific information on **Child Sexual Abuse** see page 15.]

Crimestoppers Safe School Program

Tomball ISD, in cooperation with the Tomball Police Department, participates in the Harris County Crime Stoppers Safe School Program. Students, parents and staff are encouraged to call the reward hotline at (713) 222-TIPS with any information regarding possession of guns or other weapons, graffiti, theft, arson, vandalism, and/or possession of drugs on school campus. Rewards from \$100 to \$1,000 are paid for information leading to the arrest and charges filed for these crimes. Anonymity of the caller is guaranteed.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the alert is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Visitors are expected to cooperate with school staff during drills.

Emergency Procedures

In the interest of safety for students and staff, the Superintendent may direct that one or more campuses or sites enact a Shelter in Place or be relocated to a designated relocation site. No student or staff will be released from the school or site designated as a Shelter in Place as long as hazardous conditions remain. No student will be released from a Shelter in Place or from a relocation site to anyone not listed on the student's current registration form as authorized to accept custody of the student. Identification will be required.

Emergency Medical Treatment and Information

In case of accident or illness, a child will be given first aid, and, if the nurse considers it necessary, parents will be notified. In all cases requiring a doctor's care, parents will be notified if they are reachable. Children will be sent home according to the instructions on the emergency procedure form.

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will attempt to reach the emergency contacts listed on the First Aid/Emergency Information Form, but may have to rely on previously provided written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, insurance information, etc.) by contacting the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the District will alert the community in the following ways:

1. If a weather event occurs that would require district officials to close or delay school, parents should tune in to local radio and television stations for emergency information to determine if school will be held.
2. Tomball ISD may also utilize its emergency phone notification system to deliver a message to home, work or cell phones to inform parents if school will be closed or delayed. Please keep the registrar of your child's school informed of any change in your contact information.
3. Emergency information will be posted to the District's website at www.tomballisd.net.

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.

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

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

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 may result in disciplinary action in accordance with the **Student Code of Conduct**.

Cafeteria Services

The District participates in the National School Lunch Program and School Breakfast Program and offers students nutritionally balanced meals daily. Menus and nutritional information can be found on the Child Nutrition Department webpage at <http://www.tomballisd.net/nutrition/>. The District follows all applicable federal and state guidelines regarding foods being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. At the beginning of each school year students are provided an application for participation in the free or reduced price breakfast and lunch program. A new application must be submitted each year. Eligibility decisions are based on federally established income and household size guidelines without regard to race, sex, color, national origin, age, or disability. See the school receptionist, the Department of Child Nutrition or apply online at <https://apply.tomballisd.net>.

Parents will receive notice of current lunch prices as they are set in the District. Parents are encouraged to prepay meals on their child's account. Meals can be prepaid by either cash or check given to the Cafeteria Manager at each school or by credit card online at www.parentonline.net. Sealing the check in an envelope with your child's name and room number on the outside will help to ensure payment is received and credited to the proper account. Students may charge meals up to the value of two breakfasts and two lunches. When a negative balance appears on a student's account, an automated phone call and email is activated to inform households of the account balance. If a student reaches the charge limit, an alternate meal is provided until the negative balance is paid. A la Carte items are not available for charging.

Library

The library is a learning resource center 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 day with a teacher permit. Please contact the school librarian for times.

The following guidelines should be followed in the use of the library media center:

- Books may be checked out for one-week periods. A book may be renewed for an additional period if desired.
- No books will be checked out to a student who has an overdue book.
- A student who has lost or damaged a book must pay for the book before being allowed to check out another book. Refunds for payment of lost books will be made if the book is later found and returned.

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. Searches of a student's outer clothing, pockets, and articles of personal property such as purses, wallets, and bags may be conducted if reasonable suspicion exists to believe that either the law or school rules are being violated by the student.

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 suspicion 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.

Telecommunications and Other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the District. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

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.

SEXUAL HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 18.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Department of Curriculum and Instruction.

STANDARDIZED TESTING

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 the STAAR, in the following subjects:

- Mathematics, annually in grades 3-8

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. [See **Promotion and Retention** on page 36 for additional information.]

STAAR Alternate, for students receiving special education services who meet certain state-established criteria, 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 (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

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 website at <http://www.uiltexas.org/health/steroid-information.l>.

STUDENTS IN FOSTER CARE

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

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

Please contact Robyn Schmotzer, Attendance Officer, who has been designated as the District's foster care liaison, at 281-357-3100 with any questions.

STUDENT SPEAKERS

The District provides students the opportunity to introduce the following school events:

1. Student organization banquets and other social activities;
2. Ceremonies for induction of new members or officers of school sponsored student organizations; and
3. Other school events at which students publicly speak, as needed.

Students are eligible to introduce these events if they meet the following:

1. Are in the highest two grade levels of the school;
2. Are members of the organization directly involved in the event or officers of any school sponsored, curriculum-related organization;
3. Volunteer; and
4. Have not been removed for a disciplinary placement (out-of school suspension, DAEP, or expulsion) during the school year of the speaking event.

If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA.

[See policy FNA(LOCAL) regarding other speaking opportunities.]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site:

<http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

SUICIDE AWARENESS

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access

<http://www.texassuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area:

SUMMER SCHOOL

The Tomball ISD summer program includes a variety of classes and camps designed to address both the academic needs and interests of students. Inquiries should be directed to the principal.

TELEPHONE

The telephones in the classrooms are for use only by school personnel during the instructional day. Students will be permitted to use the telephone in the front office in cases of emergency only. Teachers can be called in their classrooms 30 minutes before or after the instructional day. Teacher voice mail is accessible during instructional time.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

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

TRANSFERS

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

Students are assigned to the school determined by their residence in a Board-approved attendance zone.

Transfers of students from one attendance zone to another attendance zone are generally not permitted due to budgetary constraints. A parent or legal guardian may apply for a transfer of his or her student from one attendance zone to another attendance zone only in the following circumstances:

1. The student resides in the same household as a student receiving special education services at the campus where the application for transfer is requested, or
2. Child-care is located in the attendance zone where the application for transfer is requested (approval by the Superintendent or designee is required for students grades 7-12) and evidence is provided by the parent or legal guardian that undue hardship would exist if the application for transfer were denied.

The sending and receiving principal must agree to the transfer.

Resident students whose parent(s) or legal guardian(s) move into another attendance zone after the school year begins may request (using the district-approved transfer form) to remain in the school designated by the former

attendance zone for the remainder of the year. These students must enroll in the school designated for the new residence the following school year.

[See **School Safety Transfers**, on page 6, **Bullying**, on page 14, and **Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services**, on page 6, 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. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making exception to this requirement when a parent requests that the student be released to the parent or another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living in the district. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the District's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pick-up 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 pick-up or drop-off location, contact the Department of Transportation at (281) 357-3193. For a temporary change in transportation (i.e., car rider to bus rider for one or a few days), the parent should send a note to school with the child. The parent may send a fax up to 30 minutes prior to the end of the school day, but must follow the fax with a call to the school to ensure receipt.

Buses will run their regular route at all times. If a child does not ride the bus for two or more consecutive weeks the bus may discontinue that stop. Transportation must be notified when the child is to resume riding the bus.

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 and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the **Student Code of Conduct**. Additionally, students must adhere to the following:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at their own campus or designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Do not deface the vehicle or its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Do not bring on the vehicle at any time: animals, glass containers, noise producing items, or medications of any kind (except those with proper documentation for life-threatening conditions).
- Do not possess or use any form of tobacco on district vehicles.
- Talk quietly without using offensive language or offensive gestures.
- Do not talk on any telecommunication device.
- Be aware of the danger of wearing clothing or accessories that might get caught or lodged on handles when entering or exiting the vehicle.

- Observe all usual classroom rules.
- Be seated while the vehicle is moving, keeping hands, feet, and objects to one's self.
- Fasten seat belts if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the **Student Code of Conduct**; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

When a student has had his/her bus riding privilege suspended, he/she has also lost the privilege of riding the activity bus. Zero tolerance applies to unacceptable behavior on the activity bus. Consequences of violating bus rules on the activity bus may result in losing the privilege of riding the activity bus for up to a semester.

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

Authorized school employees will review the video and 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 main office and must comply with all applicable district policies and procedures:

- Visitors are to sign in at the school office and obtain a visitor's badge. Identification will be required.
- Visitors are to sign out and return their visitor's badge when they leave.
- Arrangements should be made for pre-school children. The school does not have child care facilities and the activities of pre-schoolers distract students, teachers, and parents.
- There are no provisions for school age friends or relatives of district students to visit Tomball schools.
- A visitor table may be provided for lunchroom visits. If so, parents wishing to have lunch with their child should join them at the visitor table.
- Parents having lunch with their student may provide lunch only for themselves and their own student.

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

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

VOLUNTEERS

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

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, in order to complete the withdrawal process the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school 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.

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

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

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

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.

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

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

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

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, 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 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 STAAR EOC assessments 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 and identifies the circumstances, consistent with law, when a student may be removed from a classroom,

campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The **Student Code of Conduct** also addresses notice to the parent regarding a student's violation of one of its provisions.

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.

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

APPENDIX I:

Freedom from Bullying Policy

Note that school board policies may be reviewed at any time. For legal context and the most current copy of the local policy, visit <http://pol.tasb.org/Policy/Code/600?filter=FFI>. Below is the text of Tomball ISD's policy FFI("LOCAL) as of the date that this Handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING

FFI(LOCAL)

Adopted on 02/20/2012

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school sponsored or school-related activity, or in a vehicle operated by the District and that:

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

This conduct is considered bullying if it:

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

EXAMPLES

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

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying,

serves as a witness, or participates in an investigation.

EXAMPLES

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

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES STUDENT REPORT

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	A student who is a victim of bullying and who used reasonable self- defense in response to the bullying shall not be subject to disciplinary action The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct. Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying. The principal or designee shall refer to FDB for transfer provisions. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options. If the investigation reveals improper conduct that did not rise to the level of prohibited

conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

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

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