

# Paris Junior High School



## STUDENT HANDBOOK 2011-12

This handbook belongs to:

NAME: \_\_\_\_\_

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## **PREFACE**

To Students and Parents:

Welcome to school year 2011-12! 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 Paris Junior High 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 - REQUIRED NOTICES AND INFORMATION FOR PARENTS**

Section I includes notices that the district must provide to all parents, as well as other 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 along with Section II.

### **Section II- INFORMATION FOR STUDENTS AND PARENTS**

Section II is organized alphabetically by topic for quick access when searching for information on a specific issue.

When the Student Handbook uses “we” or “our,” it means the school district and/or school administrators. When the handbook uses the “you” or “your,” it means the parent, legal guardian, or person who has accepted school-related responsibility for a student. From time to time, the handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with Paris Junior High a positive educational experience.

School district administrators have developed the Paris Junior High Student Handbook with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies including the Discipline Management Plan and *Student Code of Conduct*. If there is an apparent contradiction between information in the handbook and a formally adopted board policy, the school administration will interpret the handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

Both students and parents should become familiar with the Paris ISD *Discipline Management Plan* and *Student Code of Conduct*, which are documents, adopted by the board and intended to promote school safety and an atmosphere for learning. The Discipline Management Plan and *Student Code of Conduct* may be found posted on the district’s website, [www.parisisd.net](http://www.parisisd.net).

The Paris Junior High Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. If the district makes changes to the handbook during a school year, the administration of the district and campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

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.

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

Please note that references to alphabetical policy codes are included so that parents can refer to current district policy. A copy of the Paris ISD Board Policy Manual is available online at [www.parisisd.net](http://www.parisisd.net).

Attending school should be enjoyable. There should be a high degree of cooperation between the home, school, teacher, and student. With cooperation and understanding, education can be obtained in an enjoyable and rewarding manner. Education is not a right that can be demanded. It is a privilege that must be earned through hard work and enrollment in a demanding, yet rewarding course of study. The staff of our junior high sincerely hopes that your days here will be both pleasant and profitable and that the education you gain will prepare you to face responsibilities of the future.

*Althea Dixon*

Althea Dixon  
Principal

# Paris Independent School District

## Paris Junior High School

2400 Jefferson Road

Paris, TX 75460

Phone: (903) 737-7434

Fax: (903) 737-7534

### PJH Colors/Mascot/Mission Statement

#### School Colors

Blue and White

#### School Mascot

Wildcat

#### Mission Statement:

It is the mission of Paris Junior High to equip our students with the skills to be successful, motivated learners who will be prepared to accept the responsibilities and challenges of tomorrow.

It is the mission of the staff of Paris Junior High to be committed to the success of our students by modeling for them good character, compassion, and respect for each other and our students.

#### The Pledge of Allegiance to the United States Flag

“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

#### Pledge to the Texas Flag

“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

## Holidays/Testing Dates

A complete district calendar can be obtained by visiting the Parent/Student Resources page on the Paris ISD website at [www.parisisd.net](http://www.parisisd.net).

## Student Holidays

September 5	Labor Day Holiday
October 10	Columbus Day Holiday
November 21-25	Thanksgiving Holidays
December 19-30	Christmas Holidays
January 13	Teacher Workday
January 16	MLK Holiday
February 20	Presidents' Day Holiday
March 12-16	Spring Break
April 6	Good Friday Holiday
April 9	Weather Day/Student Holiday
April 30	Weather Day/Student Holiday
May 28	Memorial Day Holiday

## Grading Period

<b>First Semester</b>
August 22 – September 30
October 3 – November 11
November 14 – January 12
<b>Second Semester</b>
January 17 – February 24
February 27 – April 13
April 16 – June 7

## Semester Exam Schedule

<b>Wednesday, January 11, 2012</b> <b>Wednesday, June 6, 2012</b>	<b>8:00 - 9:05 a.m.</b> <b>9:10 - 10:10 a.m.</b> <b>10:15 - 11:15 a.m.</b> <b>11:20 - 12:20 p.m.</b> <b>12:30 p.m.</b>	<b>1<sup>st</sup> Period Exam</b> <b>2<sup>nd</sup> Period Exam</b> <b>3<sup>rd</sup> Period Exam</b> <b>4<sup>th</sup> Period Exam</b> <b>Buses Run</b>
<b>Thursday, January 12, 2012</b> <b>Thursday, June 7, 2012</b>	<b>8:00 - 9:05 a.m.</b> <b>9:10 - 10:10 a.m.</b> <b>10:15 - 11:15 a.m.</b> <b>11:20 - 12:20 p.m.</b> <b>12:30 p.m.</b>	<b>5<sup>th</sup> Period Exam</b> <b>6<sup>th</sup> Period Exam</b> <b>7<sup>th</sup> Period Exam</b> <b>8<sup>th</sup> Period Exam</b> <b>Buses Run</b>

## STAAR Testing Dates 2011-2012

<b>Subject</b>	<b>Grade 7</b>	<b>Grade 8</b>
Writing Day 1	March 27	N/A
Writing Day 2	March 28	N/A
Reading	April 25	March 28
Math	April 24	March 27
Science	N/A	April 26
Social Studies	N/A	April 27

## PISD Administrative Information

<b>BOARD OF TRUSTEES</b> Regular Meeting: 3rd Monday, 6:00 p.m.		
Dave Eisele	.....	President
George Fisher	.....	Vice President
Rebecca Norment	.....	Secretary
Ricky Richardson	.....	Member
Dale Henry	.....	Member
Regina Williams	.....	Member
Bert Strom, MD	.....	Member

<b>ADMINISTRATIVE STAFF</b>		
Paul Trull	.....	Superintendent
Mark Hudson	.....	Deputy Superintendent
Robert High	.....	Asst. Superintendent
Tish Holleman	.....	Business Manager
Althea Dixon	.....	PJH Principal
Mike Henry	.....	PJH Assistant Principal
Karol Ackley	.....	PJH Assistant Principal

<b>PROGRAM DIRECTORS / COORDINATORS</b>		
Suzanne Patty	.....	Secondary Education / Advanced Academic (6-12)
Annie Perry	.....	Career & Technology Education (8-12)
Barry Bowman	.....	Athletic Director
Betty Edwards	.....	Parenting
Claudia Homer	.....	Parenting

<b>PARIS ISD CAMPUSES AND GENERAL CONTACT INFORMATION</b>			
Elaine Ballard Administration Building	1920 Clarksville Street	Paul Trull, Superintendent	903-737-7473
Aikin Elementary School	3100 Pine Mill Road	Pat Gilbert, Principal	903-737-7443
Justiss Elementary School	401 18th Street NW	Renee Elmore, Principal	903-737-7458
Crockett Intermediate School	655 S. Collegiate Drive	Angela Chadwick, Principal	903-737-7450
Givens Early Childhood Center	655 Martin Luther King Dr	Sheila Ensey, Pre-K Director	903-737-7466
Lamar County Headstart	1350 NE 6th	Judie Huff, Director	903-737-7469
Paris High School	2255 S. Collegiate Drive	Gary Preston, Principal	903-737-7400
Paris Junior High School	2400 Jefferson Road	Althea Dixon, Principal	903-737-7434
Paris Alternative School for Success (PASS)	3270 Graham Street	Joan E. Moore, Director	903-737-7560
Secondary Education Office	2394 Jefferson Road	Suzanne Patty, Director	903-737-7551
Federal Programs	2396 Jefferson Road	Deann Lee, Director	903-737-7500
Special Services	505 Lamar Avenue	Joi Roberts, Director	903-737-7494
Transportation and Maintenance / Bus Barn	2390 Jefferson Road	Wendell Moore, Director	903-737-7489
Student Nutrition Services / Bus Barn	2390 Jefferson Road	Mitzie Pirtle, Director	903-737-7589

## SECTION I- PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Paris Junior High Student Handbook includes information on topics of particular interest to you as a parent.

### STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Paris ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including its career and technology education 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 requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Mark Hudson, Deputy Superintendent • 1920 Clarksville Street • Paris, Texas • (903) 737-7473.

Section 504 Coordinator, (PJH) for concerns regarding discrimination on the basis of disability: Merita Head, Counselor, • 2400 Jefferson Rd • Paris, Texas • (903) 737-7434.

All other concerns regarding discrimination, see the superintendent: Paul Trull • 1920 Clarksville Street • Paris, Texas • (903) 737-7473.

### 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:

- Reviewing the information in this handbook and in the district's Discipline Management Plan and *Student Code of Conduct* before signing and returning the acknowledgement form and Directory Information notice.
- 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.
- Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Ensuring that your child does not violate the dress code at school or school-related activities.

- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. See Academic Counseling and Academic Programs for further information.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-737-7434 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 in this handbook.
- Becoming a school volunteer with such programs assisting with class fund-raisers and other activities; chaperoning; volunteering as speakers or other types of academic resources.
- Participating in campus parent organizations, such as PTO.
- Serving as a parent representative on the district-level (DWAC) or campus-level (SET) planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Attending board meetings typically held on the third Monday of each month, to learn more about district operations.
- Using the Paris ISD web site at [www.parisisd.net](http://www.parisisd.net) to learn about procedures to address the Board when appropriate.

#### Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Claudia Homer and may be contacted at 903-737-7500.

### 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. [See policy EF(LEGAL)]

### **“Opting Out” Of Surveys and Activities**

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

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

### **Inspecting Surveys**

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

### **Requesting Professional Qualifications of Teachers and Staff**

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

right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

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

### **Displaying a Student's Artwork and Projects**

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

### **Accessing Student Records**

You may review your child's records. These records include: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and results of state assessment instruments that have been administered to your child.

### **Granting Permission to Video or Audio Record a Student**

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

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

### **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 the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding

a test and may not extend for an entire semester. Furthermore, your child must satisfy grade-level and graduation requirements as determined by the school and Texas Education Agency.

### **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 and policy EC(LEGAL)]

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

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

### **Requesting Notices of Certain Student Misconduct**

A 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*]

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

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

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

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

### **School Safety Transfers**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and LOCAL]

### **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 FDB(LEGAL)]

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Special Programs and contact Joi Roberts at 903-737-7494.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the

district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if the parent disagrees 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 Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following Web sites 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/howPRNhelps.html>

The designated person(s) to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Merita Head, Paris Junior High, 903-737-7434 or Joi Roberts, 903-737-7494.

## Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

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 the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records go 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 a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted 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.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is 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-priced meals, the district will either provide a copy of the requested records, or make other arrangements for the parent or student to review these records. Originals cannot be removed from the principal's or superintendent's office. The address of the superintendent's office is 1920 Clarksville Street, Paris, Texas 75460. The address of the principal's office is 2400 Jefferson Rd, Paris, Texas 75460.

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

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office. The parent's or eligible student's right of access to and copies of student records do not

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

**Please note:**

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

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

**Directory Information**

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

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

**Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes: student recognition activities, yearbook, student newspaper, newsletters, printed programs for extracurricular activities, and news releases to local media. For these specific school-sponsored purposes, the district would like to use the student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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

## **Registration Information**

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or as shown in a court order changing the child's name.

Students who change home addresses, telephone numbers, or any other registration information should report the change(s) to the attendance secretary in the main office. Failure to do so may result in disciplinary action.

## 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 Althea Dixon at 903-737-7434.

### ABSENCES / ATTENDANCE REQUIREMENTS

The Attorney General in opinion No. JC-0398, July 11, 2001, stated that in order to receive credit in a class, students must actually attend the class 90 percent of the days the class is offered. Excused absences are counted as days of attendance for the purposes of the compulsory attendance law; but do not automatically count toward days of attendance for the purposes of receiving credit under Education Code 25.092.

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

**Important Note: Paris Junior High students who miss one or more periods in a single day will not be eligible for perfect attendance.**

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

#### Exemptions to Compulsory Attendance

Certain absences, by state law, are not recorded as an absence for the purposes of compulsory attendance or attendance for credit. Documentation of such absences is the

responsibility of the student and should be turned in to the attendance secretary immediately upon return to school. Absences are exempt only if the student makes up the required work. These exempt absences are restricted to the following:

- The student has a documented appointment with a doctor, dentist, orthodontist, physical therapist, or other health care provider, returns to school on the same day of the appointment, and presents a note from the health care provider stating the time of the appointment and the time the student left the office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be exempt if the student brings a note from the health care provider the following day;
- The student is observing religious holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days.
- The student is attending a required court appearance, including travel for that purpose. Absences for required court appearances will be not be classified as an absence upon presentation to the campus attendance official a copy of the document requiring the student’s appearance in court; or
- The student is participating in documented activities related to obtaining United States citizenship.

#### Failure to Comply with Compulsory Attendance

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

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

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

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

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may be ordered to participate in a class designed to help you make sure your child attends school as required.

### Attendance for Credit

The Attorney General in opinion No. JC-0398, July 11, 2001, stated that in order to receive credit in a class, students must actually attend the class 90 percent of the days the class is offered. Excused absences are counted as days of attendance for the purposes of the compulsory attendance law; but do not automatically count toward days of attendance for the purposes of receiving credit under Education Code 25.092.

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate Attendance Review Committee (ARC).

The Attendance Review Committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The ARC is composed of the student's teacher(s), a counselor, and an administrator. The Attendance Review Committee meets with the student and parent, if appropriate.

In determining whether there were extenuating circumstances for the absences, the Attendance Review Committee will use the following guidelines:

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

If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal's plan for meeting instructional requirements, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course.

Any appeals to regain credit must be made within one week after the end of the semester for which the credit is denied. Requests made after that time will not be considered and the student will be required to retake the course. 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 student has the opportunity to "buy back" the time missed by attending Saturday School from 8:00 a.m.-1:00 pm on designated dates. If the student does not attend Saturday School or appeal the absences to the ARC, an "NG" for "no credit" will be coded on the report card. When this occurs, credit will not be awarded even if the grade earned is 70 or above.

You will be notified when your child is in danger of losing credit because of absences to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences.

### **Parent's Note After an Absence**

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

Until the student brings a signed note from the parent that gives the date(s) of and describes the reason for the absence, Paris Junior High student absences will be considered UNEXCUSED. For the purpose of reviewing absences, as well as avoiding truancy charges, acceptable permission will include:

- Student illness, illness or death in the immediate family,
- Participant in court proceedings involving child abuse or neglect, documented by probation officer or caseworker,
- Documented participation in substance abuse rehabilitation program,
- A cause acceptable to the principal/designee.

**It is the student's responsibility** to turn in the appropriately signed note to the attendance officer/secretary in the main office and clear the unexcused absence. **This must be done within seven (7) school days after the student's return** to school following the absence; otherwise, the absence will remain unexcused, and the student may be subject to truancy charges.

### **Absence on Day of Extracurricular or School-Related Activity**

A student absent from school will not be permitted to participate in an extracurricular or school-related activity on the day or evening of the absence unless the absence is due to an extenuating circumstance granted by the principal. The official school attendance is recorded @ 9:35 AM

### **In School Suspension- Participation in Extracurricular or School-Related Activities**

Students may neither participate in nor attend extracurricular activities at any time during the day or evening of the date(s) assigned to ISS.

## **ACADEMIC PROGRAMS**

### **Advanced Academic Programs**

Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in intellectual, creative, or artistic areas, show an unusually high capacity for leadership, or excel in a particular academic field.

Paris ISD provides a comprehensive program for gifted and talented students in grades K-12. Identification criteria for grades 7-12 include a mental abilities test, a creativity test, student achievement, and checklists for rating characteristics of gifted students. Data for all students are entered on individual profiles to determine the final selection score for consideration by a selection committee of district educators who have received training in the nature and needs of gifted students. Written policies on student identification are available in the principal's office. Students, parents, and teachers may nominate individuals for program consideration each spring or upon entry in the district. Limited on-going nomination is available based on individual student needs. Please see a counselor or Suzanne Patty, Secondary Education Director/Advanced Academic Program Coordinator at 903-737-7551 for more information on the AAP program.

There are two components in the Paris JH Advanced Academic Program:

- Accelerated (ACC),
- Specific Academic Ability (SAA),

District-wide opportunities for enrichment include participation in Future Problem Solving (grades 4-12), FPS Scenario Writing (grades 7-12), UIL academic competition (grades 9-12), and One-Act Play competition (grades 9-12). Other competitions as appropriate to various grades include numerous essay, speech, and debate competitions; NET-OLE foreign language competition; career and technology contests; Robotics; FPS Community Service Program; Texas Mock Trial Competition; Lamar County Spelling Bee; and an array of fine arts (art, band, choir, and theatre) competitions and activities.

Students have the opportunity to receive leadership and parliamentary procedure training through Student Council, National Junior Honor Society, and other extracurricular activities.

## Challenge Provisions

A student may challenge one accelerated (ACC) course per year providing he/she meets the teacher recommendation, 90% grade criteria, or the state assessment standard appropriate to the subject area. Students who successfully complete the challenged course may continue accelerated participation in that subject area. Contact the counselor or the Secondary Education Director for further information.

## Exit Policy

For continued participation in the Advanced Academic Program, the student is expected to respond to classroom instruction in accordance with his/her past performance and to attend class and required tutorials regularly. Upon the first indication of a student having difficulty with classroom instruction, the subject-area teacher initiates a conference with the student. If the conference is not effective, the teacher contacts the parent and requests a conference. If this conference is not effective, the teacher initiates a conference with the student, the counselor, and the parent. Please see a counselor for more detailed information on the advanced academic exit policy.

## AWARDS AND HONORS

### Honor Roll / A-B Honor Roll

Each six weeks an honor roll is compiled and released to the news media in order to recognize academic achievement.

To qualify for the A Honor Roll, a student must earn a grade of 90 or above in each course taken.

To qualify for the A-B Honor Roll, a student must attain an average of at least one A (90-100) and B's (80-89) in each course taken on the six weeks' report card.

### National Junior Honor Society

To be eligible for membership in the National Honor Society, have a minimum grade point average of 89.5 in all core subjects. Consideration is based on scholarship, service, character, and leadership. Students who are eligible scholastically must complete and submit a Student Activity Information Form which is reviewed by the Faculty Council. A formal induction ceremony is held each spring. Members' grades are checked each semester to ensure compliance with rules. Noncompliance may result in probation or dismissal.

## Perfect Attendance Recognition

Graduating students who have cumulative record data indicating perfect attendance in grades K-12 will receive special recognition at the graduation ceremony. Paris Junior High school students who have perfect attendance in all courses taken in the current school year will receive an end-of-year perfect attendance certificate.

**Important Note: Paris Junior High students who miss one or more periods in a single day will not be eligible for perfect attendance.**

## BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

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

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and 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, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

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

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See School Safety Transfers on page 3 and policy FFI(LOCAL)]

## 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 at [www.parisisd.net](http://www.parisisd.net). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

A child who has experienced sexual abuse 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 campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

- <http://www.childwelfare.gov/pubs/factsheets/signs.cfm>
- <http://savn.nonprofitoffice.com/>
- <http://www.taasa.org/member/materials2.php>
- [http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)
- [http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

## COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual.

- **First:** The student or parent shall contact the teacher and attempt to resolve the complaint. This may be accomplished by a telephone call, e-mail, or a conference.
- **Second:** If the issue cannot be resolved, the student or parent shall request a conference with the principal within fifteen school days of the event that caused the complaint (or the date that awareness of the event became known). The principal shall schedule and hold a conference with the student or parent within five days of receiving the request. The principal has ten school days following the level one conference to issue a written response.
- **Third:** If the outcome of this conference is not satisfactory, the student or parent may request, within ten school days, a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the time of this conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the solution sought, the student's or parent's signatures, and the date of the conference with the principal.
- **Fourth:** If the outcome of the prior conference is not satisfactory, the student or parent may submit to the Superintendent within ten school days of the level two response a written request to place the matter on the agenda of the next regular Board meeting. The Board President shall set a time limit, and the Board shall hear the complaint and take appropriate action or no action.

Some concerns/complaints require different procedures. The campus office or the Superintendent's office will provide information regarding specific processes for complaints. Additional information can be found in the designated Board policy available on the Paris ISD web site at [www.parisisd.net](http://www.parisisd.net).

## COMPUTER RESOURCES

To prepare students for an increasingly computerized society, Paris ISD has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to read and sign a copy of the *Electronic Communications System and Data Management Acceptable Use Policy* that will be sent home the first day of school. Students and parents must sign the Paris ISD Acceptable Use Agreement in order for the student to receive Internet access.

A "Release for Electronically Displayed Student Photographs and Work" document must also be signed if a student's work is chosen for publication in PISD-controlled web sites or the Internet.

A user's access to the district's system may be suspended upon violation of district policy or administrative guidelines regarding acceptable use. A student is prohibited from accessing a computer, computer network, or computer system without permission, as well as giving a password or other confidential information about a computer system to someone without permission. Computer misuse will result in disciplinary sanctions and may cause the student to be assigned to the discipline branch of PASS.

District technology staff will take reasonable steps to prevent access to objectionable adult content through filtering software and monitoring of student Internet use; however, it is not possible to absolutely prevent such access. Students are prohibited from possessing sexually oriented material or accessing sexually oriented sites.

Electronic communications, including e-mail, using Paris ISD computers are not private and are monitored by designated personnel. PISD will act as the parent concerning any disclosures of personal student information, which may be required for instructional purposes in compliance with CIPA and COPPA regulations.

## CONDUCT

### Applicability of School Rules

As required by law, the board adopted a Paris ISD Discipline Management Plan and the *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the 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.

### Assemblies and Pep Rallies

Orderly conduct is expected when entering, leaving, and participating in assemblies and pep rallies. Students wishing to not attend a pep rally must report to the assigned room until the pep rally is dismissed. Students may be exempt from assembly attendance by meeting with a principal, stating the reason for not wanting to attend, and having the parent telephone or write a note requesting the exemption. The request must be made at least 24 hours prior to the assembly in order that proper supervision may be arranged. On a rare occasion, an assembly dealing with a controversial topic may require parental permission to attend.

### Disruptions

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. No student or group of students acting in concert may willfully engage in disruptive activity or disrupt lawful assembly on the campus or property of any school in Paris ISD. A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of or reasonable fear that force or violence is likely to occur. As identified by law, school disruptions include the following:

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

### In-School Suspension (ISS)

Administrators assign students to ISS for varying periods of time. The students are isolated from peer contact and work

on assignments under teacher supervision. Students are responsible for gathering, completing, and submitting to their classroom teachers all work missed while serving time in ISS. Tests missed while in ISS may be made up during SLAM tutorials or at a time set by the classroom teacher.

Students may neither participate in nor attend extracurricular activities at any time during the day or evening of the date(s) assigned to ISS.

### **Skateboards**

Skateboards and roller blades are not permitted on campus at any time, except with prior approval by the principal or designee. Without prior approval school personnel will confiscate items. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action taken will be in accordance with the *Student Code of Conduct*.

### **Telecommunication Devices, Including Mobile Telephones**

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

A student who uses a telecommunication device during the school day shall have the device confiscated. On the first violation, the parent will be contacted to pick up the cell phone. On the second violation and beyond, students will be placed in ISS, and parents will be required to pick up the cell phone. Confiscated devices that are not retrieved by the parent will be disposed of after the required notice by law. [See policy FNCE]

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

### **Other Electronic Devices**

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal or designee. Without such permission school personnel will confiscate such 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. Exception: Walkman-type radios/CD players/MP3 players are permitted at non-instructional school functions, such as UIL trips, as long as

they are used with permission of the coach or sponsor, it does not create a disruption, and headphones are used.

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

### **Inappropriate Use of Technology**

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

### **CONTAGIOUS DISEASES / CONDITIONS**

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

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

### **COUNSELING**

#### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings. Each spring, students in grades 7 and 8 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

#### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should make an appointment in the counselor's office or tell a school employee.

## **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 EHBA(A)(LEGAL), FFE(LEGAL) and FFG(EXHIBIT)]

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

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

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. 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 or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Discrimination**

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

## **Harassment**

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

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

## **Sexual Harassment**

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

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

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

## **Retaliation**

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include

petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### **Reporting Procedures**

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

### **Investigation of Report**

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

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

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

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

## **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 or designee. These publications include posters, brochures, flyers, newsletters, and the yearbook. All school publications are under the supervision of a teacher, sponsor and the principal. Duplication of non-school publications on school copying machines is prohibited.

### **Non-school Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the

school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. [See policies at FNAA]

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

### **Non-school 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 non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

## **DRESS CODE AND GROOMING**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. A student should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to self or others. Students are expected to promote good citizenry in

their attire and grooming standards. Students shall keep their hair, beards and mustaches neatly groomed.

The District prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations. The student and parent may determine the student's personal dress and grooming standards, provided they comply with the District's dress code.

Students are **not** permitted to wear:

1. Clothing which is revealing of the body:
  - a) Midriffs
  - b) Strapless or backless
  - c) Tank tops
  - d) Pants/jeans where skin can be seen through a frayed area, tear, or hole
  - e) Shorts and mini-skirts
    - i. Girls' skirts or dresses are appropriate if they are no higher than 3 inches above the kneecap, including any slits in the hem.
    - ii. Girls' and boys' shorts are appropriate if they are not more than 5 inches above the kneecap.

**IF IN DOUBT, DO NOT WEAR IT.**

- f) Drill team and cheerleader uniforms are appropriate during pep rallies and games but not in classrooms and hallways.
  - g) Bike shorts, gym shorts, and leggings/tights are not permitted unless worn under school-appropriate clothing.
2. Displays on the body (tattoos-permanent or temporary) or displays on clothing that have writing or pictures depicting or advocating:
    - a) Obscene/suggestive gestures or language
    - b) Drugs, alcohol, or tobacco
    - c) Violence
    - d) Gang activities
  3. Caps, hats, sweat bands, and skull caps during regular school hours and at indoor nonathletic school events (i.e. concerts, banquets, etc.). At school athletic events, headwear may be worn as long as it cannot be extended below the ears.
  4. Sunshades in the building (unless prescribed by a doctor)
  5. House slippers or footwear that is noisy
  6. Earrings (males)
  7. Body-piercing objects (exception: females' ears)
  8. Bandannas, wash cloths, or rags at school or school activities
  9. Pants that are sagging
  10. Wallet chains, belts of chains, or spiked jewelry
  11. Trench coats or dusters

**A school-appropriate shirt must be worn under all outer wear.**

Girls' tops must fall at least one inch below the waist, whether standing or sitting. Boys' shirts that fall below the bottom of the buttocks must be tucked in.

If a belt is worn, it must be worn through the belt loops and be buckled at all times. Belts must be of appropriate length and may not be wider than the belt loops. Belts may not have metal studs, brads, or other adornments that could be perceived as a hazard.

If the principal determines that a student's dress or grooming violates the dress code, the student may be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to ISS for the remainder of the day or until the problem is corrected. Repeated offenses may result in more serious disciplinary action.

The principal, in cooperation with the sponsor or coach, may regulate the dress and grooming of students who participate in an extracurricular activity.

The above standards are meant to promote community values and enhance a safe orderly environment, and shall not infringe on any individual's religious beliefs or protected free speech.

**IF IN DOUBT, DO NOT WEAR IT.**

**Students assigned to the PASS campus are required to adhere to stricter standards of dress and grooming.**

A student assigned to attend the discipline alternative school (PASS) shall wear:

1. A long sleeve gray shirt tucked into the pants at all times,
2. Khaki pants, tan color only, that are the student's correct size, with a belt (plain black or brown). No designs or decorations are allowed on the shirt, pants, or belt,
3. Black or white (main color) shoes, black or white shoelaces (no colors).

**PASS grooming standards:**

- Students must have their hair cut above the collar or in a ponytail at all times.
- The hair must be cut above the eyebrows and hair color must be the original color the student had when enrolling at PASS.

- Mustaches, beards or goatees and sideburns must be neatly trimmed and students must have a neat appearance.

If the principal determines that a student's dress or grooming violates the dress code, the student may be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to ISS for the remainder of the day or until the problem is corrected. Repeated offenses may result in more serious disciplinary action.

The principal, in cooperation with the sponsor or coach, may regulate the dress and grooming of students who participate in an extracurricular activity.

The above standards are meant to promote community values and enhance a safe orderly environment, and shall not infringe on any individual's religious beliefs or protected free speech.

**IF IN DOUBT, DO NOT WEAR IT.**

**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 a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office. 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 35 and policy FNF.]

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

**Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 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 35 and policy FNF.]

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

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

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

**Acceptable Use of District Technology Resources**

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

**Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

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.

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

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.
- A student is allowed in a school year up to twelve absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.

- "E" Days are the means of attendance accounting for extracurricular participation and/or travel during the school day and do not count as absences. No more than ten extracurricular "E" days from the same class are permitted within the same semester. To receive an "E" Day, a student must be passing each class missed, as documented by the most recent three-week progress report or six-week report card.
- Extracurricular activities include those sponsored by UIL or any other organization approved by the Board, such as cheerleading, and FFA. Refer to "No Pass/No Play" for further extracurricular information. The organization's sponsor for approved "E" Days will handle documentation.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug testing program. Please see Drug Testing in this handbook or your coach/sponsor for more information.

A student is responsible for the care and return of items, such as uniforms and athletic equipment, and will be charged for the replacement of lost or damaged items.

## **Standards of Behavior**

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

## **No Pass / No Play: Extracurricular Activities**

A student participating in a UIL activity or extracurricular activities and school-related public performances, whether UIL activities or other activities approved by the Board, must adhere to certain requirements.

A student suspended due to No Pass/No Play rules will regain eligibility seven calendar days after the next three-week evaluation period if he/she is passing all courses on the last class day of the three-week period. This refers to school weeks, not calendar weeks. Ineligible students may practice or rehearse, but they may not travel to or participate in a competition or other public performance. The exception being a student may participate in a public performance if

the Texas Essential Knowledge and Skills (TEKS) require it for the failed course. This public-performance provision does not apply to athletics, cheerleading.

A student may request a one time per year principal-approved waiver for exemption from the standards if the grade for the failed course is awarded advanced grade points, and the following conditions are met: the grade

earned is between 60-69; the student submits a written waiver request within 5 days of the end of the six weeks; and the teacher of the course completes a checklist that indicates the student had satisfactory behavior and attendance, both in class and in related tutorials. A coach/sponsor may submit a written statement identifying any extenuating circumstances appropriate to the situation. The student’s parent must initiate any appeal.

<b>COURSES IDENTIFIED FOR NO PASS-NO PLAY WAIVER</b>	
<b>COURSES ELIGIBLE FOR ONE WAIVER per YEAR</b>	
Algebra I	Spanish I Pre-AP (Parts A & B)

**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 paper, pens, pencils, erasers, and notebooks and may be required to pay certain other fees, deposits, and fines, including but not limited to the following:

- Costs of materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations; admission fees to extracurricular activities.
- Security deposits.
- Personal physical education/athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased school 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.
- Student identification cards.
- Fees/fines for lost, damaged, or overdue library books.

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 or designee. [For further information, see policies FP]

**FUND-RAISING**

Student groups or classes, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Principal approval in advance is necessary for the event to be placed on the school calendar and for the activity to be permitted on school property. Due to audit requirements, funds raised shall be received, deposited, and disbursed in accordance with Board policy. Note: Student participation in fund-raising activities shall not interfere with student nutrition or instructional programs. During established breakfast and lunch periods, food products listing sugar as the first ingredient may not be sold in the cafeteria, the area where those two meals are typically consumed.

**GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

## GRADING GUIDELINES

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

### Scholastic

90 - 100 A	Excellent
80 - 89 B	Good
70 - 79 C	Fair
0 - 69 F	Failure

### Grade calculation for each six weeks (unless a specific exemption policy applies)

The grade for the all six weeks will be grading periods is determined by averaging:

Homework/Classwork	= 50%
Tests	= 50%
Six-weeks grade	= 100%

Six weeks test will count twice.

### Grade calculation for the semester

The semester grade for which course credit is awarded is determined by averaging:

1st six-weeks grade	= 25%	4th six-weeks grade	= 25%
2nd six-weeks grade	= 25%	5th six-weeks grade	= 25%
3rd six-weeks grade	= 25%	6th six-weeks grade	= 25%
<u>Fall semester exam</u>	= 25%	<u>Spring semester exam</u>	= 25%
First semester grade	= 100%	Second semester grade	= 100%

## 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, 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 17 and policies FFI and FNCC]

## HEALTH-RELATED MATTERS

### Bacterial Meningitis

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

#### What is Meningitis?

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

#### What are the symptoms?

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

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

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

#### How serious is bacterial meningitis?

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

#### How is bacterial meningitis spread?

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

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

#### How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

#### Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

### 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.

### **Nurse**

The school nurse provides health care for students who become ill or injured at school in accordance with school policy. The school nurse also:

- Provides health counseling and guidance
- Maintains and updates immunization records
- Administers vision and hearing tests
- Maintains a list of communicable diseases with which a student may not attend school
- Any special health need of the student should be discussed with the school nurse.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. A student is allowed in the nurse's office only with a permit except in emergencies. If a student reports to the nurse without a pass in a non-emergency situation, he/she will be required to return to class and will receive an unexcused tardy. A student who leaves campus due to illness or injury without reporting to the nurse will be considered truant.

In the event of a serious medical emergency, a parent or guardian will be notified and the student may be transported to the nearest hospital. An emergency treatment authorization form is required for the parent/guardian to complete and return to school. All accidents occurring at school and requiring the services of a physician and/or an absence from school must be reported to the nurse the day of the accident. The nurse completes accident reports. Parents are encouraged to take advantage of student insurance since the district, by law, is not authorized to pay for student medical treatment.

### **Physical Activity for Students in Middle School**

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

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

### **Other Health-Related Matters**

### **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 Althea Dixon to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is available from the school nurse. [See also policies at BDF and EHAA]

### **Vending Machines**

Vending machines are placed on campus for the convenience of students and staff. All trash should be placed in appropriate receptacles. The privilege of using the vending machines may be revoked if containers and wrappers are not disposed of properly. The district is not responsible for money lost in a vending machine.

The district has adopted policies and implanted procedures with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal or the Director of Food Services.

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the Superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Wendell Moore, the district's designated asbestos coordinator at 903-737-7490.

### **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 and most effective methods to manage pests, including a variety

of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator, Wendell Moore, at 903-737-7490.

## HOMELESS STUDENTS

For more information on services for homeless students, contact the district's liaison for Homeless Children and Youths, Claudia Homer • 2396 Jefferson Rd • Paris, Texas • (903) 737-7500.

## IMMUNIZATIONS

A student will not be admitted to attend Paris Junior High unless he/she is in compliance with the immunization law. An immunization record is required of each student and is periodically reviewed by the school nurse to assure compliance. Contact the school nurse or refer to [www.parisisd.net](http://www.parisisd.net).

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the

DSHS Immunization Branch (MC 1946),  
P.O. Box 149347,  
Austin, Texas 78714-9347; or online at

<https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records

from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

## LAW ENFORCEMENT AGENCIES

### Questioning of Students

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

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

### Students Taken Into Custody

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policies FL(LEGAL) and GRA(LEGAL)]

### **LOST AND FOUND**

Students are responsible for securing their personal property. Found articles are kept in the main office. Articles not picked up by the end of the semester will be donated to a charitable organization.

### **MAKEUP WORK**

#### **Makeup 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 makeup work in a satisfactory manner and within the time specified by the teacher.

If "skipping" is involved or if a student does not make up assigned work within the time allotted by the teacher, the student will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

Teachers may assign a late penalty to any project turned in after the due date in accordance with time lines approved by the principal and previously communicated to students.

### **In-school Suspension (ISS) Makeup Work**

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

### **MEDICINE AT SCHOOL**

All medicine must be taken to the nurse's office upon the student's arrival at school. District employees, except those authorized by Board policy, will not give a student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements with the following exceptions:

Only authorized employees, in accordance with policies at FFAC, may administer:

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

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other

licensed health-care provider. 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 the use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

### **NONTRADITIONAL ACADEMIC PROGRAMS**

Discipline Alternative Education (DAEP)  
Paris ISD provides an off-campus alternative school for students with a serious or persistent misbehavior problem. Students attending the DAEP program will not be allowed to participate in the extracurricular activities. DAEP students are prohibited from attending any school function and from entering school property without specific permission from a PJH principal. A uniform is required. Refer to the Paris ISD Discipline Management Plan for further information.

### **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

A student desiring to participate in the UIL athletic program shall submit a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for incoming seventh grade students OR eighth grade students who have not previously participated in the athletic program. In other

years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

The district may provide additional screening as district and community resources permit. 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 agencies.

### **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day teachers will lead students in the recitation of the Pledge of Allegiance to the United States flag and Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

### **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. No school employee can or will 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 of course subject matter. A grade of at least 70 is required for course credit to be earned.

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

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 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

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

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 or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student 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 only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

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

With the exception of the 2011-12 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

A Personal Graduation Plan (PGP) will be prepared for any student who did not perform satisfactorily on a state-mandated assessment or is determined by the Paris ISD as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal.

The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF(LEGAL)] For a student receiving special education services, the students' IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

## **RELEASE OF STUDENTS FROM SCHOOL**

### **Closed Campus**

Paris Junior High is operated as a closed campus. Students will be allowed to leave school during the school day only with the permission of the principal or principal designee. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone.

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

If a student must leave the campus during the school day, the student should bring a written parental note to the main office that morning and follow the campus sign-out procedures before leaving campus. The note should give the date, reason, time of departure, and approximate time of return. Without this note, a student will not be permitted to leave the campus unless the parent comes in person to the office and requests dismissal of the student. The parent should go to the main office and sign the child out. The teacher will send the child to the main office, and he or she will be released to you at that time. Students may not be dismissed by a phone call from the parent except in the case of an emergency.

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

At the time students are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.

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

### **Leaving a school event**

Any student, including the student's guest, who leaves a school or school-sponsored event, will not be permitted to return without permission from the appropriate school authority.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class period are issued to parents once every 6 weeks. At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course is below 70 or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and 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)]

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

The report card or progress report will state whether tutorials are required for the student. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.

## **SAFETY**

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

- Avoid conduct that is likely to put the student or other students 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 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**

Paris ISD is not responsible for medical expenses associated with a student's injury. Soon after the school year begins, parents will have the opportunity to purchase optional, low-cost accident insurance that would help meet medical expenses, in the event of injury to their child.

### **Drills: Fire, Tornado, and other Emergencies**

Tornado and fire drill procedures are posted in classrooms, periodically reviewed by teachers, and practiced on a regular basis. When the alarm is sounded, a student should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Drug-Free / Gun-Free / Weapon-Free Zone**

Paris Junior High is a drug-free, gun-free, weapon-free zone. Drugs, guns, or illegal weapons are not permitted within 1000 feet of school property or activity. Violators will be prosecuted and, if students, subject to expulsion.

### **Emergency Medical Treatment and Information**

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

### **Emergency School Closing Information**

Should it become necessary for Paris ISD to dismiss school due to weather conditions or other reasons, information will be broadcast over local radio stations as well as posted on the district's website ([www.parisisd.net](http://www.parisisd.net)). Parents may also subscribe to the district's free e-Alerts and/or text notification system. Information regarding both of these free services can be found on the district's website.

## SCHOOL FACILITIES

### Use by Students Before and After School

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

The following areas are open to students before school:

- Cafeteria

The following areas are open to students beginning at 7:40 a.m.:

- Tutorial classrooms

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the assigned building or campus without a signed and dated hall pass, which states the reason and destination of the student.

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

### Conduct Before and After School

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

### Use of Hallways During Class Time

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

### Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the counselor to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or

sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Cafeteria facilities are available for students purchasing breakfast for \$1.50, a lunch for \$2.50, and/or items from the snack bar, as well as for students who bring their lunches. Adults may purchase breakfast for \$1.75 and lunch for \$3.00. Students eligible for free and reduced-priced meals should make application in the counselor's office and, if eligible for reduced-price meals, will be charged \$0.30 for breakfast and \$0.40 for lunch. Students may use cash to purchase meals on a daily basis or pay for meals in advance by contacting the cafeteria manager. Campus staff and students will be issued a cafeteria card with identification number. After eating, students should place disposable tray, cartons, etc., in proper areas. Food may be eaten in the courtyard.

With the exception of bottled water, students are not to take food or drinks from the cafeteria, local restaurants, or vending machines into the academic buildings. These items will be confiscated and appropriate disciplinary action taken. Bottled water is permissible; however, teachers have the right to disallow its use during class.

A parent is welcome to have lunch with his/her student in the cafeteria. If the parent brings food from outside sources, both the parent and student must eat in the cafeteria. The celebration of student birthday parties with food is not permitted on campus during regular school hours.

### Library

The library is a learning lab with books, computers, magazines, and other materials available for classroom assignments and projects. It opens at 7:40 a.m. and is available for individual student use during and after school. In response to curricular needs, the library may open on announced evenings for Internet use, research, college and career investigation, and project development. A library card is required for checkout of all books and library materials before they may be taken from the library. A signed Acceptable Use Agreement is required for computer access. Students are held accountable for any lost or damaged book.

### 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.

If the group desires to meet on school premises, student members shall submit a written request to the principal. The request shall contain a brief statement of the group's purposes and goals, a list of the group's members, and a schedule of its proposed meeting times. The principal and superintendent shall approve requests. Notices of meetings may be posted in a manner determined by the principal.

School personnel shall not promote, lead, or participate in the meetings; however, the principal may assign staff to monitor student meetings and may establish written guidelines for conduct of the meetings to maintain order and discipline, protect the well-being of students and faculty, and assure that student attendance is voluntary. Failure of the student group to comply with the rules may result in loss of the right of the group to meet on school premises.

### **Telephone**

School telephones are for school business only and may be used by students on rare occasions. Upon completion of the appropriate form, students will be granted permission to use the office telephone only in the case of a verified emergency or approved school business.

### **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. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. A student shall not place, keep, or maintain any article or material in a car, school-owned locker, desk, or room that is forbidden or that would lead school officials to reasonably believe it would cause a substantial disruption.

A student will be subject to a search if there is reasonable suspicion to believe that the student possesses an illegal substance or object. The scope of the search will be related to suspected violations.

### **Students' Desks and Lockers**

Students are assigned lockers upon enrollment, however; 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. Each student is expected to keep assigned lockers in a neat and presentable order and to use only the locker assigned.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board 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.

### **Trained Dogs**

Paris ISD 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, the areas around vehicles parked on school property, or within 300 feet of 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. Visits will be unannounced.

### **Drug Testing**

The names of students participating in competitive extracurricular activities shall be placed in a pool for random drug testing during the school year with the results of any drug test to be used only to determine eligibility for participation in school-sponsored competitive extracurricular activities.

Student participants and their parents shall sign a consent form agreeing to participate in the drug-testing program before the beginning of the school year, or specific activity. Consent forms shall be valid for the current school year only and shall be renewed annually in order for the student to continue participating in school-sponsored competitive extracurricular activities. If the student participant or his or her parent or guardian declines to sign the consent form, the student shall not be permitted to participate in school-sponsored competitive extracurricular activities. [See policy FNF (LOCAL)]

### **SPECIAL PROGRAMS**

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

### **Homebound Program**

This program is immediately available to any student with a statement from a physician specifying that the student is expected to be absent from school for four or more weeks. Academic work, under the supervision of a certified teacher, continues at home for the student.

### **Support Programs**

Tutorials, a math lab, and a reading lab are offered to assist students in passing courses and the state assessment tests; resource rooms, inclusion opportunities, and a content

mastery lab are available to assist students with disabilities in passing courses.

### **Tutorial Program**

Tutorials are offered before school. In addition, the after school tutorial program, SLAM, is provided Monday-Thursday from 3:45 – 4:30 p.m.

### **SLAM AFTER SCHOOL TUTORIALS (Study Like a Maniac)**

SLAM is available to ANY student needing extra assistance mastering core content or homework, making up assignments, and/or study reviews. Students who are in danger of not mastering the state assessment may also be assigned. SLAM can be attended voluntarily by the student, assigned by the teacher, or required by principals due to failing grades. Parents will be notified when a child is required to attend SLAM. For school year 2011-12, the SLAM schedule will be as follows:

- ✓ **Monday/Wednesday- Math/Science**
- ✓ **Tuesday/Thursday- ELAR/Social Studies**

### **SLAM Assigned by Teacher**

A teacher may assign SLAM to a student at any time during the year. The assignment may be a result of incomplete work, failing grades, or for a student who is in danger of failing the class.

### **SLAM Required by Principals**

At the end of each six weeks' grading period, principals will compile a list of all students who have failed one or more core subjects. Those students will be **REQUIRED** to attend SLAM for the ENTIRE six weeks following that grading period. Students will attend SLAM on the appropriate day/s. Students who fail to attend SLAM will be subject to disciplinary action.

Transportation is provided for the student. Contact the subject-area teacher or counselor for further information.

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

#### **Grades 3–8**

In addition to routine tests and other measures of achievement, students at certain grade levels 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 in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived.

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

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

### **STEROIDS**

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

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

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

### **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Deputy Assistant Superintendent Mark Hudson, who has been designated as the district's liaison for children in the conservatorship of the state, at 903-737-7473 with any questions.

### **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 the following Web sites or contact the

school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org/>
- <http://www.dshs.state.tx.us/mhservices-search/>

## SUMMER SCHOOL

Courses are offered each summer to help students gain credits for courses not passed in the regular school year. There is no fee for courses to regain credits and transportation is provided. Enrichment courses can be offered in summer school for a fee. The principal must approve enrichment courses in advance.

## TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program.

## TARDINESS

Students that arrive late to school should sign in at the office and report to class. Late arrivals to school and/or class will be noted by the teacher and submitted to the office through the electronic attendance system. The teacher and/or the assistant principals will assign disciplinary measures, as appropriate to the number of tardies accumulated. Car problems, oversleeping, missing the bus, and inexcusable personal reasons are unacceptable.

### Persistent Tardiness

Persistent tardiness will result in absence-related disciplinary action

First tardy	Choice of 1 day of Lunch Detention or swats
Second tardy	1 day Lunch Detention
Third tardy	2 days Lunch Detention plus parent contact by teacher
Fourth tardy	1 day of ISS, plus parent contact from office

Fifth and subsequent tardies will result in additional days of ISS and further disciplinary action.

Tardies to ISS will result in a choice of two swats or an additional ISS assignment.

## TEXTBOOKS, ELECTRONIC TEXTBOOKS, and TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care.

Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## TRANSFERS

The superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language. A nonresident student wishing to transfer into the district shall file an application for transfer each school year with the superintendent or designee. Transfer shall be granted for one regular school year at a time. The district shall limit the acceptance of transfer students. Factors taken into consideration include academic performance, attendance patterns, discipline records, space availability, and employment of additional personnel, as well as extenuating circumstances that may have prompted the request for transfer.

A resident student who becomes a nonresident during the course of a semester and who wishes to remain enrolled in the district must apply for transfer status and shall be subject to all transfer policies and procedures. A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the district, including those for student conduct and attendance, and that violation of the district's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement. Written notification of any transfer revocation shall be sent to the school district of residence. [see FDA(LOCAL)]

## TRANSPORTATION

### School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. All school-sponsored trips taken in privately owned vehicles must be adult-driven and approved by the principal. Students must provide a School-Sponsored Trip Consent/Conduct Form that is signed and dated by the parent.

## **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes are published in the newspaper, posted at school, and listed on the district web site at [www.parisisd.net](http://www.parisisd.net). A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 903-737-7489.

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep books, band instrument cases, feet, and all other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put hands, head, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van before crossing in front of the vehicle.

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

## **VANDALISM**

The taxpayers of the Paris community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that these facilities can serve those for whom they are intended — both this year and for years to come — littering, damaging, or defacing 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*. The parent of a student guilty of damaging school property will be liable for damages in accordance with law.

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. FERPA prohibits a public school from allowing a security video from being viewed by any one without an educational right to know.

The principal will review the video/video 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 Paris Junior High. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office, obtain permission from the principal or designee to remain on campus, sign the visitor's register, and receive a visitor's badge.

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

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

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

School personnel may from time to time invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## **WITHDRAWING FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The withdrawal procedure begins with the parent reporting to the principal's office for an exit interview on or before the last day the student will be on campus. At least two days notice of the withdrawal is helpful so that records and documents may be prepared.

Upon parent arrival, further instructions will be given, and a form stating the date of exit and the reason for withdrawal will be completed and signed by the parent.

The withdrawal form must be presented to the librarian to assure a clear library record, to the nurse's office for health records, to the counselor for a copy of the most recent report card and course clearance, and finally to the principal. One copy of the form will be given to the parent/student, and one copy will be placed in the student's permanent record.

All textbooks, library books, and other school-owned property, including athletic equipment and band uniforms, must be returned by the end of the last day the student is on campus.

Failure to pay fees for unreturned or damaged materials may delay transcript information being sent to the requesting school.

A forwarding address should be left with the registrar.

## APPENDIX A

### ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

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The Superintendent or designee will oversee the District's electronic communication system.

The District will provide training to employees in proper use of the system and will provide all users with access to acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

#### CONSENT REQUIREMENTS

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ (EXHIBIT)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT) and policies at FL]

#### FILTERING

The Superintendent will appoint a committee, to be chaired by the technology coordinator, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

#### REQUESTS TO DISABLE FILTER

The committee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The committee will make recommendation to the Superintendent regarding approval or disapproval of disabling the filter for the requested use.

## SYSTEM ACCESS

Access to the District's electronic communication system will be governed as follows:  
With the approval of the immediate supervisor, District employees will be granted access to the District's system.

The District will observe the following requirements for student passwords:

In elementary grades, K-5, a password is optional at campus discretion.

In grades 6-12, a password is required.

A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.

Students completing required coursework on the system will have first priority for use of District equipment during extended hours.

The Discipline Management Plan and *Student Code of Conduct* will be enforced with any system user identified as a security risk or having violated District and/or campus computer use-guidelines. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.

All users will be required to sign a user agreement annually for issuance or renewal of an account.

Students granted access to the District's system must complete any applicable District network training.

## TECHNOLOGY COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communication system, the principal or designee will:

Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.

Ensure that all users of the District's system complete and sign an agreement annually to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.

Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource and Internet safety.

Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.

Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety online and proper use of the system.

Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Superintendent or designee.

Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

Set limits for data storage within the District's system, as needed.

## INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic information/communication systems:

ONLINE CONDUCT	<p>Security on any computer system is a high priority, especially when the system involves many users. Any user who identifies a security problem or inappropriate use on the Internet or on the District's system, must notify a system administrator. A staff member shall not allow students to access the system through his or her account.</p> <p>2. The individual in whose name a system account is issued will be responsible at all times for its proper use.</p> <p>The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.</p> <p>Communications may not be encrypted so as to avoid security review by system administrators.</p> <p>System users may not use another person's system account without permission from the campus administrator or District coordinator, as appropriate.</p> <p>Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.</p> <p>System users must purge electronic mail in accordance with established retention guidelines.</p> <p>System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.</p> <p>System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.</p> <p>System users may upload public domain programs to the system with permission from the network administrator.</p> <p>System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.</p> <p>System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.</p> <p>System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.</p> <p>System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.</p> <p>Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.</p>
VANDALISM PROHIBITED	<p>Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses, hacking, or any other unlawful activity.</p> <p>Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.</p>
FORGERY PROHIBITED	<p>Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, or deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.</p>
INFORMATION CONTENT / THIRD-PARTY SUPPLIED	<p>System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communication systems in the global</p>

INFORMATION	<p>electronic network that may contain inaccurate and/or objectionable material. A system user who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.</p> <p>A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the <i>Student Code of Conduct</i>.</p> <p>An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.</p>
PARTICIPATION IN CHAT ROOMS	<p>Without prior approval, students are prohibited from participating in any chat room accessed on the Internet. Such participation is permissible for employees, in accordance with District policies.</p>
DISTRICT WEBSITE	<p>The District will maintain a District Website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated Webmaster. The technology coordinator and the District Webmaster will establish guidelines for the development and format of Web pages controlled by the District.</p> <p>No personally identifiable information regarding a student will be published on a Website controlled by the District without written permission from the student's parent.</p> <p>No commercial advertising will be permitted on a Website controlled by the District.</p>
SCHOOL OR CLASS WEB PAGES/BLOGS	<p>Schools or classes may publish and link to the District's Web site pages that present information about the school or class activities, subject to approval from the Webmaster. The campus principal will designate the staff member responsible for managing the campus' Web page under the supervision of the District's Webmaster. Teachers will be responsible for compliance with District rules in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must receive approval from the District Webmaster.</p>
STUDENT WEB PAGES/BLOGS	<p>With the approval of the District technology coordinator, students may establish individual Web pages linked to a campus or District Web site; however, all material presented on a student's Web page must be related to the student's educational activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's Web page to sites outside the District's computer system must receive approval from the District Webmaster.</p>
EXTRA-CURRICULAR ORGANIZATION WEB PAGES	<p>With the approval of the District Webmaster, extracurricular organizations may establish Web pages linked to a campus or District Web site; however, all material presented on the Web page must relate specifically to organization activities and include only student-produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the Web page. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District." Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the District Webmaster.</p>

**PERSONAL WEB PAGES** District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

**NETWORK ETIQUETTE** System users are expected to observe the following network etiquette:  
Be polite: messages typed in capital letters are the computer equivalent of shouting and are considered rude.  
Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.  
Pretending to be someone else when sending/receiving messages is considered inappropriate.  
Transmitting obscene messages or pictures is prohibited.  
Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.  
Using the network in such a way that would disrupt the use of the network by other users is prohibited.  
System users are prohibited from:  
Wasting school resources through improper use of the computer system.  
Any non-instructional use during instructional periods.  
Accessing, installing, downloading, or using non-educational games.

**TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT** Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

**DISCLAIMER** The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.  
Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.  
The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system.

**COPYRIGHT COMPLIANCE** The use of District technology in violation of any law, including copyright law, is prohibited. Copyrighted or licensed software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or license. Only the copyright or license owner, or an individual the owner specifically authorizes, may upload copyrighted or licensed material to the system.

No person will be allowed to use the District's technology to post, publicize, or duplicate information in violation of copyright law. The technology coordinator will use all reasonable measures to prevent the use of District technology in violation of the law.

**COMPLAINTS REGARDING COPYRIGHT COMPLIANCE** If a copyright or license owner reasonably believes that the District's technology has been used to infringe upon a copyright or license, the owner is encouraged to notify the District.

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Paul Trull

Position: Superintendent  
Address: 1920 Clarksville Street  
Paris, TX 75460  
Telephone: 903-737-7473  
E-mail: ptrull@parisisd.net

The Superintendent or designee will register this information with the federal Register of Copyrights, in accordance with federal requirements.

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## APPENDIX B

### STUDENT DRUG TESTING POLICY

STUDENT RIGHTS AND RESPONSIBILITIES FNF  
INTERROGATIONS AND SEARCHES  
(LOCAL)

EXTRACURRICULAR  
ACTIVITY DRUG  
TESTING RATIONALE

The Board encourages students to participate in school-sponsored competitive extracurricular activities and believes the opportunity to participate is a privilege offered to eligible students on an equal opportunity basis. The use of alcohol or other drugs by students participating in competitive extracurricular activities presents a hazard to the health, safety, and welfare of the student participant. The Board believes testing student participants in school sponsored competitive extracurricular activities serves the important purpose of detecting and preventing illegal drug and alcohol use.

DEFINITION

“School-sponsored competitive extracurricular activity” means, without limitation, all interscholastic athletics, cheerleading, drill team, academics, musical performances, dramatic productions, student government, and any other activity or group that participates in contests or competitions on behalf of or as a representative of the District.

REQUIRED TESTING

The names of students in grades 7 through 12 participating in competitive extracurricular activities shall be placed in a pool for random testing during the school year. Students shall be subjected to random tests pursuant to this policy.

USE OF RESULTS

The results of any drug test administered under this policy shall be used only to determine eligibility for participation in school sponsored competitive extracurricular activities.

CONFIDENTIALITY

Results shall be kept confidential and disclosed only to the student, his or her parents/guardians, and school officials designated by the Superintendent. Results shall not be placed in student records. No actions shall be taken by the school against the student, other than suspension from participating in extracurricular activities, as outlined below. Students shall not be penalized in any other way.

PROHIBITED CONDUCT

During the school year, student participants in school-sponsored competitive extracurricular activities shall not use, possess, sell, distribute, or be under the influence of any illegal drug, anabolic steroid, or alcohol.

CONSENT FORM

Student participants and their parents shall sign a consent form agreeing to participate in the drug-testing program before the beginning of the school year, or specific activity, e.g., casting and production of a dramatic presentation. Consent forms shall be valid for the current school year only and shall be renewed annually in order for the student to continue participating in school sponsored competitive extracurricular activities. If the student participant or his or her parent or guardian declines to sign the consent form, the student shall not be permitted to participate in school-sponsored competitive extracurricular activities.

TESTING PROCEDURE

A licensed medical facility or third party administrator selected by the Superintendent and approved by the Board shall conduct all testing for the

presence of drugs in student urine samples. The Superintendent or designee shall be the program manager and administer the program with the selected drug-testing provider.

Substances that are illegal to buy, possess, use, sell, or distribute under state or federal law, including prescription drugs, and alcohol shall be included in the tests. These substances include, but are not limited to: marijuana, cocaine, methaqualone, benzodiazepines, phencyclidine (PCP), methadone, barbiturates, propoxyphene, amphetamines, and opiates; metabolites of any of these substances; and performance-enhancing substances, including anabolic steroids.

Samples shall be taken under conditions that are no more intrusive to students than the conditions experienced in a public restroom. The Superintendent, in cooperation with the selected drug-testing provider, shall develop administrative regulations for collection and testing. Any student who refuses to be tested or who tampers with or assists another student in tampering with a sample shall receive the same consequences as for a positive test.

#### INITIAL TESTS

Testing shall occur at a time, place, and date scheduled in cooperation with the testing agency, and without prior announcement.

#### RANDOM TESTS

Random tests shall be conducted from time to time during the school year. The names of students to be tested shall be selected randomly by the drug-testing contractor for each testing occurrence using assigned numbers generated by computer. Under no circumstances shall human interference be allowed to alter the randomized nature of student selection. Students shall not be notified in advance of any drug test. When selected for testing, students shall be escorted to the school's testing site by a school employee and shall remain under employee supervision until a sample is provided.

#### POSITIVE TEST RESULTS

All positive results shall be confirmed by a second test before being reported as positive. The confirmation test shall use an alternative method of equal or greater sensitivity than that used in the previous drug test.

#### SANCTIONS

A student's first positive test shall result in the following consequences:

1. Notification to parents/student and designated administrator;
2. Required conference with parent/guardian;
3. Referral for substance abuse counseling; and
4. Retesting with each random testing group for one calendar year.

A student's second positive test shall result in the following consequences:

1. Notification to parents/student and designated administrator;
2. Required conference with parent/guardian;
3. Referral for substance abuse counseling;
4. Retesting with each random testing group for one calendar year;
5. Suspension from extracurricular activities for 30 calendar days; and
6. A retest at the end of the suspension and before rejoining any extracurricular activity.

A student's third positive test shall result in the following consequences:

1. Notification to parents/student and designated administrator;
2. Required conference with parent/guardian;
3. Referral for substance abuse counseling;
4. Suspension from extracurricular activities for one calendar year; and
5. A retest at the end of the suspension and before rejoining any extracurricular activity.

#### REFUSAL TO TEST

If a student refuses to participate in a drug test after signing the consent form, the refusal shall receive the same consequences as a positive test.

APPEAL

Students desiring to appeal the consequence shall follow the appeal procedures in FNG(LOCAL).

EFFECT OF  
DISCIPLINE POLICY

Nothing in this policy limits or prohibits the application of Board policy providing for disciplinary action for students using, being under the influence of, in possession of, or distributing illegal drugs or alcohol on school property or at school events.