Believing that every child can learn, Sabine Elementary School’s mission is to create a positive learning environment that promotes high academic expectations, higher order thinking skills, self discipline, initiative, and self-esteem in all students;

In a way that:

- A quality curriculum assures students meet or exceed state standards
- Diversity in student population is recognized and addressed
- Staff development is meaningful and effective
- Communication is systematic and purposeful
- Learning is a team effort between parents, teachers, students, administrators, and community; so all students will become life-long learners and productive citizens.

**Guidelines for Success**

Always try.
Be responsible.
Cooperate with others.
Do your best.
Everyone should be treated with respect (including yourself).
School Year: 2020-2021
Student Internet & Discipline Acknowledgement

**Please circle **(yes) or (no)** on all five statements. Sign and return this page.**

My child’s work, which may or may not be accompanied by his/her first name (and last initial in the event of two children in the same class with the same first name) may be electronically produced and displayed by Sabine Independent School District.

Please circle  

yes  

no

Photographs of my child, which may or may not be accompanied by his/her first name (and last initial in the event of two children in the same class with the same first name) may be electronically displayed and produced by Sabine Independent School District.

Please circle  

yes  

no

I authorize the use of corporal punishment to 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.

Please circle  

yes  

no

I have read the Acceptable Use Policy which is located on the high school’s website at www.sabineisd.org. In consideration for the privilege of using the District’s electronic communications system, and in consideration for having access to the public networks, I hereby release the District, IT operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the type of damage identified in the District’s policy and administrative regulations. **My student may use the Internet.**

Please Circle  

yes  

no

Sabine Independent School District has created Sabine ISD email accounts for all students in 3rd, 4th, and 5th grade to allow students to email teachers regarding classwork. Students will not be able to send or receive emails from outside our school. No student will be assigned an email account without parental or guardian approval. If students are not given email permission, they will still have access to the other features of Google. **My student may have an email account.**

Please Circle  

yes  

no

Student’s Printed Name: ____________________________  Grade: __________________________

Student’s Signature: ____________________________  Date: __________________________

Parent/Guardian’s Signature ____________________________  Date: __________________________
All doors are locked except the office door. All students arriving after 8:00 a.m. should enter ONLY through the office door and parent must sign student in as “tardy”. The student will receive a Tardy Slip from the secretary before going to the classroom. Parents and visitors must sign in on the Parent Registration Book when entering our building.

Identification may be required if the secretary on duty asks to check for identification. This procedure is necessary in order for us to ensure the safety of the children in our school. We appreciate your cooperation if your ID is requested.

Parents desiring to pick up their student during the school day must come to the office and sign him/her out. No child will be released to any person other than the parent, guardian, or persons designated by the parent/guardian. NO pickups in the office after 2:30, please consider this when making appointments for your child. The only exception is if a student has a 3:00 doctor appointment and the student must bring a note from the doctor’s office the following day. Any changes in going home plans must be made in writing or by fax, 903-984-4101 to the office by 2:00. Changes will not be taken over the telephone.
Dear Parents and Students:

Welcome to our school. We hope you will have a happy and successful school year. The Sabine Elementary Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Sabine I.S.D. Student Code of Conduct, which sets the consequences for inappropriate behavior. The Student Code of Conduct is required by law and is intended to promote school safety and an atmosphere for learning. That document can be found on the district website at www.sabineisd.org and is available in hard copy upon request.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revisions or modifications will be given as is reasonably practical under the circumstances.

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

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in central office or on-line at www.tasb.org/policy/pol/private/092906/.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Sabine I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Sabine I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

**QUICK REFERENCE**

Where to look or whom to see when you need information about…

- **Grading guidelines**
  - See the teacher
- **Report cards/progress reports and conferences**
  - See the teacher
- **State assessment**
  - See the counselor
- **Promotion and retention**
  - See the principal
- **Medicine at school**
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ABSENCES-ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day, 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 the parents should make every effort to avoid unnecessary absences. Two state laws - one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student’s attendance affects the award of a student’s final grade or course credit – are of special interest to students and parents. They are discussed below...

The state compulsory attendance law requires that:

- A student between the ages of 6 and 19 must attend school and District-required tutorial sessions unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day until the end of the year. If a student 19 or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespassing.
- Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials, will be considered truant and subject to disciplinary action. If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test. Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent without excuse from school on ten or more days within a six month period or parts of days within the same school year

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor the student’s attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent.

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

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 age 12 through age 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.
State law and Board policy permit certain absences, including:

- An extracurricular activity or public performance, approved by District’s Board of Trustees
- Required screening, diagnosis, and treatment for Medical-eligible students
- Observance of religious holy day, including travel for that purpose
- A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family
- A juvenile court proceeding documented by a probation officer
- An absence required by state or local welfare authorities
- A family emergency or unforeseen or unavoidable instance requiring immediate attention
- A temporary absence because of a documented appointment with a health care professional.
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered (this includes excused and unexcused absences). A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absence and how the student can regain credit or a final grade lost because of absences. The student may possibly be retained. The student or parent may appeal the committee’s decision to the District’s Board of Trustees by filing a written request with the Superintendent.

School begins at 7:50 am. Any student arriving after 8:00 should have a parent/guardian sign them in through the office as tardy. Three tardies equals an absence.

The campus will take official attendance every day at 10:00AM.

If your child is absent, please call the office by 8:30 am on the day of the absence. (Please note that a phone call does not substitute for a guardian note.) You may request homework assignments when your child is out for more than one (1) day. Calls requesting homework must be made no later than 8:30 am in order for assignments to be ready by 3:30.

If your child is absent due to a doctor’s appointment, please get a note from your doctor and have your child bring it to school. When your child is absent, please send a note the day your child returns to school. You may email a guardian note for an absence to either Mrs. Mashburn cmashburn@sabineisd.org or Mrs. Burns mburns@sabineisd.org. Notes must be presented no more than two (2) days following an absence or the absence will be unexcused. If a student is out 4 or more days at one time, a doctor’s excuse is required.

**After a student submits 5 total guardian notes for absences, he/she must present written documentation from a physician for each additional day missed in order for it to be excused. (The only exception will be if the student is sent home from the school nurse).**
If a student with a disability is experiencing attendance issues, the student’s ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student’s individualized education program or Section 504 plan, as appropriate.

If you are uncertain of an illness, please bring the student into the front office for the nurse to determine if they may attend school for the day. If the nurse determines that the student cannot remain at school, the absence will be excused for that day only.

State law states that any student who begins school or returns to school on the same day that he/she has a health care appointment will not be counted absent. A note from the attending health care official is required. These notes must be presented within two (2) days of the medical absence. This medical absence will not count against the student for perfect attendance.

When your student receives three (3) or more unexcused absences, the school will begin contacting you by letter to avoid an excessive absence situation. If the number of unexcused absences continues to mount, possible consequences could include a formal warning letter.

Furthermore, a parent/guardian and student may also face a court appearance and fine if the student accumulates ten (10) or more unexcused days and/or parts of days within a six month period, or three (3) or more unexcused days and/or parts of days within a four-week period.

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

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

When a student is absent on the day work is assigned, the teacher will assist the student in making up class assignments and test. If a student is absent for one day, one day will be given to makeup assignments missed. Two days will be given for two days of absence etc. Under extenuating circumstances such as long-term illness, family emergencies, etc., teachers may choose to give students more than one day for each day missed to make up assignments. In situations where the assignments were given before the student was absent, a shorter time frame at teacher discretion may be required.
Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time. Three tardies equals an absence. In the six weeks that a student receives an absence for tardies, they will be removed from perfect attendance for that six weeks and the year.

A parent wishing to withdraw a student from school must present a signed statement to the principal explaining the reason for the withdrawal and the effective date. The student must then follow the procedure outlined at Withdrawal from school on the last day of attendance.

For further information, see policies at EHBC, EIA, FDC, and FDD.

**ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)**

Sabine ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Information about all of these can be found on the district’s website at [www.sabineisd.org](http://www.sabineisd.org). Hard copies of any reports are available upon request to the district’s administration office.

TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA Homepage.

**BAD WEATHER CLOSING INFORMATION**

When it becomes necessary to open late or close school due to bad weather, the following radio and television stations will be notified by school officials:

**Television Stations**: KLTV Tyler, KETK Region 56, KFXK Fox 51, KYTX CBS 19

**Radio Stations**: KYKK 105.7 FM, KNUE 101.5 FM, KOOI 106.5 FM, KVNE 89.5 FM

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages.
It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

**BENCHMARK TESTING**

Benchmark testing for kindergarten – 5th grades is performed throughout the school year.

**BUILDING SECURITY**

All building visitors, including volunteers, must register in the front office before entering the main building. Visitors and volunteers will need to have their driver’s license to be scanned by our RAPTOR system. Please remember to limit your visit to your destination only. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. When the visitor is leaving, they will need to exit through the office to turn in their visitor’s badge so that they may be checked out. All outside doors are locked daily. Students and staff are instructed not to open the school doors for anyone at anytime. No one will be allowed to communicate with students through the fence surrounding the campus. Sabine ISD Security or Gregg County Sheriff’s Department will be contacted. To help ensure the safety of students, all visitors to Sabine Elementary will be limited to the following:

- **Scheduled Parent/Teacher Conferences**
- **Lunch with Child (only in the cafeteria during his/her scheduled lunch time)**
- **Approved Volunteers**

Parents, guardians, or visitors will not be allowed to walk their children to the classrooms, auditorium, or gym before school. Listed below are the guidelines to follow when visiting Sabine Elementary.

- Visitors may only enter and exit the building through the front office.
- Each visitor must sign-in upon arrival in the office and wear the printed visitor’s pass on their left shoulder.
- Before leaving, each visitor must sign-out in the office and return visitor’s pass.
- Parents must have prior approval by the teacher before coming early to assist with class parties, field trips, etc.

Please note, if you are picking up your child in the pick-up line, you will ALWAYS need an identification tag (child’s name & grade). New tags can be obtained in the office.

If a field trip or fun day is scheduled, visitors must enter through the office and sign-in. These requirements are to protect the safety of the students.
BULLYING

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student’s educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

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

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances.
Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district’s website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

SAFETY TRANSFERS/ASSIGNMENTS

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus.

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.

- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]

- Request the transfer of your child to another campus or neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.
BUS/TRANSPORTATION

The only students that will ride the Sabine ISD bus to the High School will be employees’ children. All others will have to be picked up by their parents in our designated car rider line. If a parent is a substitute teacher on either the Middle or High School campuses, their child may also ride the Sabine ISD bus with the proper going home change submitted to the Elementary campus.

SABINE ISD TRANSPORTATION BUS DISCIPLINE REGULATION
2020-2021

Districts Goals

TO PROVIDE SAFE TRANSPORTATION TO AND FROM SCHOOL

RESPONSIBILITIES OF BUS RIDERS

Riding a school bus is a privilege offered to Sabine I.S.D. students. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are subject to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver’s directions at all times.
- Arrive at the bus stop at designated time. Board the bus in an orderly manner, go directly to assigned seat and remain seated while the bus is in motion.
- For safety reasons students are to face the front of bus with feet on the floor at all times.
- Keep aisle and emergency exist clear of books, backpacks, band instruments, and body parts.
- Not throw anything inside or out the window of the bus.
- Not eat or drink on the bus, with the exception of water in plastic bottles.
➢ Not horseplay, wrestle or make loud noises while on the bus. This will distract the driver.

➢ Not deface the bus or its equipment.

➢ Not use profanity or obscene gestures towards anyone.

➢ Respect the driver and rights of others at all times.

Students failing to follow their responsibilities as Sabine ISD bus riders will be subject to the following:

**Grades Pre-K though 5**

**MINOR VIOLATIONS** included, but are not limited to:

♦ Not remaining seated properly  
♦ Eating or drinking on bus  
♦ Littering  
♦ Talking loudly or screaming  
♦ Placing a body part (hand, arm, head, etc.) outside of the bus while moving.  
♦ Failing to enter or exit the bus in an orderly manner  
♦ Using profanity, cursing, or an obscene gesture to other students  
♦ Being disrespectful to others or their property  
♦ Spitting, biting, pinching, etc.

Consequences of committing a MINOR OFFENSE are as follows:

Level I 1<sup>st</sup> written discipline report- documented warning to student

Level II 2<sup>nd</sup> written discipline report- principal’s discretion

Level III 3<sup>rd</sup> written discipline report- Loss of bus riding privileges for 3 days
Level IV 4th written discipline report-loss of bus riding privileges for 9 days
ALSO: use of profanity, cursing other students, tobacco use, or indecent gesturing towards other students, FIRST OCCURRENCE (no prior referrals)-loss of bus riding privileges for 9 days

Level V 5th written discipline report-loss of bus riding privileges for 30 days

Level VI 6th written discipline report- loss of bus riding privileges for the remainder of school year.

Grades Pre-K though 12

MAJOR VIOLATIONS

The consequence for a Major Violation is suspension from bus privileges for 30 days. A second Major Violation will result in the IMMEDIATE REMOVAL of rider from SABINE ISD buses for the remainder of the school year. Other discipline actions may be taken as deemed appropriate by the school administrator.

MAJOR VIOLATIONS, include, but are not limited to:

A. Vandalism

B. Use of profanity, cursing, or obscene gesture to person other than another student

C. Threatening or causing any bodily harm to a bus driver or other school official

D. Any reckless action that could cause harm to the normal safe operation of the bus.

E. Fighting or assault
OTHER OFFENSES

Other offenses of a serious nature will result in the suspension from the bus for the Remainder of the school year and placement in AEP or expulsion.

Serious offenses include but are not limited too:

A. Using, exhibiting or possession of a firearm, illegal knife, club or weapon.
B. Selling, giving, delivering, possessing, using or being under the influence of alcohol or an illegal drug.

SPECIAL NOTES:

1. If a bus rider is removed from riding the bus for the remainder of the school year for any reason during the last six weeks of the school year, he or she will not be eligible to return as a rider until the second semester of the following school year.
2. Students caught vandalizing the school bus will be subjected to the disciplinary actions listed as well as paying the cost of actual repairs.
3. Students who have been removed from bus riding privileges may not ride another Sabine ISD bus until the privileges have been reinstated.
4. Parents and/or legal guardians of bus riders should note that drivers are instructed not to hold conferences or try to solve disciplinary problems while the bus is in operation on the route. Parents should refer questions or concerns to the Transportation Office at 903-984-9236 and may arrange a conference with the driver if necessary.
5. Lost and found articles will be stored in the Transportation Office. Hours are from 7:00 a.m. until 4:30 p.m. on school days.
6. All buses are equipped with video monitoring equipment. Drivers, principals and transportation personnel periodically monitor the actions of riders by using the video equipment. In accordance with state law, non-school personnel will not be allowed to view these videos.
7. Sabine ISD will make every effort to operate the bus fleet in a timely manner. Drivers take pride in being “on time” when loading and unloading bus riders at their homes. Traffic, discipline problems, etc. will affect the time of arrival and departure and cannot be avoided by the driver.
8. Sabine ISD Drivers are trained during their certification courses to operate a bus safely. If an unsafe condition exists, the driver will stop the bus and will not continue the route until a safe environment has been restored.

9. A student may ride as a “guest” or “temporary” rider if the following criteria are met:
   1. Temporary ridership is only granted if space is available on the host bus.
   2. If space is available, a written note, signed by the parent or guardian, is required and should state the student’s name and bus request.
   3. The note must be presented to the campus principal for approval when the student arrives at school.
   4. The note, signed by both the parent and principal, must be presented to the driver prior to boarding the bus as a “guest”.

APPEALING A BUS REMOVAL DECISION:

1. The campus administrator’s decision regarding student discipline on Sabine buses shall be considered final unless evidence is presented that clearly shows that the administrator has failed to follow the district’s bus disciplinary policy.
2. Appeals can only be requested when a student is removed from riding privileges for 10 or more days.
3. All appeals must be made in writing and received by the Superintendent of Schools within (7) days of parent notification. Appeals requested after the seven-day period will not be heard.
4. An appeal of the administrator’s decision may be submitted by a parent or transportation employee.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor students’ behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.
CAMPUS PARENT INVOLVEMENT POLICY

Acknowledging that parents/guardians are a student’s first teachers and that this continuing support is essential for academic success, Sabine Elementary School is committed to the following parent involvement policy:

♦ Title I school wide parents will annually receive information concerning the implementation of the Title 1 school wide program and will be encouraged to offer suggestions for improving/strengthening the program.
♦ Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
♦ Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, DIBELS, STAAR etc.
♦ Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
♦ Parent representatives (including parents of Title I School wide students) will be involved in the development, review and evaluation of the campus improvement plan.
♦ Title I school wide parents will be involved annually in the review/revision of the Parent/School Compact.
♦ Title I school wide parents will be asked to complete surveys seeking evaluation of the Title I school wide program and parent involvement.
♦ Parent Involvement Policy is located on the district website and campus website

CELL PHONES

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.

Any use of cell phones or other telecommunication are subject to:
- First offense – device is confiscated and parent must pick up the device
- Second offense – device is confiscated, parent must pick up the device and a $15 fine will be charged.
- Third offense - device is confiscated, parent must pick up the device and a $15 fine will be charged. In addition, three days of ISS will be assigned.

For items such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. See policy FNCE.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.
CHANGE OF ADDRESS OR TELEPHONE NUMBER

In order for the school to handle emergencies, maintain communication, and keep records current, please notify the school office of address or telephone changes, both at home and work.

CHEATING/ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty – cheating or plagiarism – is not acceptable. Cheating includes the copying of another student’s work – homework, class work, test answers, etc. – as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties assessed by the teacher.

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks:

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

CHILD SEXUAL ABUSE, SEX TRAFFICKING, LABOR TRAFFICKING, AND OTHER MALTREATMENT OF CHILDREN

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.
Warning Signs of Sex Trafficking

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services. Traffickers are often trusted members of a child’s community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online. Possible warning signs of sexual trafficking in children include: Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude; Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology); Tattoos or branding; Refillable gift cards; Frequent runaway episodes; Multiple phones or social media accounts; Provocative pictures posted online or stored on the phone; Unexplained injuries; Isolation from family, friends, and community; and older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:
* Being unpaid, paid very little, or paid only through tips;
* Being employed but not having a school-authorized work permit;
* Being employed and having a work permit but clearly working outside the permitted hours for students;
* Owing a large debt and being unable to pay it off
* Not being allowed breaks at work or being subjected to excessively long work hours;
* Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
* Not being in control of his or her own money;
* Living with an employer or having an employer listed as a student’s caregiver; and
* A desire to quit a job but not being allowed to do so.

A child who has experienced sexual abuse, trafficking 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 and neglect 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, trafficking 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...

Texas Department of Family and Protective Services.

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

Child Welfare Information Gateway Factsheet
KidsHealth, For Parents, Child Abuse
Texas Association Against Sexual Assault, Resources
Office of the Texas Governor’s Child Sex Trafficking Team
Human Trafficking of School-aged Children
Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault
National Center of Safe Supportive Learning Environments: Child Labor Trafficking

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 Texas Abuse Hotline Website.

**CHILDREN OF MILITARY FAMILIES**

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment. Additional Information may be found at … Military Family Resources at the Texas Education Agency.

**CLINIC/MEDICATION**

A clinic is provided for temporary care of children who become ill or are injured at school. Parents will be called and are to make arrangements for the children to be picked up if necessary. In order for the school to effectively handle any emergency, please keep all health and emergency records current.

Written authorization from a parent/guardian is required for the dispensing of any medication. All medication should be sent to school in the properly labeled, original container and must have a doctor’s written, detailed instructions for administering.

Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request. Medication shall be administered by the school nurse or designated employees of the district. All medication must be stored in the school clinic or the school vault. The district will not purchase medication to give to a student. Note: Insect repellant is considered a nonprescription medication.

A student who has written authorization from his or her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student’s discretion, to use prescribed asthma medication at school or school-related events.
The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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.

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. Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student’s teacher or other district personnel will apply sunscreen to a student’s exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

The decision to send a sick child home is at the discretion of the school nurse or principal.

Students with temperature of 100 degrees or higher, nausea and vomiting, or diarrhea will be sent home.

If your child has vomited the morning of school, please keep them home for the day.

If a student has been sick with fever, he or she should not return to school until they have been free of fever (without medication) for 24 hours. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours.

If you are uncertain of an illness, please bring the student into the front office for the nurse to determine if they may attend school for the day. If the nurse determines that the student cannot remain at school, the absence will be excused for that day only.
COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

- Amebiasis
- Campylobacteriosis
- Chicken Pox
- Common cold with fever
- Fifth disease (Erythema Infectiosum)
- Gastroenteritis, Viral
- Giardiasis
- Head Lice (Pediculosis)
- Hepatitis A (acute)
- Impetigo
- Infectious mononucleosis
- Influenza
- Measles (Rubeola)
- Meningitis, Bacterial
- Mumps
- Pinkeye (Conjunctivitis)
- Ringworm of the scalp
- Rubella (German Measles) including congenital
- Salmonellosis, including typhoid fever
- Scabies
- Shigellosis
- Streptococcal disease, invasive (group A or B)
- Tuberculosis, Pulmonary
- Whooping Cough (Pertussis)

Further information may be found at policy FFAD.

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. 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 available on the district website. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees.
Some complaints require different procedures. Any campus office or the Superintendent’s office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available in the Superintendent’s office or on the district’s website at www.tasb.org/policy/pol/private/092906/.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal privileges and other disciplinary action.

Students and parents should be aware that electronic communications-e-mail-using District computers are not private and may be monitored by District staff.

COMMUNICATIONS (EMERGENCY) – AUTOMATED

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy – even when others do not
- Behave in a responsible manner, always exercising self-discipline
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Meet district or campus standards of grooming and dress
- Obey all campus and classroom rules
- Respect the right and privileges of other students, teachers, and other District staff
- Respect the property of others, including District property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct
APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our students, Sabine Elementary School rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The district has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on district transportation
- Within 300 feet of school property
- While a student is in attendance at any school-related activity, regardless of time or location
- For any school-related misconduct, regardless of time or location this includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be re-admitted.
- When a retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location
- When a student commits a felony, as described by Texas Education Code 37.006
- When criminal mischief is committed on or off school property or at a school-related event

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

CORPORAL PUNISHMENT

Corporal punishment – spanking or paddling the student – may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual. However, the principal will honor a parent’s yearly request in writing that discipline methods other than corporal punishment be used. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child. You may choose to revoke this prohibition 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.
Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. All students have access to the counselor and may self-refer in addition to parents, teachers and administration. Parental consent is not required for each individual visit to the counselor, however the counselor will communicate with parents regarding any dangerous and/or illegal activities that are revealed, and if there may be a need for ongoing counseling sessions for a period of time.

If your child has experienced trauma, contact the school counselor for more information.

The district has a comprehensive school counseling program that includes:
• A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
• A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;

• An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
• Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

CREDIT BY EXAM

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district’s board of trustees, and state law requires the use of certain examinations, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable.
The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student who is homeless or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once. If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

STUDENTS IN GRADES 1-5

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student’s parent gives written approval of the grade advancement.

Credit by Exam 2020-2021

Students who intend to take the Credit by Examination tests for the 2020-2021 school year will take the examinations in June or July of 2020. Contact the principal’s office for information.

Available Examinations
A student must take all four examinations and earn an 80 or above on each examination to advance to the next grade level.
Language Arts
Mathematics
Science
Social Studies

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, 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, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district’s policy is available in the principal’s office and in the superintendent’s office or on the districts website. [See policy FFH.]
**DATING VIOLENCE**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student’s family members, or members of the student’s household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student’s current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

**DELIVERIES**

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Any floral, balloon, or candy deliveries will be distributed at the end of the school day. Balloons and glass vases will not be allowed on the bus, and should be picked up in the office after school.

**DIBELS**

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) provides teachers with baseline assessment data and frequent monitoring student progress. Teachers use this assessment to drive literacy instruction in the classroom. Students in grade kindergarten-third grade are involved in DIBELS assessment.
DISCIPLINE

A student who violates the district’s Student Code of Conduct shall be subject to disciplinary action.

Generally, disciplinary action is administered at levels, each level by (a) nature of the misconduct, and (b) the student history of violations. The following serves as a guide:

- **Preliminary Action**
  - Teacher Warning: Parent contact recommended

- **Level 1**
  - Office Referral: Counseling, Afternoon Detention, Corporal Punishment, In-School Suspension, Public Service, Parent notification required

- **Level 2**
  - Office Referral: In-School Suspension, Suspension from School, Removal to Alternative Educational Placement
  - Parent notification required

- **Level 3**
  - Office Referral: Mandatory Removal to Alternative Educational Placement
  - Parent conference required

- **Level 4**
  - Office Referral: Mandatory Expulsion; Removal to Alternative Educational Co-Operative
  - Parent conference required

Examples of first offenses for each category include, but not limited to:

- Class disruption; tardies; name calling; use of vulgar or profane language; public display of affection; violation of dress code; cheating; failure to follow class rules; hall misconduct; possession of electronic devices
- Possession/using tobacco products; possession of any knife, including a pocketknife; engaging in extortion or blackmail; harassing any student or adult; truancy; aggressive behavior which disrupts or interferes with school activities; leaving class/school without permission; engaging in verbal abuse or ethnic slurs; insubordination to any school employee; engaging in fighting
- Engaging in conduct punishable as a felony; commits an assault; makes terroristic threat; sells or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense; sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony offense; behaves in a manner that contains the elements of an offense relating to abusive glue or aerosol paint or relating to volatile chemicals; behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure
- Bringing to school a firearm; possession of a firearm, illegal knife, club, or other illegal weapon; engages in conduct that contains the element of aggravated assault, sexual assault, arson, murder, indecency with a child; engaging in any conduct which is punishable as a felony; continuing to engage in misconduct after being placed in an alternative educational program; engaging in criminal mischief

*A student engaged in fighting will result in the Gregg County Sheriff’s Office being notified and a citation will be given for disorderly conduct.*

Refer to the Student Code of Conduct for other offenses. Note that repeated offenses will result in next-level consequences.
DISCIPLINE TECHNIQUES

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations’ extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student’s parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.
DISCIPLINE NOTIFICATION

The principal or appropriate administrator shall notify a student’s parent by phone or in writing of any violation that may result in a detention outside of regular school hours, out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

DISCIPLINE APPEALS

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal’s office or the central administration office or through Policy On Line at the following address: (www.sabineisd.org)

Consequences shall not be deferred pending the outcome of a grievance.

DISCRIMINATION

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

Nondiscrimination Statement
In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment.

Inquiries about the application of Title IX may be referred to the district’s Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment
the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator.
- For other concerns regarding discrimination, see the superintendent.

HARASSMENT

Sabine Independent School District believes that every student has the right to attend school and school–related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. In addition to dating violence as described above, two other types of prohibited harassment are described below.

SEXUAL HARASSMENT AND GENDER-BASED HARRASSMENT

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but 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. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child’s hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual. Gender-based harassment includes harassment based on a student’s gender, expression by the student of stereotypical characteristics associated with the student’s gender, or the student’s failure to conform to stereotypical behavior related to gender.
Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**RETRALIATION**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**REPORTING PROCEDURES**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student’s parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.] Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted. The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

**INVESTIGATION OF REPORT**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency’s investigation.
During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct. If the district’s investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

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

DISPLAYING A STUDENT’S ARTWORK AND PROJECTS

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

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

DISTRICT/CAMPUS TESTING PROGRAM

The State of Texas Assessments of Academic Readiness (STAAR) is given to eligible students in grades 3, 4, 5. The school will provide a testing schedule to help parents be aware of the exact STAAR testing dates.

DRESS 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. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

The District prohibits any clothing or grooming that in the principal’s 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 these general guidelines and the District’s dress code for students in the student handbook.

If the principal or designee determines that a student is not in compliance with the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension 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, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or designee or sponsor and may be subject to other disciplinary action.

**DRESS CODE GUIDELINES:**

The administration reserves the right to judge whether any current fashion or fad is appropriate for school wear and to require any student to change his/her attire if it is not found acceptable. Clothing and grooming should be in good taste and should not cause undue attention or disruption.

**STUDENT DRESS AND GROOMING IN GRADES PRE-K - 12 SHALL CONFORM TO THE FOLLOWING:**

1. Shoes must be worn at ALL times.
2. Shorts may be worn. The hem of the shorts cannot be shorter than fingertip length when arms are fully extended by the side.
3. Outer clothing made from Lycra material will not be acceptable attire for students.
4. Skirts and/or dresses will not be shorter than the allowed shorts.
5. Any apparel that advertises or implies sex, drugs, tobacco, alcohol, profanity, etc., or that may distract from the learning process, is NOT permitted.
6. No caps, hats or other form of head covering will be allowed at school for either male or female students during regular school hours.
7. Garments that are sleeveless by design may be worn unless undergarments are exposed or deemed inappropriate by the administration. Spaghetti straps, muscle shirts, and racerback shirts are not allowed.
8. Shirts designed to be buttoned MUST be buttoned (layering is allowed).
9. Transparent clothes are NOT allowed.
10. Apparel that allows the midriff to show (front or back) is not allowed. Shirts, blouses, etc. must be long enough to cover the midriff while standing or sitting.
11. Sundresses and shirts that are backless, and have spaghetti straps, etc. are NOT allowed.
12. Students will not be permitted to wear sunglasses in the building. Permission will be granted if requested by a doctor.
13. Extracurricular organizations may develop apparel guidelines and requirements for participation in their respective activities with the approval of administration.
14. No names or insignias that represent public school fraternities, sororities, secret societies, or gangs, as described in TEC 37.121 shall be worn.
15. Sagging pants are not permitted. A belt must be worn and cinched at the waist on any oversized pants.
16. Appropriate undergarments must be worn.
17. No wallet chains or chains that attach to belt loops will be allowed.
18. With the exception of female ear piercing, body adornment involving piercing will not be permitted.
19. Pajamas, house shoes or attire that imitates sleepwear or loungewear are not to be worn to school.
20. No distractible hair colors or hairstyles will be permitted.
21. Hair must be kept in a manner that does not cover the student’s eyes.
22. Students will not be permitted to wear any type of pants or shorts with writing across the seat.
23. Students will not be permitted to wear jeans with holes above their fingertip length when arms are fully extended by the side.
24. No student will be permitted to display a stick on tattoo. Sabine school spirit tattoos, which can be removed with soap and water, may be worn on Fridays for supporting school activities.
25. No trench coats permitted.

Note: This dress code is a guideline to acceptable attire and cannot be considered completely exclusive. Therefore, when other forms of dress are deemed inappropriate for reasons not listed, the administration will address the violation. In matters of opinion, the judgment of the administration will prevail.

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. Parents may pick up the device in the principal’s office. A fee of $15.00 may be assessed beginning with the second infraction. Third infraction, device is confiscated, parent must pick up the device and a $15 fine will be charged. In addition, three days of ISS will be assigned.

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.

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.

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, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child http://beforeyoutext.com, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

**Limiting Electronic Communications with Students by District Employees**

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

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor and the student’s parent as recipients on all text messages.

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

**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 will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, 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.

**ENGLISH LEARNERS**

A student who is an English learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish may be administered to an English learner or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.
If a student is considered an English learner and receives special education services because of a qualifying disability, the student’s ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

**EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](https://www.uiltexas.org/parentinformation); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

**FIELD TRIPS**

The district periodically takes students on field trips for educational purposes. A parent must provide permission for a student to participate in a field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

If a student will be riding with their parent to a field trip, the parent must sign a release form in the elementary office. Parents are permitted to only transport their child to the scheduled field trip.

**FOOD AND NUTRITION SERVICES**

All students eat in the cafeteria along with their classmates whether they purchase or bring lunches. Milk and dessert are included in the purchased lunches. You are encouraged to prepay your child’s meals by the week or month.
When you prepay, your child may choose the days he/she wants to purchase meals. Prepaid meal money should be sent in an envelope labeled with your child’s name, grade, and teacher’s name. All money for meals should be taken directly to the cafeteria before school. Checks should be made payable to Sabine ISD. The cafeteria menu will be sent home at the beginning of the school year.

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Free and reduced-price meals are available based on financial need or household situation. Information about a student’s participation is confidential. The district may share information such as student’s name and eligibility status to help enroll eligible children in Medicaid or the state children’s health insurance program (CHIP) unless the student’s parent notifies the district that a student’s information should not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

Prices for lunchroom items are as follows:

- Student lunch: $2.60
- Student reduced lunch: $2.00
- Student breakfast: $1.25
- Student reduced breakfast: $1.00
- Extra milk: $0.60
- Visitor lunch: $4.00
- Visitor breakfast: $2.00

- Students are not allowed to use microwave ovens to heat food.

- Students with a doctor’s excuse may get water instead of milk with a school lunch, or students may bring their own drink from home in place of milk.

- Our computerized system allows students to charge 2 meals. A low balance notice will be sent home with your child when your account reaches a $3.00 balance. Your child still has money on the account for 2 more meals. This will give you time to purchase more meals on the account. When the account reaches a $0.00 balance, another low balance notice will be sent home. At this particular time, we will charge 3 more meals on the account with the intent of these meals being paid for as soon as possible. If the meals are not paid for, the student will receive an alternative meal.

- Parents/Guardians can check student balance and deposit money in student’s account on the district website www.sabineisd.org by clicking on the link Lunch Money Now.
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.

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

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services’ (DSHS) “Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis.” The district’s management plan addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district’s food allergy management plan can be accessed at www.sabineisd.org

The complete text of the “Guidelines for the care of Students with Food Allergies At-Risk for Anaphylaxis” can be found on the DSHS website at Allergies and Anaphylaxis.

Also see policy FFAF.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value; for a complete list of Foods of Minimal Nutritional Value contact: Sunnie Caldwell, Food Services Director at 903-984-6917
FOSTER CARE – STUDENTS IN THE CONSERVATORSHIP OF THE STATE

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district’s established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship of the state and who is moved outside of the district’s or school’s attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district’s or school’s boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student’s 18th birthday, the district will:

- Assist the student with the completion of any applications for admission or for financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

FUNDRAISING

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations.

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.

**GIFTED AND TALENTED PROGRAM**

Enriched and extended curriculum is offered for students identified as gifted and talented. Students may be nominated for the G/T program by themselves, parents, or community members. Nomination forms should be requested and completed in the fall semester for spring identification, with participation beginning in 2018-2019. Parental permission is required before a student may begin testing. A handbook describing the G/T program is available for review upon request. For additional information, contact Dana Corbett, G/T Coordinator, through the elementary school office.

**GRADING/PROMOTION POLICIES**

Sabine Elementary School follows the grading/promotion policy approved by the Sabine Board of Trustees.

Teacher discretion will be used to determine any grade changes or the opportunity to do the assignment over.

**HAZING (ALL GRADE LEVELS)**

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality; an activity that subjects the student to an unreasonable risk of harm or that adversely affects the student’s mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances; an activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

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.
HEAD LICE

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

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

Notice will also be provided to parents of elementary school students in the affected classroom without identifying the students with lice.

More information on head lice can be obtained from the DSHS website Managing Head Lice in school settings and at home.
[See policy FFAA.]

More information on head lice can be obtained from the TDSHS Website at Managing Head Lice

STUDENTS WHO ARE HOMELESS

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.
If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

**IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, measles, rubella (measles), rubeola, mumps, tetanus, pertussis, polio, hepatitis A, hepatitis B, and 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 Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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 [Affidavit Request for Exemption from Immunization](#). 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.

If a student’s religious beliefs conflict with the requirement that the student be immunized, the student must present a statement by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the belief and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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 would be harmful to the health and well-being of the student or any member of the student’s family or household. This certificate must be
renewed yearly unless the physician specifies a lifelong condition. For further information, see policy FFAB.

[For further information, see policy FFAB(LEGAL) and the DSHS website at Texas School & Child-Care Facility Immunization Requirements.]

**IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension may be used as a discipline management technique in accordance with the Student Code of Conduct. Students assigned to in-school suspension must complete all time assigned before they are allowed to return to the regular classroom. Students who violate in-school suspension rules will be subject to further disciplinary action.

While assigned to ISS students will work on assignments sent by the regular classroom teacher. Failure to complete these assignments will result in a zero and could result in additional consequences.

**LATE ARRIVAL/EARLY DISMISSAL**

All students arriving at school after 8:00 a.m. must report directly to the school office with a parent or guardian for a tardy admit slip.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher’s permission, report to the nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.

Parents desiring to pick up their student during the school day must come to the school office and sign him/her out. No child will be released to any person other than the parent, guardian, or persons designated by the parent/guardian. NO pickups in the office after 2:30, please consider this when making appointments for your child. The only exception is if a student has a 3:00 doctor appointment and the student must bring a note from the doctor’s office the following day. Any changes in going home plans must be made in writing or by fax, 903-984-4101 to the office by 2:00. Changes will **not** be taken over the telephone.
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, including without parent consent if necessary.

- 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student’s identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court 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 custody action, notification will most likely be after the fact.

LEAVING CAMPUS

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

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

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student’s return. Documentation regarding the reason for the absence will also be required.

- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student’s parent and document the parent’s wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student’s parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.
LPAC
ENGLISH LEARNERS

A student who is an English learner is entitled to receive specialized services from the
district. To determine whether the student qualifies for services, a Language Proficiency
Assessment Committee (LPAC) will be formed, which will consist of both district
personnel and at least one parent representative. The student’s parent must consent to
any services recommended by the LPAC for an English learner. However, pending the
receipt of parental consent or denial of services, an eligible student will receive the
services to which the student is entitled and eligible.
In order to determine a student’s level of proficiency in English, the LPAC will use
information from a variety of assessments. If the student qualifies for services, and once
a level of proficiency has been established, the LPAC will then designate instructional
accommodations or additional special programs that the student will require to eventually
become proficient at grade level work in English. Ongoing assessments will be
conducted to determine a student’s continued eligibility for the program.
The LPAC will also determine whether certain accommodations are necessary for any
state-mandated assessments.
The STAAR L may be administered to an English learner or, for a student up to grade 5,
a Spanish version of STAAR. In limited circumstances, a student’s LPAC may exempt
the student from an otherwise required state-mandated assessment or may waive certain
graduation requirements related to the English I end-of-course (EOC) assessment. The
Texas English Language Proficiency Assessment System (TELPAS) will also be
administered to English learners who qualify for services.
If a student is considered an English learner and receives special education services
because of a qualifying disability, the student’s ARD committee will make instructional
and assessment decisions in conjunction with the LPAC.

MAKEUP WORK

When a student is absent on the day work is assigned, the teacher will assist the
student in making up class assignments and test. If a student is absent for one day,
one day will be given to makeup assignments missed. Two days will be given for two
days of absence etc. Under extenuating circumstances such as long-term illness,
family emergencies, etc., teachers may choose to give students more than one day for
each day missed to make up assignments.
In situations where the assignments were given before the student was absent,
a shorter time frame at teacher discretion may be required.
You may request homework assignments when your child is out for more than one (1)
day. Calls requesting homework must be made no later than 8:30 am in order for
assignments to be ready by 2:30.
MENTOR PROGRAM

Mission Statement
The mission of Sabine Elementary Mentoring Program is to connect elementary students with positive adult role models throughout our community who will offer support, guidance and potentially lifelong friendships.

Mentoring Matters
Mentors make a difference. Research shows mentoring successfully increases self-esteem, student academic success, reduces the risk of drug or alcohol use, and has fewer absences from school.

Be a Mentor
Mentors spend 30-60 minutes monthly with their students for a year. We will provide support, fun activities, ideas, and an eager child; you develop a friendship that can last a lifetime.

**If you are interested in mentoring a student, please call or email: (903)984-5320.

MENTAL HEALTH SUPPORT
The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:
• Mental health promotion and early intervention;
• Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
• Substance abuse prevention and intervention;
• Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
• Grief, trauma, and trauma-informed care;
• Positive behavior interventions and supports;
• Positive youth development; and
• Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the campus has procedures to support the student’s return to school. Please contact the campus mental health liaison for further information (Natalie Johnson – Counselor).

MORNING ANNOUNCEMENTS

Morning announcements take place at 8:00. At that time we recite The Pledge of Allegiance, The Pledge to the Texas Flag, and observe one minute of silence.
PARENT PICK-UP

Student safety on campus is a high priority. In order for our car pick-up to run efficiently, we will require all vehicles to display an identification tag. Any designated person that is allowed to transport your child will be required to have an identification tag from the office. In the case that you do not have an identification tag while in the pick-up line, you will be sent to the office where your ID will be verified before you receive an identification tag to pick up the student. Once the identification tag has been obtained, you will be instructed to return to the pick-up line. To avoid any delays, please have the identification tag displayed at all times.

Parents who desire to pick-up their children at dismissal time must drive to the front pick-up area to receive their children. Teachers will walk all children to their car. Identification tags may be obtained on Meet the Teacher Night or at anytime in the school office.

There will be no cell phone use (hands free calls, texting etc.) in the pick-up lines. You may be ticketed.

Your cooperation is greatly appreciated in helping make the pick-up service work effectively, efficiently, and safely.

PARENT AND FAMILY ENGAGEMENT

The Parent and Family Engagement Policy can be accessed on the Sabine Elementary Website.

PARENTS’ RIGHTS

Parents have a right:
♦ To request information regarding the professional qualifications of your child’s teachers, including whether the 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 whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
♦ 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. You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child’s teacher.
♦ To inspect a survey created by a third party before the survey is administered or distributed to your child.
♦ To review your child’s student records when needed. 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
*Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law
♦ State assessment instruments that have been administered to your child.
♦ To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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.
♦ To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service
Unless required under state or federal law, a district employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent. The district will not provide a mental health care service to a student except as permitted by law. The campus has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The campus mental health liaison (Natalie Johnson – Counselor) will notify the student’s parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options. The campus has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention. The mental health liaison, [Natalie Johnson (Counselor)], can be reached at njohnson@sabinesisd.org and/or 903-984-5320 and can provide further information regarding procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

PERSONAL EMERGENCY PROCEDURES
Severe weather sometimes occurs during the school day and at dismissal times. Children may become concerned on such days about how to get home. This occurs most often
with children who walk or ride bikes to school. Please discuss with your child what to do in the event of early school release due to severe weather conditions. Announcements concerning weather dismissals or any change in the school day will be made over local TV and radio stations. The school is unable to make phone calls to each individual family. Please note emergency dismissal plans for your child on the emergency dismissal sheet in your child’s registration packet.

PERSONAL PROPERTY

Students should not bring large amounts of money, expensive jewelry, radios, tape players, CD players, electronic games, toys, animals, or other similar items to school except when special situations arise and with the teacher’s permission. Fidget spinners or the like will not be allowed. The school is not responsible for the loss of personal property belonging to students. Supply lists are available in the school office or on our school website [www.sabineisd.org](http://www.sabineisd.org). Please make sure your child is properly supplied with the materials needed to function at school. Please contact the school office if assistance is needed in purchasing school supplies.

PESTICIDES

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, periodic indoor and outdoor 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 U.S. 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.

Should you have further questions about pesticide use, including types and time of treatments, you may contact:

*Ken Wilson, Director of Maintenance*
*Sabine ISD*
*5424 FM 1252 W*
*Gladewater, TX 75647*
*(903) 984-8564*
**PHYSICAL EDUCATION PARTICIPATION**

Students in elementary school engage in moderate or vigorous physical activity for at least 30 minutes of physical activity per day or 135 minutes per week.

Elementary P.E. Grades are based on participation, behavior, listening, and following directions. 12 points are deducted from a student’s daily grade if tennis shoes (running shoes) and appropriate clothes are not worn for exercising, running, and playing games. Shoes that are prohibited for safety reasons:

- High heels
- Flip flops
- Sandals
- Boots

Students who wear these kinds of shoes will lose points from their daily P.E. grade for each offense. Students are encouraged to find out which days of the week they attend P.E. and refrain from wearing these items on those days (or bring a pair of running shoes with them to change into prior to P.E.)

A note from the parent to the physical education teacher stating the nature of the injury or illness will excuse students for a three-day period of time. If students are to be exempt from PE for more than (3) days, a physician's note is required.

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 obtain the results of his or her child’s physical fitness assessment conducted during the school year.

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

**PHYSICAL AND MENTAL HEALTH RESOURCES**

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

Campus Nurse – Amanda Madden
Campus Counselor – Natalie Johnson
POLICIES AND PROCEDURES THAT PROMOTE STUDENT PHYSICAL AND MENTAL HEALTH

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district’s policy manual.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

PLEDGE OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

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.

POSTERS

Posters or any publicly displayed material must be approved by the principal before posting.
PRAYER

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

PREPAREDNESS DRILLS: EVACUATION, SEVERE WEATHER, AND OTHER EMERGENCIES

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of the teachers or others in charge quickly, quietly, and in an orderly manner.

PROGRESS REPORTS

Progress reports for improved or unsatisfactory progress will be mailed at three weeks. Report cards are issued at the end of each six weeks. Conferences are recommended to discuss parental concerns. One parent/teacher conference is held each semester at a scheduled time; however, parents may request conferences anytime they have concerns. Please notify the teacher by note or phone call to arrange a school conference.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive at least a grade of 70 based on course-level standards.

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.
Please be aware that, effective in the school year set out below, a student’s satisfactory performance on STAAR examinations will be required for promotion. This requirement will be effective for the following students:

- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

Parents of students in grade 5 who do not perform satisfactorily on his/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. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level. Such students will have two additional opportunities to take the test. 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. 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.

For further information, see policies at EHBC, EI, and EIE.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of —
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and
safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Sabine ISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Sabine ISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Sabine ISD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Sabine ISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

**PUBLIC NOTIFICATION OF NONDISCRIMINATION**

It is the policy of Sabine Independent School District not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Sabine Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972: The Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
Sabine Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator/ Superintendent, at 5424 FM 1252 W., Gladewater, TX 75647, (903) 984-8564, and/or the Section 504 Coordinator/ Superintendent, at 5424 FM 1252 W., Gladewater, TX 75647, (903) 984-8564

REGISTRATION REQUIREMENTS

All students must have a copy of their birth certificate, social security card, and immunization records. Students must meet the immunization and registration requirements to enter school. Persons who knowingly falsify student enrollment information are in violation of law and subject to prosecution. For additional information please call or visit the school office.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of your child’s grades or performance and absences in each class or subject are issued to you at least every six weeks in grades 1–5 and in PreKindergarten – Kindergarten issued every nine weeks.

At the end of the first three weeks of a grading period, you will receive a notice of your child’s performance in any course in English, language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject.

RESPONSE TO INTERVENTION (RTI)

RTI is the practice of meeting the academic and behavioral needs of all students through a variety of services.

- Quality instruction and scientific researched based tiered interventions meeting individual student needs
- Frequent monitoring of student progress to make academic and behavioral decisions based on results
- Use of student data to make educational decisions (ex. Placement, intervention, curriculum and instructional goals)

The instructional approaches used within the general education setting should result in academic and/or behavioral progress for the majority of students. Struggling students are identified using data-based progress monitoring and provided intensive instruction.
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 is expected to:

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

SCHOOL BOARD MEETINGS

To learn more about district operations, attend a school board meeting. Regular board meetings are held on the second Monday of each month at 6:30PM at our central office in the boardroom. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting.

SCHOOL HOURS

Teachers are on duty at 7:20 each morning. Prior to 7:20 a.m., no one is on duty to supervise students. Students should not arrive at school before 7:20 a.m. The instructional school day begins at 7:50 and ends at 3:22 for students. The day ends for instructional staff at 3:45.

SCHOOL PARTIES

Homeroom parents are invited to assist and join in Christmas, Valentine’s Day, and End of School parties with their children. Parties are to be scheduled with the teacher and after the end of the class’s lunch period.

Personal birthday party invitations cannot be distributed at school, unless plans are made and invitations include all of the student’s classmates.
SEARCHES

Desks, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student’s person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

SECTION 504

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

SECTION 504 REFERRALS

Each school district must have standards and procedures in place for the evaluation and placement of students in the district’s Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure. A parent is entitled at any time to request an evaluation of the parent’s child for special education services under Code 29.004 or for aids, accommodations, or services under Section 504, Rehabilitation Act of 1973 (29 U.S.C. 794).
Visit these websites for information regarding students with disabilities and the family.
- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

SEIZURES

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year or upon enrollment of the student, or as soon as practicable following a diagnosis of a seizure disorder for the student. For more information, contact the school nurse. For more information, see “A Student with Physical or Mental Impairments Protected under Section 504”.

SMOKING

Student possession or use of any tobacco product on the school premises or at a school-related or school-sponsored event is prohibited.

Smoking within this facility is prohibited by the Pro-Children Act of 1994, Pub. L. No. 103-227, 1043, 108 Stat. 271, 272-274 (1994); violations are punishable as Class C misdemeanors by fines not to exceed $500 under Tex. Penal Code 48.01 (1994).

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, students who are homeless, students in Foster Care, bilingual students, migrant students, students with limited English proficiency or who are English learners, students diagnosed with dyslexia, and students with difficulties. 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 Teri Bass or Natalie Johnson at (903)984-5320.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission’s Talking Book Program, which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.
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 contact Teri Bass or Natalie Johnson at (903) 984-5320. A parent is entitled at any time to request an evaluation of the parent’s child for special education services under Code 29.004 or for aids, accommodations, or services under Section 504, Rehabilitation Act of 1973 (29 U.S.C. 794). Referral of students for a full individual and initial evaluation for possible special education services shall be a part of a district’s overall general education referral or screening system. Either a parent, TEA, another agency, or district may initiate a request for an initial evaluation. Before referral, students experiencing difficulty in the general classroom should be considered for all support services available to students. If a student continues to experience difficulty in the general classroom after the provision of interventions, district personnel must refer the student for a full individual and initial evaluation.

AIDING STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION SERVICES OR SECTION 504 SERVICES

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:
If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.
Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student’s initial evaluation and evaluation report no later than 45 school days from the day it receives a parent’s written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent’s consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent’s Guide to the Admission, Review, and Dismissal Process*.

**Contact Person for Special Education Referrals:**
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:
Contact Person: Natalie Johnson
Phone Number: 903-984-5320

**Section 504 Referrals:**
Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district’s or charter school’s Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.
Contact Person for Section 504 Referrals:
The designated person to contact regarding options for a student experiencing learning
difficulties or regarding a referral for evaluation for Section 504 services is:
Contact Person: Natalie Johnson
Phone Number: 903-984-5320

Additional Information:
The following websites provide information and resources for students with disabilities
and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

The designated person to contact regarding options for a child experiencing learning
difficulties or a referral for evaluation for special education is Director of Gregg County
Special Education, (903) 984-4416.

The district will notify the parent of a student, other than a student enrolled in a special
education program, who receives assistance from the district for learning difficulties,
including intervention strategies, that the district provides assistance to the student.

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

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

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

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

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

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

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

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

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.
Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

**Persona de contacto para las remisiones de educación especial:**
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:
Persona de contacto: Natalie Johnson
Número de teléfono: 903-984-5320

**Remisiones de la Sección 504:**

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

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

Persona de contacto: Natalie Johnson
Número de teléfono: 903-984-5320

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

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)
STATE-MANDATED TESTS

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as STAAR: State of Texas Assessments of Academic Readiness) in the following subjects:

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

You may request information regarding any state or district policy related to your child’s participation in assessments required by federal law, state law, or the district.

STAAR Alternate 2, is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student’s admission, review, and dismissal (ARD) committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

STUDENTS’ DESKS

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

STUDENT DIRECTORY INFORMATION

Directory type information on students such as their addresses and phone numbers must be made available to the public under the Open Records Act, unless the parent/guardian request that the information not be disclosed.

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a
student’s name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the 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.

If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.

**STUDENT DROP OFF**

Student drop off is located in the front of our elementary building. All students must be dropped off in the designated drop off area.

**STUDENT RECORDS**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of postsecondary education.

The law specifies that certain general information about Sabine I.S.D. students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, date, and place of birth
- A student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school attended previously
- The student’s e-mail address

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days after you have been provided this notice. See the acknowledgment form.
Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, are considered confidential educational records and may be released to:

- The parents—married, separated, or divorced—who will generally have access to the records. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may access the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various government agencies, in response to a subpoena, court order, or juvenile service providers
- A school to which a student transfers or in which he or she subsequently enrolls

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 the custodian of all records for students who have withdrawn or graduated.

Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office and principal’s office is: 5424 FM 1252 W., Gladewater, TX 75647 and 5219 Old Hwy. 135 N., Gladewater, TX 75647. With regards to special education records, the special education director is the custodian of all special education records; copy requests should be made through the Gregg County Shared Service Arrangement:

Vicky Thornton
Gregg County Shared Service Arrangement
5303 Old Hwy. 135 N.
Gladewater, Texas 75647
The parent (or the student if he or she is 18 or older or is getting an institution of postsecondary education) may review and inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course or on an examination is handled through the general complaint process defined by policy FNG. See Complaints by Students/Parents for an overview of the process. Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

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 the law regarding student records. The District’s complete policy regarding student records found at policy FL 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 does not extend to all records. Materials that are not considered educational records – such as teacher’s personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District – do not have to be made available to the parents or student.

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

“Opting Out” of Surveys and Activities
As a parent, you also have a right to receive notice and opt your child out of participating in:

♦ Any survey concerning the private information previously listed.
♦ School activities involving the collection, disclosure, or use of personal information collected 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.

TARDIES

Punctuality is a necessary life long skill. Tardies are disruptive to the classroom and also have an adverse effect on a child’s educational progress. Students who are not in their classrooms by 8:00 are considered tardy and must report to the office for a tardy slip. Three tardies will equal one absence. Tardies may result in the assessment of penalties by a court of law against both student and his or her parents. A complaint against the parent may be filed in the appropriate court as a result of the student accumulating absences based on the number of tardies. Perfect attendance will be effected by tardies without a medical excuse (note) from a physician.

- If a student is absent from school on ten or more days or parts of days within the same school year
- If a student is absent on three or more days or parts of days within a four-week period

Three tardies equals an absence. In the six weeks that a student receives an absence for tardies, they will be removed from perfect attendance for that six weeks and the year.

TECHNOLOGY

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
District-owned technology resources for instructional purposes may be issued to individual 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 in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child “Before You Text” Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequences may rise to the level of expulsion.
TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any 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 the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRAINED DOGS

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance.

The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened. Such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

TUTORIALS

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

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

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

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See also Student Code of Conduct.]

VANDALISM

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

VIDEO OR AUDIO RECORDING

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board, may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before the district places a video camera in a classroom. Please speak directly with the principal, who has been designated by the district to coordinate the implementation of and compliance with this law.
VISITS TO THE SCHOOL

Parents and others are welcome to visit District Schools. For the safety of those within the school and to avoid disruption of instructional time, visitors and volunteers will need to have their driver’s license to be scanned by our RAPTOR system.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, as long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. No more than two hourly visits per semester are allowed.

All building visitors, including volunteers, must register in the front office before entering the main building. All outside doors are locked daily. Students and staff are instructed not to open the school doors for anyone at anytime. No one will be allowed to communicate with students through the fence surrounding the campus. Sabine ISD Security or Gregg County Sheriff’s Department will be contacted. To help ensure the safety of students, all visitors to Sabine Elementary will be limited to the following:

- Scheduled Parent/Teacher Conferences
- Lunch with Child (only during his/her scheduled lunch time)
- Approved Volunteers

Parents, guardians, or visitors will not be allowed to walk their children to the classrooms, auditorium, or gym before school. Listed below are the guidelines to follow when visiting Sabine Elementary.

- Visitors may only enter and exit the building through the front office.
- Each visitor must sign-in upon arrival in the office and wear a visitor’s pass.
- Before leaving, each visitor must sign-out in the office and return visitor’s pass.

Please note, if you are picking up your child in the pick-up line, you will always need an identification tag (child’s name & grade). New tags can be obtained in the office.

If a field trip or fun day is scheduled, visitors must enter through the office and sign-in.

Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. We encourage visitors to adhere to the school dress code.
VISITORS PARTICIPATING IN SPECIAL PROGRAMS FOR STUDENTS
BUSINESS, CIVIC, AND YOUTH GROUPS

The district may invite representatives from patriotic societies listed in Title 36 of the
United States Code to present information to interested students about membership in the
society.

WITHDRAWAL FROM SCHOOL

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

ZAP OUT ZEROES (Fifth Grade Zero Policy)

A fifth grade student will lose 10 points if an assignment is not turned in on time. He/She
will be given until the following Wednesday (which is after Weekly Progress Reports go
out and parents are made aware of missing assignment(s).

If the assignment is not attached to the Weekly Progress Report on Wednesday morning,
the student has earned a zero. The student may make up the zero by completing the
assignment in that week’s after school detention. The highest possible grade that can
then be earned is 50.

CAMPUS COVID PROCEDURES

Learning Opportunities

1. On-Campus (In Person) Learning
2. Remote (At Home) Learning - Internet connection is required in order to
   choose this type of learning.

*Parents will choose the type of learning for their children.
*Students will be expected to adhere to the selected choice for a grading period (6
weeks for grades 1-5) and (9 weeks for PreKindergarten and Kindergarten).
*Expectations for coursework and guidelines for grading will be the same for On-
Campus Learning and Remote Learning.

Remote (At Home) Learning Instruction

- Students will engage in the learning materials on their own at home “each day”.
- Daily student participation in the learning activities will be “required” in order to
  be counted present for the day (at least 180 minutes per day, 5 days per week
  for PK-5).
- A parent/caregiver will need to be available to support, help navigate the daily learning schedule, and provide assistance when needed.
- Grading guidelines will be the same for both Remote and On-Campus Learning.
- Accommodations and support services will be provided virtually, where possible.
- We will deliver instruction with the use of Seesaw (PreK-2nd grades), Pathblazer (3rd-5th grades), and Google Classroom.

**On-Campus Learning Instruction**

- Students will attend school on a regular instructional schedule and will have in person learning on-campus all day, every day.
- Student participation will be required 5 days per week.
- Instruction is provided by Sabine Elementary teachers.
- We will deliver instruction with the use of Seesaw (PreK-2nd grades), Pathblazer (3rd-5th grades), and Google Classroom. Classroom instruction will be designed for mastery of the Texas Essential Knowledge and Skills (TEKS) for each content area.
- Accommodations and support will be provided.

**Safety Protocols**

- CDC Guidelines will be in place to the greatest extent possible.
- Staff will self-screen on a daily basis.
- Parents will be required to screen students on a daily basis.
- All Sabine Elementary faculty and staff will be required to wear a mask to the maximum extent possible. We will follow the executive order at the time of the beginning date of school (August 12, 2020).
- All students in grades 4 and 5 will be required to wear a mask. We will follow the executive order at the beginning date of school (August 12, 2020).
- Visitors will be restricted to school related business only.
- Any visitor conducting school related business will be screened prior to entering the school building.
- Our front doors will remain locked. Visitors will be expected to ring the bell for assistance.
- Students checking out for appointments etc. - parent/guardian will ring the bell for assistance at the entrance (front doors). The student will be brought to the outside doors to leave.
- Students checking out sick - our nurse will call to be picked up - parent/guardian will ring the bell for assistance at the entrance (front doors). The student will be brought to the outside doors to leave.
- All classrooms will be cleaned and sanitized twice daily.
- All staff and students will be trained on the use of hand sanitizer, washing hands, and social distancing, when possible.
- Students will either bring their own lunch or eat in the cafeteria. No lunches will be delivered or brought by the parent/guardian. In the event that your child
leaves a lunch box/kit at home or in the car, you will ring the bell by the front
door for assistance.

- Parents/Visitors will not be allowed to eat with students on campus.
- No parent volunteers until further notice.
- No Watch D.O.G.S. volunteer until further notice.

The COVID-19 pandemic is a fluid and evolving situation. This information is subject to
change as we receive additional guidance from TEA, the Governor, and state/local
officials.

**CHROMEBOOK LEASE AGREEMENT**

All students in grades 3-12 are being issued one Chromebook, charger, and protective case. This
device and accessories are in good working order. It is the student’s and parent/guardian’s
responsibility to care for the equipment and ensure that it is kept in a safe environment.

**Instructional Focus**

By issuing a Chromebook, charger, and case, we are ensuring that each student will have a
device available to them to carry to school and home in order to have the opportunity to
complete their assigned school work.

**General Information**

Student use of the Chromebook falls under the guidelines of the District’s Acceptable
Use Policy for Technology (see District website). The Chromebooks will be filtered both at
school and at home; however, content filters are not perfect and cannot block everything that is
inappropriate. While the Chromebook is at home with the student, it is the parent/guardian’s
responsibility to supervise/monitor how the Chromebook is used, as well as monitor what
websites are being accessed. All applications, activity, and documents stored on the
Chromebook are the property of Sabine ISD and are subject to regular review and monitoring.

**Students should:**

- Remember that your Chromebook is for educational purposes.
- Follow the SISD Acceptable Use Policy at all times.
- Charge your Chromebook daily in order to be prepared for the next school day.
- Log into Chromebook with his/her school email address **ONLY**.
- Make sure hands are clean before using the school Chromebook.
- Keep your Chromebook away from food and drink.
- Charge the Chromebook only with the included charger, using a standard wall outlet
  for your power source.
- Keep the Chromebook in a well-protected temperature-controlled environment when not
  in use.
- Only visit appropriate sites.
**Students should NOT:**

- Lend the Chromebook to anyone, not even friends or family.
- Give personal information when using the Chromebook.
- Modify the Chromebook in any way.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Log into the Chromebook with a personal email address.
- Use the Chromebooks for anything other than school related assignments.

**Parent/Guardian & Student Responsibility**

- Students/parents/guardians who are issued a Chromebook from Sabine ISD must return his/her Chromebook, charger, and case to a place and at a time determined by school administration.
- If, upon inspection of the device, there is evidence of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to turn in the Chromebook and charger will result in the student/parent/guardian being charged the full replacement cost. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

I understand and will abide by the above Chromebook agreement in conjunction with Sabine ISD Acceptable Use Policy. Should I commit any violation of the regulations above, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss, theft, or damage of my assigned Chromebook is my responsibility as well as any neglect toward the Chromebook.