

West Rusk

Elementary/Intermediate



2017 - 2018

Student Handbook
&
Code of Conduct

Where the Best Just Got Better!

Student Handbook and Code of Conduct

Student Handbook

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PREFACE

The West Rusk Elementary/Intermediate Student Handbook contains information students and parents are likely to need to ensure a successful school year. The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances. Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means 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 Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law, and is intended to promote school safety and an atmosphere for learning. This document may be found at the back of this handbook.

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

Also, please complete and return to your child's campus the following forms included in this handbook or provided in the forms packet accompanying this handbook:

1. Student and Parent Acknowledgment Form
2. Student Directory Information and Release of Student Information Form;
3. Consent form for Corporal Punishment.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.westrusk.esc7.net.

West Rusk Alma Mater

May you ever walk on
with spirits unveiled:
When our minds are on you,
our hearts with pride are swelled.
Our treasured blue and white
will fly up high in the sky:
We will be with you
through victories true
for
WEST RUSK HIGH.

School Colors: Columbia Blue and White

West Rusk CCISD Mission Statement:

The West Rusk CCISD public education system is devoted to ensuring that all its children, regardless of race, color, national origin, gender or handicap, have access to a quality education by providing a well-balanced curricula in a safe environment, free of drugs, violence, and fire arms, designed to equip students with the tools and understanding necessary to successfully negotiate the challenges to work and life as presented by an ever changing society.

West Rusk County CISD

BOARD OF TRUSTEES:

Mrs. Sandra Smith	President
Mr. Will Sudweeks	Vice President
Mrs. Iris Hammontree	Secretary
Mr. Corey Bobbitt	Member
Mr. Ronnie Gaudet	Member
Mr. Kevin Roy	Member
Mr. Robert Anderson	Member

ADMINISTRATION:

Lawrence Coleman	Superintendent
Leah Bobbitt	Assistant Superintendent/Curriculum Director
Gwen Gilliam	Director of Student Services
Connie Lawrence	Intermediate School Principal
Carlette Mills	Elementary School Principal
Burt Langley	Assistant Elementary/ Intermediate Principal
Amanda Kirkendoll	Counselor/Administrative Assistant

Jan Banks

Registered Nurse

TELEPHONE NUMBERS:

Superintendent/Central Administration Office	903-392-7853
Elementary School Office – Primary (PK – 2 nd)	903-392-7857
Elementary School Office – Intermediate (3 rd – 5 th)	903-392-7856
School website address	www.westrusk.esc7.net

TIME SCHEDULE:

Students will not arrive before 7:20 AM.

7:20-7:55	Breakfast
8:00	Classes begin
11:00-12:25	Lunches
3:30	Parent pick-up
3:45	Bus dismissal

LUNCH AND BREAKFAST PRICE SCHEDULE

Lunch:		
	High School (6-12)	\$2.75
	Elementary (PK-5)	\$2.75
	Reduced (PK - 12)	\$.40
	Visitors and Employees	\$3.50
Breakfast:		
	All schools (PK-12)	\$1.80
	Reduced (PK - 12)	\$.30
	Adults	\$2.50
Ala Carte:		
	Entrée (lunch)	\$2.00
	Entrée (breakfast)	\$1.50
	Dessert/Fruit/Ice Cream	\$.75
	Vegetable	\$.75
	Parfait	\$1.50
	Bread	\$.50
	Tea/Lemonade	\$.75
	Juice	\$.50
	Milk	\$.50

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)

West Rusk 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;
- 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.westrusk.esc7.net.

Hard copies of any reports are available upon request to the district’s administration office.

TEA also maintains additional accountability and accreditation information at <http://www.texaschoolaccountabilitydashboard.org>, <http://www.tea.texas.gov/perfreport/> TEA Performance Reporting Division and [the http://www.tea.texas.gov](http://www.tea.texas.gov) TEA homepage.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education to benefit from teacher-led and school activities, to build each day's learning on that of the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials. Therefore, the student and parent should make every effort to avoid unnecessary absences. Besides, it is the law.

The law states:

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. Students enrolled in headstart, prekindergarten and/or kindergarten are required to attend school. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee will be considered in violation of the law and subject to disciplinary action. A school-age student deliberately not attending school may also result in assessment of penalty by a court of law against the student and his or her parents. A complaint against the parent may be filed in court if the student is absent from school on ten or more days or parts of days, for example, arriving late and/or leaving early, within a six-month period in the same school year, or is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense. If a student is age 18 or older, the student may be subject to penalties as a result of the student's violation of the state compulsory attendance law.

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events: religious holy days; required court appearances; activities related to obtaining United States citizenship; service as an election clerk; and documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. (See policy FEC). In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed as Exemptions to Compulsory Attendance will be considered days of attendance for this purpose.
2. A transfer or migrant student incurs absences only after his or her enrollment in the District.
3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.
4. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.
5. The committee shall consider whether the absences were for reasons out of the student's or parent's control.
6. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If the attendance committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the District's Board of Trustees by completing a written request to the Superintendent.

The District provides the following alternative for a student to make up work or regain credit lost because of absences: Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the time allotted for completing make-up work after an absence; however, the student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time.

Official Attendance-Taking Time – The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Attendance will be taken every day at 8:05 in the classrooms, but students will officially be counted absent at 10:00 A.M.

A student absent for any portion of the day, including at the official attendance-taking time, must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission will be considered a forgery and the student will be disciplined.

Repeated instances of tardiness will result in disciplinary action.

A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.

A student who must leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released at school at times other than the end of the school day. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

A student absent 5 or more consecutive days must bring a note from a physician or health care clinic stating the nature and need for the extended absence. After 10 consecutive days of absence and no communication from the parent or guardian have been made, the student will be withdrawn from school.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

If students are assigned to an accelerated reading and/or math instruction program under state law for not meeting the passing standards on the state assessment for his or her grade level and applicable subject area compulsory attendance applies. Parents will be notified in writing if their child is assigned to an accelerated reading and/or instruction program as a result of the reading/math diagnosis test. This may occur before or after school or during the summer.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including: Immunization requirements, grade level, course or educational program placement, eligibility requirements for participation in extracurricular activities, and graduation requirements. In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

EXEMPTIONS to COMPULSORY ATTENDANCE

All Grade Levels

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

- Religious holy days;
 - Required court appearances;
 - Activities related to obtaining U.S. citizenship;
 - Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus;
- and
- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Students with Disabilities

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 reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

BIRTH CERTIFICATE

All students in the West Rusk Schools are required to have on file a birth certificate which has been issued through the Bureau of Vital Statistics in the state or country in which the student was born.

BULLYING

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

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm to himself or his property, or

- Is so severe, persistent, and pervasive that it creates an intimidating, threatening or abusive educational environment.

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

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

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code 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:

1. 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;
2. 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
3. Cyberbullying that occurs off school property or outside of a schoolsponsored 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.

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

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

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

The principal 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, if possible. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

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

BUS REGULATIONS

"Don't lose your riding privilege." Follow these rules!

1. Good behavior at all times. All school rules apply.
2. Be courteous. No profanity.
3. Do not eat or drink on the bus.
4. Keep the bus clean.

5. Obey the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep your head, hands, and feet inside the bus.
9. The bus driver is authorized to assign seats.
10. Exit the bus at the proper time.
11. Safety first.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding is a privilege, not a right and may be suspended if conduct requires.

CAFETERIA SERVICES

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-priced meals are based on a student's financial need. Information about a student's participation is confidential. Information on the program can be obtained from the cafeteria office or contact Steve Alexander at 903-792-7853 ext. 1112.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. See also <http://www.squaremeals.org>.

Cafeteria Charge Policy

Elementary, Intermediate, Junior High, and High School

The charge policy is a maximum of \$20. If the student exceeds the maximum \$20.00 allotment, then he or she will be offered a fruit/vegetable tray. A student will only be offered 2 fruit/vegetable trays per semester. The student will be charged \$1.00 for the fruit/vegetable tray. After the two trays have been offered, then the student will not receive a meal until the student's account is cleared. No A la Carte items will be sold to any student with a negative balance. There will be no charges allowed during the last 2 weeks of school and if a student has unpaid bills the student may be withheld from end of year events (parties, field trips, etc.) until the bill is paid.

https://www.youtube.com/watch?v=BuMiMBjcvWU&list=PL2BN1Zd8U_MsyMeK8r9Vdv1InQGtoJaSa&index=80

Meal Service for Students with No Money/No Lunch From Home

Schools are not required to serve children who receive reduced-price or full-price meals, but do not have money to pay. The state recommends Food Service Directors establish a charge policy approved by the school board, even if it is a no-charge policy and may provide an alternative meal at the cafeteria's cost. Parents and students should be informed of the limitations of the established policy. (Texas Department of Agriculture Administrative Reference Manual)

CELL PHONE POLICY

In an effort to support student safety before and after school, West Rusk ISD students are allowed to possess cell phones on campus. Students must adhere to the following rules regarding cell phone use:

- Cell phones must be turned off and left in backpack during the school day.
- The campus includes loading and unloading areas for cars and buses, in the building, or on campus grounds.

- The school day includes, but is not limited to, before or after school, class time, passing periods, lunch periods, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips.
- Placing a cell phone on vibrate or texting is not considered off and is prohibited.
- Using a cell phone to record or video tape is prohibited.
- Students are not permitted to possess smart watches, radios, MP3 players, video or audio recorders, DVD players, cameras, games or other electronic devices at school unless prior permission has been obtained by campus administration.

FIRST OFFENSE

- The cell phone will be confiscated and returned to a parent or guardian
- In accordance with Texas Education Code 37.082 a \$ 5 administrative fee will be collected.

SECOND OFFENSE

- The cell phone will be confiscated and returned to a parent or guardian after a seven (7) calendar day waiting period.
- In accordance with Texas Education Code 37.082 a \$10 administrative fee will be collected.

THIRD OFFENSE

- The cell phone will be confiscated and returned to a parent or guardian after the end of the school year.
- In accordance with Texas Education Code 37.082 a \$15 administrative fee will be collected.

Additionally, during STARR testing all phones and electronic devices will be placed in teachers possession for duration of the test, when all students are finished testing they will be returned and replaced in student backpacks. any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other district rules or policies will be subject to disciplinary action according to the Student Code of Conduct. Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action according to the Student Code of Conduct. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a school phone, which are made available to students with appropriate permission. West Rusk ISD personnel are not responsible for any lost, stolen or damaged cell phone or electronic devices.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or

other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse, which may be accessed at www.westrusk.esc7.net. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

As a parent you have the right to request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student 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 the assault. (See policy FDE.)

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

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

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

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>.

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

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

<http://www.oag.state.tx.us/AG Publications/txts/childabuse1.shtml>

<http://www.oag.state.tx.us/AG Publications/txts/childabuse2.shtml>

Reports may be made to:

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

COMMUNICATIONS—AUTOMATED

Emergency

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.

Nonemergency

Your child's school will request that you provide contact information, such as your current phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in or disconnection of your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent 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, chickenpox, common cold with fever, fifth disease (erythema infectiosum), gastroenteritis (viral), giardiasis, head lice (pediculosis), hepatitis (viral A), impetigo, infectious mononucleosis, influenza, measles (rebeola), meningitis (bacterial), mumps, pinkeye (conjunctivitis) ringworm of the scalp, rubella (German measles), salmonellosis (including typhoid fever) scabies, shigellosis, streptococcal disease, tuberculosis (pulmonary), and whooping cough (pertusis). Note also the information on Bacterial Meningitis in the attached handout. See also

<http://www.dshs.state.tx.us/schoolhealth/shpguide/chap8.pdf>.

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. A copy of this policy may be obtained from the principal's or superintendent's office or at www.westrusk.esc7.net.

In general, the student or parent 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.

COMPUTER USE

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

An employee described above may also contact a student individually through electronic media to communicate items such as homework or upcoming tests.

If you prefer that your child not receive any one-on-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.

Computing facilities, local area networks, and internet access is available to students and teachers. With this access comes the availability of material that may not be considered of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial

information. We firmly believe that the valuable information and interaction available on these networks far outweigh the possibility that users may locate material that is not consistent with the educational goals of West Rusk CCISD.

The following policy is included in the Student Code of Conduct to address the acceptable use of computers and networks, including TENET and the Internet, and applies to District employees as well as students.

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
2. Users will not let other persons use their name, logon, password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's password.
4. Users shall not use West Rusk CCISD computers or networks for any non-instructional or administrative purpose (e.g. games or activities for personal profit).
5. Users must not use a computer for unlawful purposes, such as illegal copying or installation of software.
6. Users shall not copy, change, or transfer any software or documentation provided by West Rusk CCISD teachers or another student without permission from the district technology director.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
8. 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.
9. Users shall not intentionally damage the system, damage information not belonging to them, misuse system resources, or allow others to misuse system resources.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or teacher technologist.

Students and their parents should be aware that email and other electronic communications using District computers are not private and will be monitored by District staff.

CONDUCT

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of 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.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior 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 in accordance with the Student Code of Conduct.

CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may call the office for an appointment during a conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance [See Report Cards in this document], (2) if the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary.

CORPORAL PUNISHMENT/IN-SCHOOL SUSPENSION(ISS)

Corporal punishment (spanking or paddling) may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be limited to spanking or paddling the student governed by the following conditions:

1. The student will be told the reason for the corporal punishment.
2. Corporal punishment may be administered only by an administrator or a teacher.
3. The instrument to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students.

Administrators and administrative designees act in “loco parentis” (in place of parents) during the school day, to and from school on school transportation, and at extracurricular events.

A record will be maintained of each instance of corporal punishment and notice sent home to parents.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in this handbook OR please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

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

Persistent misconduct could result in a student being removed from class and assigned to In-School Suspension or ISS by an administrator. While in ISS, all students are expected to complete assigned work in a timely manner and must comply with all directions given by the ISS personnel.

COUNSELING

The elementary school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should contact their teacher or the principal.

The school will not conduct a psychological examination, test, or treatment without requesting the parent’s written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

CREDIT BY EXAMINATION/EXAMINATIONS FOR ACCELERATION

No Prior Formal Instruction:

West Rusk will be offering Credit by Exam test from Texas Tech University for grades 1-12 in December and June. These tests are for students who wish to earn credit without prior instruction. Students must score at least a 90 on the exam to receive credit for the subject area. The registration deadline is November 5 and May 1.

Prior Formal Instruction:

A student who has had sufficient prior formal instruction as determined by the district on the basis of a review of the student's educational records (and who has failed a course with a grade of no less than 60) may gain credit for the course by passing a proficiency examination on the essential knowledge and skills of the course. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination. The parents will be responsible for purchasing the test.

DISTRACTIONS AND DISRUPTIONS

Students are discouraged from bringing to school things that may distract from the educational process. Students are not permitted to possess such items as telecommunication devices including those with text messaging, radios, CD/iPod players, MP3 players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school unless prior permission has been obtained by the principal. Such things as electronic equipment, games, toys, trading cards, Silly Bandz bracelets, playing cards, make-up and others that are not approved by the student's teacher will be taken up and returned to the student or parent/guardian that comes to the school or kept until the end of school. For certain electronic items, such as cell phones, iPods, CD players, and MP3 players, the school may charge for releasing the phone/iPod or other device. The first time an item is taken up, a charge of \$5 will occur. The second offense will cost \$10 and the third \$15.

Each time thereafter, will cost the student or parent \$15 to retrieve the device. If distractions become an ongoing problem, discipline procedures may result.

In order to protect student safety and sustain an educational program free from disruptions, state law permits the District to take action against a person who: interferes with the movement of people in an exit, entrance, or a hallway of a school building or property, interferes with an authorized activity, uses force, violence, or threats in an attempt to prevent participation in an authorized assembly, causes a disruption in an assembly, interferes with the transportation of students in District vehicles, disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property.

Class disruption includes making loud noises, use of profane language, trying to entice a student away from or to prevent a student from attending a required class or activity, and entering a classroom without authorization and disrupting the instruction.

The use of gang signs at school is a form of disruption. Many gangs use hand signs as a way to identify their members and as a form of communication. Therefore, gang signs are prohibited from being displayed in school or at school functions.

DRESS CODE

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and assert authority. Any article of clothing, jewelry, body decoration, or hair style extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. Final decisions on the appropriateness of school dress rests with the principal or designee. Examples of inappropriate and unapproved choices of clothing, jewelry, body decorations, or hair style include:

1. Hats, caps, or hoodies in any school building.
2. Low cut clothing (neck or underarm) male or female. Sundresses and shirts that are backless and have spaghetti straps are not allowed. No one-shoulder or off shoulder blouses or tops. Undergarments on males or females may not show!
3. Clothing that exposes bare midriffs, bellybuttons, such as short shirts or low cut pants/skirts.
4. Exposed body piercing jewelry or paraphernalia (such as nose rings, eyebrow rings, tongue rings, lip rings, gauges, placers, bars, etc.).
5. Flip flop shoes designed for beach or bath wear, heels that are dangerous for running and physical activity. Shoes with wheels,(heelies), cannot be worn at school.
6. Excessive or disruptive makeup
7. Obscene language or symbols, provocative pictures, advertising of tobacco, drugs, or alcohol on clothing, backpacks, book covers, or jewelry are prohibited anywhere on campus or school related activities.
8. Symbols on clothing or jewelry that would distract or cause undue attention. No writing on the seat of the clothing.
9. Racially related symbols, emblems, pictures, words, or slogans.
10. Any tattoos real or fake must be covered.
11. Unnatural hair color, two-toned hair color, or a hair style that is disruptive; such as **Mohawks**, half shaved heads, etc. Hair should not cover the eyes. Hair,must be kept neat, clean, and well-groomed.
12. All clothing must be appropriately sized and fit at the natural waist. No excessively loose clothing that results in "sagging" and showing of undergarments or skin.
13. Dark glasses (unless prescribed by a physician).
14. See-through, provocative, or excessively tight clothing i.e. spandex tights, shorts, or pants and excessively tight dresses and skirts.
15. Excessively torn clothing, i.e. jeans, shirts that show underwear or skin/body parts above the knee. No holes or frayed clothing above the knee.
16. Clothing worn in a manner for which it was not intended, i. e. backward or inside out.
17. Any accessory or clothing article deemed gang related as determined by the principal.
18. Shorts must be hemmed or cuffed and finger-tip length or longer. Walking shorts and skorts are examples of styles that are normally permitted.
19. Dresses, shorts, and skirts must be at a finger-tip length or longer when standing.
20. Students must also wear appropriate undergarments.
21. Belts that are excessively long, dog collars, and or chains.
22. The school district discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.

**Parents should be aware that physical activity classes are conducted daily and closed-in shoes are recommended. Check to see that your student can run, do exercises, etc. in their shoes.

It is the responsibility of all students to adhere to the dress and grooming code. As long as the policy is in effect, the student must respect the decisions made by the principal and realize that it is the principal's responsibility to enforce the code and make decisions. Likewise, it is the responsibility of every faculty member to address dress code violations and report to the principal or assistant principal as necessary.

If the campus administration determines that a student's grooming violates the dress code a parent may be contacted. The student may be given the opportunity to correct the problem at school. If not corrected, the student may be assigned to In-School Suspension for the remainder of the day or until the problem is corrected. Repeated violations may result in more serious disciplinary action.

DRILLS

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers, or others in charge quickly, quietly, and in an orderly manner.

Emergency bell: 3 bells.....fire: leave the building
 1 bell.....halt: stand at attention
 2 bells.....return to classroom
 1 long continuous bell.....Tornado.....Go to designated area
 2 bells.....return to classroom

EMERGENCY BUILDING EVACUATION

Upon the necessity of making an emergency building evacuation, the principal will notify both the Rusk County Sheriff's Department and the superintendent. The principal will inform teachers to take students and their class rolls to the First Methodist Church. All bus students will board buses in front of the church and car riders may be picked up behind the church.

EMERGENCY CLOSING INFORMATION

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency. If this emergency contact information changes during the school year, please notify the campus secretary: Vickie Roberts (Headstart through 2nd) at 903-392-7857 ext. 4106 or Dulce Savala (3rd through 5th) at 903-392-7857 ext.5101.

The District school calendar has included bad weather days. If school is dismissed for this reason, listen to your local radio or television station for information on school closings.

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Each year parents are asked to complete an emergency care consent form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation however is a privilege, not a right. Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition.

If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. (See <http://www.uil texas.org> for additional information.

A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or language other than English, may not participate in extracurricular activities for at least three school weeks. A student with disabilities who fails to meet the standards in their IEP may also not participate for three weeks. An ineligible student may practice or rehearse. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.

A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board of Trustees are subject to these restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.

Restrictions on participation related to discipline may be found in the Student Code of Conduct.

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

A student placed in In-School Suspension (ISS) will not be allowed to practice, attend or participate in any UIL or school related activity before, during, or after school until the time is served.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

1. Costs for materials for a class project that the student will keep.
2. Membership dues in voluntary clubs or organizations and admission fees to extracurricular activities.
3. Security deposits
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance
7. Musical instruments and uniform maintenance, when uniforms are provided by the district
8. Personal apparel, used in extracurricular activities, that becomes the property of the student
9. Parking fees and student identification cards
10. Fees for lost, damaged, or overdue library books
11. A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit due to absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

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.

FREEDOM FROM DISCRIMINATION, HARASSMENT and RETALIATION

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

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination.

Students are expected to treat other students and district employees with courtesy and respect; to avoid any 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, religion, color, national origin, gender, age, or disability. [See policy FFH]

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property.

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; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the Superintendent's office. Two types of prohibited harassment are described below.

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

Examples of sexual harassment may include 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. However, all romantic and 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 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 for damage to property.

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

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

Any student who believes that he or she has experienced discrimination, harassment or retaliation should immediately report the problem to a teacher, counselor, principal or other district employee. The report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate district officials to whom to make the 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 discrimination, harassment, and retaliation, will be promptly investigated. The district will promptly notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify

the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying as defined by law. If so, an investigation of bullying will also be conducted. (See policy FF1).

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.

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

In its efforts to promote nondiscrimination, the District makes the following statements:

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: contact Gwen Gilliam, Director of Student Services, 10705 S. Main, Hwy 42, New London, TX 75682 or call 903-392-7857 ext. 1111.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: contact Gwen Gilliam, Director of Student Services, 10705 S. Main, Hwy 42, New London, TX 75682 or call 903-392-7857 ext. 1111.

All other concerns regarding discrimination: contact the Superintendent, Lawrence Coleman, at 903-392-7857 ext 1100.

FUND RAISING

Student clubs or classes, outside organizations, and /or parent groups may occasionally be permitted to conduct fund raising drives. An application for permission must be made to the principal. Fund raising is not permitted on school property unless the principal approves it.

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 1,000 feet of any district-owned or leased property or campus playground.

GOVERNMENTAL AUTHORITIES

Questioning of students:

When law enforcement officers and other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances, the principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student. The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students taken into custody:

State law requires the District to permit a student to be taken into legal custody for the following:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of a probation imposed by a juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or 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.

Before a student is delivered 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. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The district is required by state law to notify all instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors. The district is required by law to notify all instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. The district is also required by law to notify all appropriate district personnel in regards to a student who is required to register as a sex offender. For further information, see policies FL (LEGAL) and GRAA (LEGAL).

GRADING

To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade-level standards. The school will report grades to parents as numerical scores except in the following area(s): conduct, P.E., Music, and Technology. This area will be reported using E (excellent), S (satisfactory), N (needs improvement), and U (unsatisfactory). Students in P.E., Music, and Technology will receive a conduct grade that will be given to their homeroom teacher which may be used in their overall conduct grade. Report cards will be issued following each six or nine week's reporting period. Parents are asked to review the report cards carefully with their children, sign the card, and return to school the next day. Parents are requested to conference with teachers when failing grades are noted on the card.

Grading policy:

1. All grades (daily, test, homework) carry the same weight.

2. A teacher may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

Homework policy:

1. Ten points will be taken off for each day the homework is late.

2. If absent, the student will be allowed 1 day for each day missed to make up work.

Teachers follow grading guidelines approved by the principal or superintendent pursuant to the board-approved policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. Questions about a grade calculation should first be discussed with the teacher; if not resolved, the student or parent may request a conference with the principal.

HEALTH AND SAFETY

Students in elementary grades engage in at least 30 minutes of physical activity daily or 135 minutes per week. Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year. For more information visit <http://www.tea.state.tx.us/taa/safe101907.html>.

The District School Health Advisory Council (SHAC) will meet regularly during the school year. SHAC is a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Elementary students do not have access to vending machines during the school day. This is in compliance with state and federal rules and food service guidelines restricting access to vending machines.

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-related activities.

The district shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are in accordance with the Texas Public Nutrition Policy. (See CO). In addition to legal requirements, the district shall provide teachers with education and guidelines on the use of food as a reward in the classroom.

The district shall implement, in accordance with law, a coordinated health program with a nutrition education component (see EHAB and EHAC) and shall use health course curriculum that emphasizes the importance of proper nutrition (see EHAA). In addition, the district establishes the following goal for nutrition education: Students will receive nutrition education that fosters the adoption and maintenance of healthy eating habits.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC1946), P.O. Box 149347, Austin Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The immunizations required are: diphtheria, rubeola (measles), rebella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox) and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

Student safety on campus or at a school-related event is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students including:

1. Avoiding conduct that is likely to put the student or others at risk.
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal, bus drivers, or teachers.
3. Remaining alert to and promptly reporting safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
4. Knowing emergency evacuation routes and signals.
5. Following immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

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 a written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc...) and by teaching their children safety rules. Please contact the school nurse and the student's teacher to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

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. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. Notice will also be provided to parents of elementary school students in the affected classroom.

Concerning Suicide Awareness; the district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

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

HONOR ROLL

Students making all A's are on the "A" honor roll and those making A's and B's are on the "A/B" honor roll. The honor roll is sent to be published in area newspapers. The Honor Club is a separate organization students on the honor roll may choose to join. The Honor Club has additional requirements to be eligible. There may be a fee for joining for which students receive a tee shirt and treats periodically as well as a field trip for members if they remain eligible.

INSURANCE

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses, in the event of injury to their child. The District shall not be responsible for costs of treating injuries or assume liability for any other cost associated with an injury.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The students go to the library weekly as a class and with teacher permission as needed.

LOCKERS and DESKS

Lockers and desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Searches of lockers and desks may be conducted at any time there is reasonable cause to believe they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's locker.

MEDICINE AT SCHOOL

District employees will not give student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements with the following exceptions: authorized employees, in accordance with policy FFAC, may administer: Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container, medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container, nonprescription medication provided by the parent along with a written request and in the original properly labeled container, herbal or dietary supplements provided by the parent if required by the student's individual education program (IEP) or Section 504 plan for a student with disabilities.

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

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication. The student and parents should discuss this with the school nurse or principal if the student has been prescribed 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 psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as mood- or behavior-altering substance.

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, a District employee who is a registered nurse, an advanced nurse practitioner, or physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

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 part by the U.S. Dept. of Education – that concerns:

- Political affiliations or beliefs of the student or student's parents
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the students or parents

- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program
You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

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

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

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s) and the Directory Information notice. A parent with questions is encouraged to contact the principal's office.
3. Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
4. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-392-7857 ext. 4106 (elementary) or 903-392-7856 ext. 5101 (intermediate) for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
5. Exercise the right to review teaching materials, textbooks, teaching and instructional materials used in the curriculum and other teaching aides, and to examine tests that have been administered to your child. You may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties.
6. Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5)

counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child. (See also Student Records.)

7. Grant or deny any written request from the district to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
8. Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
9. Become a school volunteer. Volunteers must pass a background check and be approved before serving. For further information contact your child's teacher or the principal.
10. Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
The activities are varied, ranging from band boosters to the district and campus planning committees formulating District and campus plans to improve educational opportunities for all students.
For further information, contact the PTO president or the principal.
11. Offer to serve as a parent representative on the district-level or campus-level planning committees assisting the development of educational goals and plans to improve student achievement.
12. Offer to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
13. Being aware of the school's ongoing bullying and harassment prevention efforts.
14. Attending board meetings to learn more about district operations (See policies at BE and BED for more information).

As a parent you also have the right to request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualifications 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 the state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

You also have the right to request in writing, if you are the non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Gwen Gilliam and may be contacted at 903-392-7853 ext. 1111.

PARTIES AND SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school social events. Guests will be expected to observe the same rules as students attending the events. Parents are encouraged to assist the homeroom teachers in giving classroom parties for various holidays.

Parents are requested not to sponsor birthday parties for their children at school or send written invitations to be given out, as those children who do not receive an invitation are often hurt. Check with your child's homeroom teacher for possible suggestions on special days.

PEST CONTROL INFORMATION

The district periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of non-chemical pest control tactics whenever it is possible. Pesticides may periodically be applied if monitors and thresholds indicate the need to do so. Should you have other questions about pesticide use, including types and timing of treatments you may contact: Richard Donnelly, integrated pest control manager.

PHYSICAL ACTIVITY REQUIREMENTS

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. For additional information on the district's requirements and programs regarding Elementary and intermediate school student physical activity requirements, please see the principal

PHYSICAL FITNESS ASSESSMENT

Annually, the district will conduct a physical fitness assessment of students in grades 3 – 5. At the end of the school year, a parent may submit a written request to the elementary office to obtain the results of his or her child's physical fitness assessment conducted during the school year.

PLEDGES

Each school day, students will be lead in pledges to the United States and Texas flags followed by a minute of silence. The student may choose to reflect, pray, meditate, or engage in any other silent activity as long as the silent activity does not interfere with or distract others. Parents that do not want their students to participate in the pledges can write a note to the child's teacher. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Parent may also request that your child be excused from the recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3 – 12 to recite a portion of text of the Declaration of Independence during Celebrate Freedom Week unless you provide a written statement requesting that your child be excused, the District determines that your child has a conscientious objection to the recitation, or you are a representative of a foreign government to whom the United States government extends diplomatic immunity. Information about available resources on Constitution Day may be found at <http://www.tea.state.tx.us/ssc/Constitution Day.html>.

POSTERS AND OTHER NONSCHOOL MATERIALS

Written or printed material, handbills, photographs, pictures, films, tapes, and other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed without specific prior approval from the principal. To be considered, the nonschool material must include the name of the sponsoring organization or individual. Posters etc. displayed without authorization will be removed. Any student who posts printed materials without prior approval will be subject to disciplinary action.

PROMOTION AND RETENTION

Students in pre-kindergarten and kindergarten shall not be retained without parental consent. With parental consent, six year old students determined by the school not to be developmentally ready for first grade may be assigned to a grade as deemed appropriate by the school.

Promotion, grade-level advancement, and course credit shall be based on mastery of the curriculum. In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all core subject areas. In grades first through third, students will be required to pass both reading and math. Students in grades four and five will also be required to pass science and social studies.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessment of Academic Readiness (STAAR), if the student is enrolled in a public school on any day between January 1 and the date of the first administration of the STAAR. In order to be promoted to grade 6, students in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessments in English or Spanish. Parents of students that do not perform satisfactorily on their 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. These students will also have two additional opportunities to take the test. If the 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.

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level., in order for the student to be promoted to the next grade level. Exceptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student's individual education plan

PROTECTING THE PRIVACY OF 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 West Rusk students is considered "directory information" and will be released to anyone who follows procedures for requesting it. The information includes:

A student's name, address, telephone number, and date and place of birth.

The 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 at school, and most recent school previously attended.

The student's e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year.

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

Release is restricted to:

- the parents – whether married, separated, or divorced- unless parental rights have been legally terminated and 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 goes to the student. However, parents may continue to have access to the records if the student is a dependent for tax purposes.
- district staff - members who have what the federal law defines as a “legitimate educational interest” in a student's record. Such persons would include school officials, school staff members, or an agent of the District.
- various governmental agencies including juvenile service providers or in response to a subpoena or court order.
- 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 scholarship application –will occur only with parental or student permission as appropriate.

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 Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

Parents are required to report to the office to pick up students during the school day. Students will be called from the classroom to the office. Parents will be required to sign the student out on a log maintained in the office.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Progress reports and report cards, which include absences, will be sent home each third week and each six week reporting period or if on a nine week grading schedule, each fourth week and nine week reporting period. These reports are to be signed by a parent and returned to the teacher within three school days. If progress reports are not returned, an attempt will be made to notify the parents.

SCHOOL FACILITIES

As students arrive at school at 7:20 a.m. they are to go directly to the lunchroom for breakfast or to the playground or other assigned areas when the weather is bad. Only pre-kindergarten and head start students are allowed to go to their rooms before 7:45 a.m.

After dismissal of school in the afternoon and unless involved in an activity under the supervision of an adult sponsor, students must leave campus immediately and not be on campus without supervision until the next school day or activity.

Skateboards, skates, and heeies are restricted from being on West Rusk CCISD campus at all times.

SERVICES FOR STUDENTS WITH DISABILITIES

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information see the attachment "Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education" at the end of the handbook. Contact Cindy Smith, Director of Special Education Services, Rusk County Special Education COOP at 903-657-9761. The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First, at <http://www.texasprojectfirst.org/>

Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. (See policy FDB (LOCAL). The district is not required to provide transportation for the student transferring under this provision. 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.

SOCIAL SECURITY

All students must have a social security number on file.

SPECIAL PROGRAMS

The District provides special programs for a variety of student needs.

*Gifted and Talented- All teachers in grades K-5 have received G/T training to qualify them for the education of gifted students. All students in these grades are given opportunities to participate in activities and projects that are designed for gifted students. This allows the teachers to recognize the unusual abilities of those gifted students. Those who experience success are given increasingly challenging projects. Students are given projects and activities designed to stimulate innovative and higher order thinking skills. The core academic areas (math, science, language arts, and social studies) are addressed through these projects and activities. Teachers, parents, counselors, or any other interested person may recommend students to be screened for the G/T program at any time throughout the year.

*English as a Second Language (ESL)- A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether a 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 LEP student. West Rusk CCISD provides an ESL program to students identified as limited English proficient in grades K-12. A certified ESL teacher delivers instruction to ESL students on each campus. The oral language proficiency test (OLPT) is administered in English to Limited English Proficient (LEP) students whose Home Language Survey reflects a language other than English. Oral English and Spanish versions are used in grades K-5. Students who qualify are placed in the program with parent permission within 4 weeks of enrollment. The main focus of the ESL program is oral language development to improve reading and writing skills. The purpose of the program is to enable limited English speaking students with reading and composition of the English language. If a student is considered LEP and receives special

education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

*Dyslexia- West Rusk CCISD serves students identified as having dyslexic tendencies or related disorders through the Scottish Rite Reading Program. This reading program addresses the needs through the use of 510 videos in grades 2-12. The district has a written plan outlining procedures and timelines for testing, identifying, and implementing these services. This plan may be received from the principal's office. One teacher and one instructional aide, who have received in-depth training in the Scottish Rite Reading Program, provide instructional support to the students.

*Special Education- The program instructs students through special funds who qualify as having a disability or handicapping condition that requires other than regular classroom instruction, materials, or environment for student success.

*Title/Compensatory- The programs are designed for students at all grade levels who have been identified as being at-risk of dropping out of school, who are not performing at grade level, or who did not perform satisfactorily on a state-administered assessment instrument.

For more information on the programs and questions about eligibility requirements, contact the principal.

*Homeless students- For information on services for homeless students, contact the district's liaison for Homeless Children and Youths, Gwen Gilliam, Director of Student Services, at 10705 S. Main, Hwy 42, New London, TX 75682, or call 903-392-7853 ext. 1111.

A student or parent with questions about these programs should contact Gwen Gilliam, Director of Student Services, at 903-392-7853 ext. 1111.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. The record includes: attendance, test scores, grades, disciplinary records, counseling records, psychological records, application for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns and state assessment instruments that have been administered to your child.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. 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.

The principal or superintendent is the custodian of all records for currently enrolled students at the assigned school. The principal or superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with a student;
2. Considering disciplinary or academic actions, the student's case, and Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

The parent's or 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 teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for the purposes other than school discipline do not have to be made available to the parents or students.

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,

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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

The district's policy regarding student records found at FL (LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.westrusk.esc7.net.

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

Please note:

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

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

Copies of student records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-priced meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it. However, release of student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year or on another date established by the district. (See the "Notice

Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook OR included in the forms packet.)

For the following school-sponsored purposes-all school publications and announcements-directory information shall include student name, address, telephone listing, electronic mail address, photograph, honors and award received, dates of attendance, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

For all other purposes, directory information shall include student name; address; telephone listing; honors and awards received; dates of attendance; grade level; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

For these specific school-sponsored purposes, the district would like to use your child's directory information. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the district will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by lawful retention has expired, the records will be destroyed.

However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

STUDENT'S RIGHT TO PRAY

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

STUDENTS WITH EXCEPTIONALITIES or SPECIAL CIRCUMSTANCES

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.

SB 587 allows a student who is dependent of a member of the U.S. military who has been deployed or transferred to Texas to enroll full-time in courses provided through TXVSN if the student was enrolled in a public school outside of Texas the previous year.

SUICIDE AWARENESS and MENTAL HEALTH SUPPORT

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the

school counselor for more information related to suicide prevention services available in your area.

TESTING

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR in the following subjects:

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

Successful performance on the reading and math assessments in grade 5 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

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

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011-2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3-8 in spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the district, expected in January 2013.

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

Textbooks and other instructional materials are provided to the 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.

TRAVEL (SCHOOL SPONSORED)

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student is allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

TUTORIALS

A student must attend tutorial sessions as required by the District. Tutorials are held after school on certain days.

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.

VIDEOTAPE OR VOICE RECORDING

Parents have the right to grant or deny any written request from the district to make a videotape or audio recording of your child. State law, however, permits the school to make a videotape or audio recording without parental permission for the following circumstances: when it is to be used for school safety including on district buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. The school is also permitted to make video or audio recordings when it relates to classroom instruction or a co-curricular or extracurricular activity, or when it relates to media coverage of the school.

Upon written request of 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 a the board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal or Superintendent, who has been designated by the district to coordinate the implementation of and compliance with this law, for further information or to request the installation and operation of this equipment.

VEHICLES ON CAMPUS

Parents are requested not to park vehicles in the no parking zone during the time buses are unloading (7:20-7:50) and loading for dismissal (3:10-3:40).

VISITORS

Parents and other visitors are welcome to visit District schools. All visitors must first report to the office and must comply with all applicable district policies and procedures. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are expected to demonstrate the highest standard of courtesy and conduct; disruptive behavior will not be permitted.

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.

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 with administration.

WITHDRAWING FROM SCHOOL

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

Parent Notification of Texas Student Success Initiative (SSI) West Rusk Elementary School

Dear Parents of West Rusk Elementary Students:

This letter is to inform you of the grade advancement requirements of the Texas Student Success Initiative (SSI), which was passed by the 76th Texas Legislature in 1999 and revised by the 81st legislature in 2009. The purpose of this initiative is to support every student's academic achievement of the Texas Essential Knowledge and Skills (TEKS) on grade level or above by Grade 3 and throughout their schooling.

SSI requires that Grade 5 students pass the Texas Assessment of Knowledge and Skills (TAKS) in reading and mathematics beginning in the 2004-2005 school year, and in Grade 8, beginning in the 2007-2008 school year to be promoted to the next grade.

The TAKS becomes State of Texas Assessment of Academic Readiness (STAAR) beginning in 2011-2012. The grade level placement requirements will not be applicable the first year. Please note that these testing requirements are part of an overall system of support for student academic achievement. This system includes:

- diagnostic assessment of student needs at preceding grades and corresponding early intervention activities that address those needs;
- continuous and ongoing evaluation and necessary interventions during the school year;
- three testing opportunities;
- accelerated instruction in the subject area failed after each test administration;
- a grade placement committee, consisting of the principal, teacher, and parent, which decides on an individual student basis the most effective way to support a student's academic achievement on grade level; and
- accelerated education plans for every student who does not pass the required grade advancement assessments after three opportunities, whether he/she is retained or promoted by his/her grade placement committee.

Most of all, the SSI recognizes and supports the important role parents play in the education of their children. Your child's teacher and I depend upon and look forward to working with you to help your child succeed. I strongly encourage you to discuss this matter with your child's teacher. I also would be glad to meet with you about the SSI, if you like. Please contact the school secretary at **903-392-7856 Ext. 5101** to make an appointment.

Sincerely,

Connie Lawrence

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

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

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Cindy Smith, Director of Special Education Services, Rusk County Special Education COOP at **903-657-9761**.

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. Further explanation may be found at <http://www.tea.state.tx.us/special.ed/guidance/statement.html>

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Richard Donnelly, the district's designated asbestos coordinator, at 903-649-0782.

Pest Management Plan

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or want to be notified prior to pesticide application inside their child's school assignment area may contact Richard Donnelly, the district's IPM coordinator, at 903-649-0782.

Readiness Instrument

West Rusk Elementary will use a locally developed readiness instrument that consists of color identification, rote counting, shape discrimination, and self-awareness at the Pre-kindergarten level to identify any students who may be at risk. Kindergarten, first grade and second grade will use the Texas Primary Reading Inventory (TPRI) as the readiness instrument at each level to determine those students who are at risk of not performing satisfactorily and possibly dropping out of school. The instruments will be administered during the month of September, and parents will be notified of their child's level of readiness. Those students determined to be at risk due to an unsatisfactory

performance of the instrument will participate in an accelerated reading and/or math instruction program.

Bacterial Meningitis

- **What is meningitis?**

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

- **What are the symptoms?**

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

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

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

- **How serious is bacterial meningitis?**

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

- **How is bacterial meningitis spread?**

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

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

- **How can bacterial meningitis be prevented?**

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

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

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

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

You should seek prompt medical attention.

- **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>. A spanish version is available on TEA's website at <http://www.tea.state.tx.us/taa/comm020802esp.doc>.

MENINGITIS BACTERIANA

¿QUÉ ES LA MENINGITIS?

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y la menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

¿CUÁLES SON LOS SÍNTOMAS?

Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas.

Los niños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener un fuerte dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces brillantes, rigidez en el cuello, dolores en las articulaciones, somnolencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos rojos o morados. Pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

¿QUÉ TAN GRAVE ES LA MENINGITIS BACTERIANA?

Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente.

¿CÓMO SE CONTAGIA LA MENINGITIS BACTERIANA?

Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

¿CÓMO SE PUEDE PREVENIR LA MENINGITIS BACTERIANA?

No comparta las comidas, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa.

A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes universitarios, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

¿QUÉ TIENE QUE HACER SI CREE QUE TIENE MENINGITIS BACTERIANA O PIENSA QUE ALGÚN AMIGO LA PUEDE TENER?

Hágase ver por un médico lo antes posible. PARA MÁS INFORMACIÓN

La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas.

También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: www.cdc.gov y el Departamento de Salud de Texas: www.tdh.state.tx.us

Directory Information

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about this student.

If you do not want West Rusk to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by within 10 days of enrollment.

West Rusk has designated the following information as directory information:

- student's name
- address
- telephone listing including both home and cell phones
- electronic mail address (e-mail)
- photograph
- honors and awards received
- date and place of birth
- dates of attendance
- grade level
- most recent education institution attended
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- enrollment status

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct West Rusk to withhold about my child.

I give West Rusk consent to have limited release for school-sponsored purposes such as for the student yearbook, directory, local newspaper, or other district publication. I have indicated the item(s) with a check mark in the space before.

Name of student _____ Grade _____

Signature of parent _____ Date _____

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy of or to electronically access at www.westrusk.esc7.net the West Rusk Elementary/Intermediate Student Handbook and the Student Code of Conduct for 2013–2014.

I have chosen to:

Receive a paper copy of the Student Handbook [and the Student Code of Conduct].

Accept responsibility for accessing the Student Handbook [and the Student Code of Conduct] by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook [or the Code of Conduct], I should direct those questions to the principal at 903-392-7857 (Carlette Mills) or 903-392-7856 (Connie Lawrence).

Name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Acknowledgment Form

My child and I have received a copy of the West Rusk Elementary/Intermediate Student Handbook and the Student Code of Conduct for 2015–2016. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal at 903-392-7857 ext. 4106 (Carlette Mills) or 903-392-7856 ext. 5101 (Connie Lawrence).

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____