

QUITMAN ELEMENTARY SCHOOL

Student Handbook 2017-2018



Revised: June 8, 2017

To Students and Parents:

Welcome to school year 2017-2018! Education is a team effort, and we know that students, parents, and staff members working together can make this a successful year for our students.

The Quitman Elementary School Student Handbook is designed to provide a resource for some of the basic information that you and your student will need during the school year.

The Student Code of Conduct can be found on the website at www.quitmanisd.net.

Please **complete and return** to your child's campus the following required forms.

- Parental Handbook acknowledgment form;
- Student Transportation Form;
- Technology Acceptable Use Form;
- Quitman ISD School-Parent Compact.

There is a Spanish translator available on the elementary campus to assist families in the translation of any part of this handbook or any other services related to the campus and your students.

Un traductor de Espanol esta disponible en las Escuelas De Quitman ISD para ayudar a familias en la traduccion de este manual o en cualquier otro servicio para ayuda de sus estudiantes. Llamoar a la oficina del Director (a) de la escuela correspondiente. Elementary office phone (903)763-5000

A copy of the district's policy manual is available for review in the school office or online at www.quitmanisd.net under the administration page.

QUITMAN ELEMENTARY SCHOOL

Quitman Elementary School Staff

Principal	Mary Ann Nichols	
Assistant Principal	Todd Shackelford	
Counselor	June Sims	
School Secretary	Missy Hicks	
PEIMS/Attendance	Mishea Pence	
Receptionist	Michelle Richey	
School Nurse	Jacqueline Scott	
Teachers by Assignment		
Pre-Kindergarten	Lisa Capps	
	Tiffany Gibson	
Kindergarten	Danielle Brinlee	
	Glenda Chaney	
	Lisa Sandifer	
	Dominique Faulkner	
First Grade	Raina Hanson	
	Candace Bates	
	Robin Tanner	
	Elysha Warren	
Second Grade	Stacy Vance	
	Rhonda Lane	
	Jessica Squire	
	Stacy Winkler	
Third Grade	J.J York	Math /Science
	Lisa Pence	Math/Science
	Lisa Rust	ELA/Reading/Social Studies
	Tammy Turner	ELA/Reading/Social Studies
Fourth Grade	Winter Wilson	Science/Social Studies
	Mallory Bowmann	Language Arts/Writing
	Jessica Ory	Language Arts
	Shana Williams	Math
Fifth Grade	Lana Clark	Language Arts/Reading/Social Studies
	Michelle Johnson	Math

	Kristen Green	Science
	Brooke Reid	Language Arts/Reading/Social Studies
ESL	Carol Moncada	
Music/Elem. Choir	Katrina Morrow	
Physical Ed./Health	Richard Villeneuve/Meghan Rattan	
Technology	Michelle Dobbs	
Intervention	Laura Driver	
Instructional Coach	Whitney Crutcher	
Special Education	Jeanne Jordan	
Intervention	Ashley Day	
Intervention	Kristie Gaby	
Librarian	Michael Pettiette	

STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Assistant Superintendent, Angela Brown 903-763-5000 x 6107.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Assistant Superintendent, Angela Brown 903-763-5000 x 6107.
- All other concerns regarding discrimination: See the superintendent, Mrs. Rhonda Turner, 903-763-5003 x 6103.

PARENTAL INVOLVEMENT

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.

- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher please call the school office at 903-763-5000 x 1164 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

- Your child will not be required to participate without parental consent in any survey.

Limiting the Display of a Student's Artwork and Projects

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,

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

Removing a Student Temporarily from the Classroom

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

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

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

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

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

Requesting Notices of Certain Student Misconduct

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

Requesting Transfer for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. [See policy FDB.] *OTHER IMPORTANT INFORMATION FOR PARENTS*

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may contact the Special Education Cooperative Director at 903-763-2253.

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 above 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 support services that are available to all students.

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

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

Student Records

Both federal and state law 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.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.

Records may be inspected by a parent or eligible student during regular school hours.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Absences/Attendance

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be 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; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered 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.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Official Attendance-Taking Time

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 9:15 a.m., which is during the second instructional hour as required by state rule. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Parent's Note After an Absence

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence within three (3) school days. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Students will be allowed three (3) parent notes per semester to document excused absences. All parent notes will be examined by the truancy prevention facilitator and excused on a case-by-case basis after the third absence/parent note. Parents/students have 10 school days after an absence to dispute an unexcused absence. **Note:** Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is NOT required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 2 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

Address Change

Students who change their residence, mailing address, or telephone number after enrollment should report this change to the office as soon as possible so that records may be corrected in case of emergencies at school or at home. A student may be asked to verify his/her address.

Backpacks at QES

Students will not use book packs or back packs with wheels.

PACK Placement

Students may be assigned to the PACK (Positive Attitudes Create Knowledge) class for a period or for a full day(s) due to Student Code of Conduct infractions or for other reasons as assigned. The PACK is administratively assigned. The student will normally be given a date to report to the PACK for a period of one to three days. The administrator has the option to directly assign the student to PACK if necessary. Every effort will be made to contact the parent/guardian of the assigned period/date and infraction. The student will be responsible for getting all his/her work done while in the PACK. Any work missed will be the responsibility of the student to make arrangements with the classroom teacher for make-up or alternative assignments.

Rules for PACK Classroom

1. No talking at any time to other students in PACK.
2. All assignments must be completed satisfactorily before you are released from PACK.
3. Students are required to stay busy the entire day.
4. Unsupervised restroom breaks are prohibited.
5. Students must follow all instructions and cooperate with the PACK instructor(s).
6. Sleeping or laying one's head down on the desk is prohibited.
7. When you have permission to speak, always whisper to the PACK instructor.
8. Singing, blurting out, or making distractive noises is prohibited.
9. If students do not obey the rules of PACK, they will be referred to the principal's office. In the case of Out of School Suspension (OSS) from PACK, upon the student's return to school, he/she must finish the PACK assignment(s).

Bus and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. QES students may be transported home, to a grand-parent's home, or licensed daycare providers. QES students will not be allowed to unload at High School, except for employee children with a parent present at the High School campus. Further information may be obtained by calling 903-763-5000 X 5002. Students must follow all bus rules and procedures.

BUS CONSEQUENCES:

If a bus referral is written, the school administration will take the following action:

- 1st referral – warning - minimum
- 2nd referral – warning – parental contact-minimum
- 3rd referral – minimum 3 school days off the bus
- 4th referral – minimum 10 school days off the bus
- 5th referral – minimum 30 school days off the bus
- 6th referral – minimum end of semester or end of year

Parents may request a conference during any time to discuss the situation so it will be eliminated in the future. Please call the bus barn or school if you have any questions. Students must be in attendance at school in order for days to count towards suspensions.

Car Rider Information

Students in Pre-K – 2nd grade should be dropped off in front of the cafeteria located on Paul Street. If there are older children in the family, they may be dropped off there also. Students in grades 3rd – 5th should be dropped off in the driveway which enters and exits off of Hwy. 154. These students will go into the gym unless going to the cafeteria to eat breakfast. **NO dropping students off in streets or office area. Car riders are not to be picked up in the office from 3:00 to 3:30 PM except in case of emergency.**

Classroom Rules

Students are expected to follow any classroom rules or procedures set forth by individual classroom teachers. Students must stay in their assigned classes. Teachers will not let students in their classroom if they are not assigned to that particular class.

Closed Campus

All campuses of the Quitman ISD are closed. After arrival on campus during a school day, students must remain on campus for the duration of the school day unless they are checked out of school through the office by their parents for an excused departure. If a student leaves the campus before the normal end of school, that student will be subject to disciplinary actions. Students may not leave the campus for lunch and then return. Parents are welcome to eat lunch with their child in the cafeteria after the first six weeks.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at www.quitmanisd.net.

Conduct

Individual grade levels will send home a note of their procedures and discipline plans. When the teacher has worked that plan and still experiences problems with the student, they will contact parents. If that does not alleviate the problem, the students will then be referred to the Assistant Principal.

Counseling

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should tell a teacher or someone in the school office.

Deliveries to School

The school will not accept delivery of flowers, gifts, etc. for students. All orders of this type must have home delivery.

Discipline Procedures (Office)

See Student Code of Conduct online or check with the principal for further questions.

Dismissal

Dismissal will be as follows:

Pre-K- 2nd Grade.....Paul Street.....3:10pm

3rd-5th grade.....HWY 154 circle.....3:15pm

Students are to be picked up in these locations. 3rd-5thgrade students may be picked up on Paul Street pickup if they have younger siblings in grades Pre-K -2nd grade. Younger students may not be picked up at 154 location. Students may be picked up in the office after the lines are gone from both locations(after 3:30 PM). **Students cannot be picked up in office area between the times of 3:00 pm and 3:30 pm unless absolute emergency.**

Dress and Grooming

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

1. Shirts/blouses must be of a length so that back and midsections are covered at all times. Strapless clothing as well as halters, fishnet, strap tops, midriff tops, sun tops, backless dresses or see through shirts or blouses will not be allowed. Tank tops must have a 2 inch strap.
2. Startling, unusual, tightly fitting or immodest attire is not allowed. **NO** cleavage should be visible.
3. Clothing which has been torn or has holes in inappropriate areas is not allowed. Armholes should not reveal any undergarments for any student and should not hang below the armpits.
4. Students' hair must be cleaned, groomed, and by the nature of the style not tend to create a distraction. Hair must be either a natural color or be naturally tinted or

- colored in a blended and balanced manner. Designs or symbols may not be cut or shaved into the hair. Spiked hair, Mohawks, or modified Mohawks may not be worn.
5. Baggy or sagging pants or shorts and/or pants that excessively drag the ground shall not be worn.
 6. All students shall wear appropriate undergarments. Skirts or shorts must be no more than three inches above the knee. For grades 3-6 the following are NOT allowed: short shorts, wind shorts, sweat shorts, bicycle shorts, or boxer shorts.
 7. Tights, leggings, or yoga-type pants worn by students must have a shirt, dress, skirt, shorts or other coverings that reach to fingertips extended.
 8. Clothing shall be free of personalized ink drawings, writing or decorations. All writing on clothing must be appropriate and free of violent or suggestive material.
 9. Button-type shirts are to be buttoned to within one button of the top of the shirt or whatever is appropriate and reasonable for that shirt.
 10. Caps, hats, toboggans, headbands, or any other type of head covering will be considered unacceptable for the halls and classrooms. Sunglasses may not be worn inside the buildings. After one warning these items will be taken by school personnel and returned only to parents, who may pick them up.
 11. For health reasons, students are required to wear shoes. Shoes that create a distraction or safety hazard (such as shoes with wheels or high heels) are not allowed. House shoes are not permitted. Shoes must be appropriate for P.E. participation or students must bring a pair for gym. Flip flops will not be allowed.
 12. Students will not be allowed to wear pajamas or loungewear to school.
 13. Boys may not wear earrings or spacers.
 14. Jewelry or garments with spikes are not to be worn to school.
 15. No visible body piercings other than in the ear are allowed. Students may not cover piercings with items such as band-aids.
 16. Wallet or billfold chains are not to be worn to school.
 17. Skin shall be free of personalized ink drawings, writing, or decorations, including tattoos, real or rub-on/transfer.

If a student comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, s/he will be placed in PACK Classroom until s/he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, s/he will return to regular classes immediately. The principal makes decisions about dress and grooming violations.

PEE WEE FOOTBALL PARTICIPANTS DRESS CODE

Students who participate in the community sponsored Pee Wee football program as a player or a cheerleader may wear on Fridays before a game:

BOYS – Jersey with t-shirt underneath

GIRLS – Cheerleader uniform tops with shirt underneath.

These students may wear mums or related items on the Friday before their designated “Homecoming” game. **These items must be worn from home to school that day and will not be DELIVERED to students through the office.**

Drills: Fire, Tornado, and Other Emergencies

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

Electronic Devices (Radios, CD Players, Other Electronic Devices and Games, and Cell Phones)

Students are not permitted to possess such items as cell phones, Ipods, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal’s office. Parents will be expected to pick up the items from the school office. If a student has an item picked up a second time, disciplinary procedures will be taken. Any disciplinary action will be in accordance with the **Student Code of Conduct** and may include confiscation of the device.

Fees

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

Food Services

The school’s monthly menu will be sent home. The price for breakfast is \$1.35. Cost for lunch is \$2.65 per student. Students/parents cannot remove money from their pre-paid cafeteria account once it has been entered into their account, unless a written request is made through the Child Nutrition Department.

Parents, grandparents, guardians will not be allowed to eat lunch with their children during the first six weeks of school. **At the beginning of the second six weeks, parents (grandparents and/or guardians) may eat with their child only.** Please do not ask other children, friends or relatives to eat with you.

Parents and their children will sit at assigned tables during lunch. Adults coming to eat lunch need to check in at the office and carry a visitor’s pass with them to the cafeteria.

If your child is in primary grades (Pre-K-2nd) it would be very helpful if you pack their lunch items in packages they can open. The zip lock bags are good for chips, cookies, and cut up fruit.

Parents need to go online and fill out the FREE AND REDUCED LUNCH INFORMATION PACKET at www.MealAppnow.com/manqui. Even though a family may wish NOT to participate in the program, Quitman ISD uses this information to calculate the percentage of students that are eligible for special funding. If you need information about the program, you may contact Child Nutrition Department at 903-763-5000 ext. 6149.

Food Services Charge Policy

The goal of the Quitman Independent School District is to provide students with healthy meal choices each day.

In order to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight, we have developed the following local policies:

- **Students that have a negative balance will not be allowed to purchase any a la carte items or snacks**
- **Only Reimbursable Meals can be charged**
- **An automated reminder call will be made to parents/guardians when your child's balance reaches \$1**
- **An automated daily reminder call will be made if your child's balance is negative**
- **Letters will be sent home by mail or by student when a negative balance reaches \$15**
- **A personal phone call will be made when a negative balance reaches \$20**
- Although not recommended, students may charge meals up to \$30.00 before Quitman ISD Child Nutrition Director will send a letter home stating a designated cut-off date for students to eat in the cafeteria. Each parent is given every opportunity to pay the student balance before any action is taken. Parents can contact the Child Nutrition Department to set up a payment schedule to take care of overdue balances. **Parents, please be aware that failure to provide food or access to food for your child can be reported as neglect.**

There are three methods of payment available to parents and/or guardians to keep accounts current; cash, check or payment online. If paying online go to the www.quitmanisd.net and select Lunch Money Now in the Child Nutrition section. This site allows many conveniences such as payment online, low balance email notices, ability to view purchases and other advantages parents/guardians may choose to use.

Parents and/or Guardians are responsible for purchasing meals while waiting on meal benefits (Free or Reduced lunch) to be assigned. Meals must be purchased at **FULL PAID PRICE** until meal benefit application has been processed. This process could take up to 10 school days. When waiting for meal benefits, the parent/guardian is still responsible for any charges on the student's meal account. If a student transitions to free or reduced price meal benefits, the parent and/or guardian is still responsible for any prior charges on the student's meal account.

Quitman ISD will make every effort to assist you in meeting your child's nutritional needs. Please call us if you need any assistance.

Harassment

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 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, sex, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or

offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

Investigation of Reported Harassment

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 will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district.

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

Health Service Guidelines

QISD follows the Texas Education Agency's rules and recommendations.

1. Please send all changes of address, employment and/or phone numbers to the school office any time a change is made during the school year so we may get in touch with you in an emergency.
2. Medication:
 - a. If possible, please schedule the administration of student medicine in such a manner that medication brought to school will be kept at a minimum.
 - b. A parent or guardian must accompany all student medication when initially requesting the medicine be given at school. All medications are to be sent to the school office.
 - c. All controlled substances MUST be brought in by parent every time.
 - d. All prescription medicines must be in a properly labeled bottle. A bottle that is properly labeled will have the label affixed by the pharmacist who filled the prescription.
 - e. Non-Prescription (OTC) medication, in the original, unopened, properly labeled container provided by the parent, may be administered at school.
 - f. If your doctor has "prescribed" non-prescription "over-the-counter" medication, we must have that written prescription from the doctor for that medication to be administered.
 - g. No medication will be given by the school system that is not FDA approved.
3. A student will be sent home with a fever of or greater than 100.0. A student will not be allowed to return to school after an illness until he/she is free of fever for 24 hours without the use of fever-reducing medications.
4. All immunization policies must be enforced for child safety and wellness. (See Immunizations below)
5. It is mandated by the Texas Department of Health for pupils who show symptoms of communicable disease to be excluded until readmission is acceptable to school authorities. (See contagious diseases below)

6. When a student has a STATEMENT from his/her doctor restricting physical activities, he/she must have a RELEASE from the doctor to continue with these activities.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

Contagious Diseases/Conditions

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

All contagious diseases should be reported to the school as soon as possible. Parents should send a note explaining the cause of an absence. At any time the nurse finds it necessary to send a child home, the parent or a responsible adult will be notified at once.

The following regulations are based upon recommendations of the Texas Department of Health.

MEASLES: Seven days after appearance of rash, or whatever time the family physician requires. The student must be free of fever for 24 hours.

CHICKENPOX: Exclude from school for one week after the first symptom appears, and free of fever for 24 hours. The scabs must be dry and falling off.

MUMPS: Until all swelling is gone or at the discretion of the family physician. Cases should be isolated for 9 days beginning at the onset of the swelling.

GERMAN MEASLES: At the discretion of the family physician.

PINK EYE: Three to five days or until all symptoms are gone and /or antibiotics have been administered for 24 hours AND symptoms have cleared. .

OTHER COMMUNICABLE DISEASES: At the discretion of the physician, school attendance is permitted if under adequate treatment. For example, a student who has had fifth disease may return to school when the physician so orders (when there is no fever) even though the rash may still be present. Students with vomiting and diarrhea must be excluded from school until they are free of symptoms for 24 hours.

For further information, see policy FFAC.

Emergency Medical Treatment and Information

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

etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Head Lice

Since head lice (Pediculosis) is considered a contagious condition, discovery of live lice and/or their nits (eggs) shall require that the student be excluded from school attendance until treatment or a medical release from the doctor is presented to the school. According to Texas law, a child must be sent home from school if live lice are found in their hair. If nits only are found, they will complete the remaining school day but cannot return until treatment has been given per recommendation guidelines of the American Association of Pediatrics, the National Association of School Nurses and the Texas Department of State Health Services/School Health Program.

Students will be allowed to return to school after one treatment has been given or if their physician provides a note saying they have been cleared to return to school. Parents should bring note saying they have been cleared to return to school. **Parents should bring their children, the empty bottle of the lice-cide that was used and the student will be checked to assure no live lice have remained before returning to class.**

If you suspect your child is infested with head lice, please treat appropriately and notify the school nurse. Remember, every family member should be inspected for head lice infestation and the house should be treated as well. For information on how to treat lice infestation consult your family physician, a local pharmacist, or feel free to contact your child's school nurse for recommendations.

SCHOOL PROCEDURES FOR HEAD LICE CONTROL:

1. Checking for head lice will be done discreetly so as not to embarrass the child.
2. When live lice are found, the parent of that child will be notified to come and pick up the child from school. If the parent cannot be reached, the student must be placed in a separate area for the day and cannot ride the bus home.
3. **When the student has shampooed the hair once with the proper lice-cide shampoo, the parent must accompany the student on their return to school so the school nurse can check for compliance and either allow the student to return to class or be sent home with the parent for additional treatment.**
4. **Notice will also be provided to parents of elementary school students in the affected classroom.**

Parents' assistance in checking their child's hair weekly for any sign of head lice or nits is appreciated and encouraged. Rapid discovery, proper treatment and timely follow-up are essential in preventing re-infestation.

Provisional Enrollment for Immunizations-

Provisional enrollment allows a student to enroll in school, for a temporary basis up to 30 days, under the following situations:

1. Transfer students
 - Students transferring from one Texas school to another.
2. Homeless Students
 - Students who are defined as homeless according to the federal McKinney-Vento Act, 42 U.S.C. 11434a
3. Students In-Progress

Students who have received at least one dose of each specified age-appropriate vaccine required by the DSHS rules. To remain enrolled, students must complete the required subsequent doses on

schedule as rapidly as is medically feasible and provide evidence of vaccination to the school. The immunization status will be reviewed every 30 days to ensure compliance. If the student is not in compliance, they will be excluded from school attendance until the required dose(s) are administered.

Immunization Requirements

- TETANUS/DIPHTHERIA: At least 4 doses, with at least 1 dose received on or after the fourth birthday, and 10-year booster scheduled 10 years after the 4th dose.
- POLIO: At least 3 doses, with 1 dose received on or after the fourth birthday.
- MEASLES, MUMPS, RUBELLA (MMR): 2 doses (proof of 1st does required by eighteen (18) months of age; second dose after 4th birthday.
- Proof of 2nd dose required by twelve (12) years of age).
- VARICELLA (Chicken pox): First dose after 1st birthday and second dose after 4th birthday.
- HEPATITIS B: 3 doses if born on or after September 2, 1992.
- HEPATITIS A: Two doses before the 4th birthday

The nurse has a catch-up schedule if your student is not properly immunized when they enroll.

Exemption from Immunizations

There are only two reasons a child can be exempt from required vaccines, a conscientious exemption (which includes religious) and a medical exemption.

In order to obtain a conscientious exemption, a parent/guardian must contact Austin for a form (original only, NO copies) to indicate which immunization they wish to be exempted from. This form must be notarized and given to the school nurse. The form is only good for two years. A medical exemption must be obtained from the child's physician, signed and dated, indicating which immunizations the child is exempt from, with a medical reason stated. The physician should state whether this is a lifelong or temporary (one-year) condition.

[For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the superintendent.

Physical Examinations/Health Screenings

Hearing and vision screenings are held for Pre-Kindergarten, Kindergarten, First, Third and Fifth grades.

Homeless Students

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Quitman ISD Assistant Superintendent Angela Brown, at 903-763-5000 Ext. 6107.

Honor Roll

Students in Quitman may qualify for the "A" Honor Roll by having every subject grade, including conduct, at 90 or above. Students may qualify for the "AB" Honor Roll by having all grades in the 80's or above. Students will be named to the Honor Roll the week following the day report cards are issued. It is the school's policy to publish the Honor Roll in the local newspaper. If you do not want your child's information in the local newspaper please make a written request to the principal.

Honors

A/B Honor Roll- A student in grades 3-5 is eligible to receive the A/B Honor Roll Award if they achieve A's and/or B's in each subject area (excluding PE, Music, Art and Handwriting) for each six weeks grading period.

A Honor Roll-A student in grades 3-5 is eligible to receive the A Honor Roll Award if they achieve A's in each subject area (excluding PE, Music, Art and Handwriting) for each six weeks grading period.

Perfect Attendance- Tardies and or leaving school before the end of the school day will count against students for the perfect attendance award.

Citizenship Award- As determined by teachers in grades Pre-K-2. For grades 3-5 students must receive all E's each six weeks.

Principals Award- Students that achieve A's in each subject area for each six weeks grading period and receive all E's in conduct

President's Award for Academic Excellence- Award for 5th grade students only- Students must earn a 90 or above average in all academic subject areas for grades 3-4-and 5 and must have recommendation from a teacher.

President's Award for Educational Improvement- Award for 5th grade only. Award for students that show outstanding educational growth , improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for Presidential Award for Academic Excellence. It is meant to encourage and reward students who work hard and give their best effort, in many cases in the face of special obstacles to their learning. This award is given at the principal's discretion.

Leaving School Early

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating time and reason. Parents must sign the child out in the school office and the office will call for the student to come to the front. **NO EXCEPTIONS!!! All other students will be dismissed at 3:15 p.m.**

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

Teachers will keep a record of those students who leave early. Attendance laws apply to individual classes as well as to full day absences. Students will be counted absent from classes missed if they are picked up before 3:00 PM.

Library

1. Students must pay for lost or damaged books.
2. Lost book charges or fines must be paid **each semester** before report cards can be sent home.
3. The librarian will furnish the classroom teacher with a list of students' fines etc. at the end of each semester so that this information can be sent home before report card day.
4. When withdrawing from school, a student must clear his/her library record of overdue books, lost or damaged books, or library fines.
5. Students may not check out books if they have unpaid fines or overdue books.
6. A charge of \$1.00 will be made for the removal of a book barcode.
7. Students must obey posted library rules while in the library.
8. Students may check out one book for 2 weeks (may be rechecked out twice).
9. Library hours are from 8:00 a.m.- 3:00 p.m.

Limiting Electronic Communication with Student by District Employees

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual's professional responsibilities, as approved by districts guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to classwork, homework, and tests. As a parent, you are welcome to join or become a member of such a page. Text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the activity. The employee is required to send a copy of the text message to the employee's district email address. **If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have any questions related to the use of electronic media by district employees, please contact the campus principal.**

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Lockers

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Students

have full responsibility for the security of lockers. If students use a lock on their locker they are required to turn-in an extra key or the combination to the office. QISD will not be responsible for any items missing from lockers. The school district is not liable for any lost or stolen items. Students must stay in their locker assigned to them. Students can only change their lockers by teacher permission.

Make-up Work

Routine and In-depth Makeup Work Assignments

The allotted time for make-up work is as follows: Two (2) days for the first absence with one (1) additional day for each consecutive absence. The exception to the make-up work policy is if an assignment had been given prior to the student's absence; in this case the assignment is due upon return to the classroom or the assigned date.

Make-up for Failing Assignments

Students are allowed to make-up Major Test grades on which they received a failing grade on their first attempt. Parents must request a second assessment in writing within 7 days in order for students to make up the assessment.

Parent Organizations/Volunteer Opportunities

The Quitman Elementary Parent Teacher Organization exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the P.T.O. We are always looking for new ideas.

Teachers, parents, grandparents and other family members are encouraged to become PTO members. The membership dues are \$5.00 per family. The class with the highest membership percentage will receive a pizza party.

The following are ongoing projects funded by the PTO: Festival – PTO's main fundraiser. Small admission fee, food items for sale in cafeteria, games available for the kids, bike raffle, costume contest, and silent auction also. (Money and items donated by community).

Christmas Store – Fundraiser held in December. We purchase and offer items for the students to buy for their Christmas gifts.

Teacher/Staff Sweet Buffet – Held in November the last Friday before the Thanksgiving holiday.

Teacher/Staff Appreciation Luncheon – Held in May for all teacher and staff.

Book Fair – Manned by PTO volunteers. Money earned goes to the library.

General Mills Box-tops For Education – We collect labels for this program. Box-tops from General Mills, Betty Crocker and other products earn money for the school.

Volunteers also work for teachers and the school nurse from time to time.

Parent/Teacher Conferences

If a parent wishes to confer with a child's teacher, **they must make arrangements prior to the visit by calling the school receptionist and giving her the date when you would like to have the conference.** The teacher will call you back and confirm the date and time. These arrangements will help the teacher prepare for the conference. TO ENSURE THAT STUDENTS RECEIVE A FULL DAY OF INSTRUCTION, TEACHERS ARE INSTRUCTED NOT TO CONFER WITH PARENTS DURING CLASS TIME.

Parties

Kindergarten:	Christmas, Valentine, Easter
First:	Christmas, Valentine, Easter
Second:	Christmas, Valentine, End of Year
Third:	Christmas, Valentine, End of year
Fourth:	Christmas, Valentine, End of Year
Fifth:	Christmas, Valentine, End of Year

Any birthday party invitations passed out at school MUST include ALL students in the class.

Physical Education

Each student receives physical education instruction on a regular basis. To provide for the best possible environment for this to take place the following rules need to be observed:

Tennis shoes will be worn to PE class to provide for safer footing for class activities.

Girls need to wear shorts under their dresses or skirts

A child unable to take PE due to illness needs a DATED, SIGNED EXCUSE. The reason for missing class needs to be clearly stated.

A child excused from PE CLASS WILL NOT BE ALLOWED TO PARTICIPATE IN RECESS.

If a student misses more than three consecutive days of PE, a doctor's excuse is necessary.

If a doctor excuses a student from PE for any reason, that doctor must then sign a release giving the student permission to participate. The student will be required to sit out until the doctor's release is sent to the school. Remember, doctors can fax us at (903)763-4151.

Pledges of Allegiance and Minute of Silence

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

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

Promotion and Retention

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

To be promoted from one grade level to the next in grades one through fifth, a student shall attain, for the year, an overall average of 70 or above. To arrive at the overall average, you add the final grade in English, Reading, Math, Science, and Social Studies and divide by five. In addition, a student shall attain an average of 70 or above in Reading **and** a 70 or above in mathematics for the year.

In addition, at Fifth Grade students will be expected to pass the State of Texas Assessment of Academic Readiness (S.T.A.A.R.) in Math and Reading to be promoted to the next grade level.

For more information, see the principal, counselor, or special education director.

Report Cards/Progress Reports/Conferences

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

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

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

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

School Hours

School doors will remain locked until 7:15 a.m. Students who eat breakfast at school should report directly to the cafeteria when they arrive. After they finish eating they should go to their designated area to await class. Students in Pre-K – 2nd will sit in the cafeteria until they are dismissed to class. Students in grades 3rd, 4th, and 5th who do not eat breakfast should report to the gym and remain there until dismissed to go to class.

School Office Hours

The school office is open from 7:35 a.m. to 4 p.m. each school day.

Phone number – (903) 763-5000, 1164 Fax number – (903) 763-4151

Web Site – www.quitmanisd.net

The office phone is not to be used for personal phone calls. Students will be permitted to use this phone only in cases of emergency or urgency. A Student WILL NOT be called out of the classroom to answer the phone. Messages will be delivered to the child by the office staff in the event of an emergency.

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Summer School

Summer school for Quitman Elementary School is offered for Limited English Proficient students if 10 or more sign up. Summer classes are also offered as required by Texas law for those students in Grade 5 who have not passed their second administration of the Reading (Grade 5) and/or Math (Grade 5) state assessment. A third administration is offered in June. Summer school classes are also offered for those students who qualify for Extended School Year as recommended

by their ARD committee. Contact the school principal for more information, 903-763-5000, Ext. 1.

Suspension

An administrator may assign a student out of school suspension (OSS) for Student Code of Conduct infractions. The student will be expected to stay in the care of his/her parent/guardian during the suspension period. The student may not attend any Quitman extracurricular or other school related activities while assigned to suspension. **The student is responsible to make-up all classroom assignments missed while on suspension.** The make-up work policy is two days for the first missed day and one additional day for each consequent day of absence. The exception to the make-up work policy is if an assignment had been given prior to the student's absence; in this case, the assignment is due upon return to the classroom or the assigned date.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Tardiness

A student who is tardy to class four times will be assigned to after-school detention on the fifth tardy. On the 5-7 tardies, students will be assigned to after-school detention. At 8 tardies, students will be assigned to PACK Classroom. The tardy count will begin again each semester.

Textbooks

Textbooks are the property of Quitman ISD and are to be cared for by each pupil. Any unnecessary marking, defacing, or loss of textbook or library book will result in the student having to pay for the book.

Transportation Arrangements

If you want your child to be transported home by some means other than their regular method, you **must** send a signed and dated note that morning to his/her teacher stating the change. If during the day an **emergency** arises, please call the office **before 2:00 p.m.** so that the changes can be made correctly. Please remember, we cannot and will not use our buses for delivering party guests to a location.

All students must be picked up by 3:30 p.m. unless staying for a scheduled after school activity.

Visitors to the School

Parents are always welcomed on our campus. We ask that parents not visit during the first six weeks of school in order that routines may be established. We ask that all visitors check in through the office and receive a Visitor Pass before proceeding. Parents wishing to enter the building must present their driver's license at the front office. We do not allow students to bring friends or relatives with them to school to visit.

Weather Related Dismissals

In case of extreme weather conditions warranting early dismissal or cancellation of school, listen to **KMOO 99.9 or KLTV – channel 7, Tyler.** These are the official stations for QISD.

Withdrawing From School

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

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

Weapons and Drugs

Quitman ISD is a drug free/weapon free zone. Drugs and weapons are not permitted within 300 feet of school property, or at any school related event on or off school property. Violators will be prosecuted. Students will be disciplined according to the *Student Code of Conduct*.

2017-2018 Student Handbook

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy or to electronically access at www.quitmanisd.net the Quitman Elementary School Student Handbook and the Student Code of Conduct for 2017-2018.

I have chosen to:

- ☐ 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, I should direct those questions to the principal at Quitman Elementary School, 903-763-5000, Ext. 1169. I understand that if I want a printed copy, I may go to the principal's office.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Student Transportation

I understand that during the school year my child will be transported by school approved vehicles for field trips, extra/co-curricular activities, or transported to and from home. I have read the section in the student handbook concerning student transportation and understand the rules concerning proper student behavior and consequences. I also will not hold the Quitman I.S.D. or any employee of this district liable for any damage or injury that they may acquire in transporting my child.

Printed Name of Student: _____ Grade _____

Signature of Student: _____

Signature of Parent: _____

Date: _____

Quitman ISD Technology Acceptable Use Policy -- Students

QISD recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is the general policy that all computers are to be used in a **responsible, efficient, ethical** and **legal** manner. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional activities.

Unethical behavior is just cause for taking disciplinary action, revoking network privileges, incurring financial responsibility and/or initiating legal action. Unethical behavior includes, **but is not limited to**:

- Utilization of technology for purposes that are illegal, inappropriate or obscene.
- Downloading of information, software, or resources onto local workstation and/or network.
- Loading software, music, or other files onto computers.
- Usage of external media such as, floppy diskettes, digital media (ie flash drives), CD/DVD, etc. without prior virus screening from technology personnel.
- Removing files from computer or network without approval from QISD technology personnel.
- Informing other persons of network logon and password.
- Utilizing other people's network logon and password.
- Running inappropriate programs off of Internet to include games.
- Streaming music and/or videos without teacher's permission.
- Participating or viewing chat room conversations. Participating or viewing blog or personal websites such as "MySpace", "Facebook", etc.
- Printing of Internet information and/or documents without teacher's permission.
- Utilizing teacher's PC workstation.
- Sending or viewing personal email unless a student has a QISD email account issued as required for dual credit college courses.

I have read and understand the Quitman ISD policy regarding technology acceptable use. ***Quitman ISD provides internet filtering from inappropriate and unethical web sites.***

Student Name Printed	Student Signature	Grade	Date
----------------------	-------------------	-------	------

Parent Name Printed	Parent Signature	Date
---------------------	------------------	------

*Board Approved – August 11, 2003
Board Reviewed – May 9, 2005
Reviewed/edited – June, 2006
Review/edited – June, 2008*

QUITMAN I.S.D.

COMPACT FOR SUCCESS

PARENT/GUARDIAN AGREEMENT:

(Any person who is interested in helping this student may sign in lieu of the parent.)

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is in class at 7:50 a.m. daily.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Provide library access time and books for my child.
- Read with my child and let my child see me read.
- Take an opportunity to make contact with teachers at least once a year.
- Provide accurate up-to-date contact information (ex. Cell phone or e-mail)

Parent Name Printed

Parent Signature

Date

STUDENT AGREEMENT:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.
- Respect Teachers and Staff.

Student Name Printed
Date

Student Signature

Grade

TEACHER AGREEMENT:

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.
- Respect Students and Staff.

Teacher Name Printed

Teacher Signature

Date

PRINCIPAL AGREEMENT:

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication among the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that reinforce classroom instruction.
- Respect Students, Staff and Parents.
- Recognize and reward Students and Staff for their accomplishments.

Signature _____

Principal _____

COMPRIMA PARA EL EXITO QUITMAN EL DISTRITO ELEMENTAL DE

ESCUELA “ES U MEJOR” EL 15 DE AGOSTO DE 2017

EL PADRE/el ACUERDO de GUARDIAN: (Cualquier persona que esta interesado a ayudar a esta estudiante puede firmar en vez del padre.) Quiero que mi nino a logre. Por lo tanto, yo lo alentare/ella haciendo lo siguiente: *Ve que mi nino esta en la clase en 7 :50 de la manana diario. *Sostiene la escuela en sus esfuerzos a mantiene la disciplina apropiada. * Establece un tiempo para deberes y lo revisa regularmente. *Proporciona una calma encendio bien el lugar para el estudio. *Alenta mis esfuerzos de nino y esta disponible para preguntas. *Permanece enterado de lo que mi nino aprenede. *Proporciona la biblioteca tiempo de acceso y libros para mi nino. *Leyo con mi nino y permitio que mi nino me viera que lei.

La firma _____

EL ACUERDO del ESTUDIANTE: es importante que trabaje al mejor de mi habilidad. Por lo tanto, yo me esforzare a hace lo siguiente: Asiste escuela regularmente. *Viene a la escuela cada dia con plumas, con el papel, y con otras herramientas necesarias para aprender. *Completa y vuelve las tareas de deberes. *Observa conducto regular de estudio. *Maestros de Respeto y Personal.

La firma _____

EL ACUERDO del MAESTRO: es importante que estudiantes logren. Por lo tanto, yo me esforzare a hace lo siguiente: *Proporciona los deberes las tareas para estudiantes. *Les Proporciona ayuda necesaria a padres para que ellos puedan ayudar con las tareas. *Alenta estudiantes y a padres proporcionando informacion acerca del progreso de estudiante. *Usa las actividades especiales en el aula al aprendizaje de la marca agradable. *Estudiantes de Respeto y Personal.

La firma _____

EL ACUERDO PRINCIPAL: sostengo esta forma del involucrimiento de padre. Por lo tanto, yo me esforzare a hace lo siguiente. *Proporciona un ambiente que tiene en cuenta comunicacion positiva entre el maestro, el padre, y el estudiante. *Alenta a maestros a proporciona regularmente los deberes las tareas que reforzaran la instruccion de aula. *Estudiantes de Respeto, el Personal y los Padres. *Reconoce y recompensa a Estudiantes y Personal para sus logros.

La firma _____

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

STATEMENT OF NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DISCRIMINATION

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

PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or

- b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

GENDER-BASED HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

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

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

RETALIATION

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

EXAMPLES

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

FALSE CLAIM

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

PROHIBITED CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES

STUDENT REPORT

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

DEFINITION OF DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

ADA /

SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

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

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

INITIAL ASSESSMENT

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

INTERIM ACTION

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

DISTRICT INVESTIGATION

The investigation may be conducted by the District official or a de-signee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CRIMINAL INVESTIGATION

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

NOTIFICATION OF OUTCOME

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

DISTRICT ACTION

PROHIBITED CONDUCT

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

BULLYING

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

CONFIDENTIALITY

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

APPEAL

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

ACCESS TO POLICY AND PROCEDURES

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