

GREGORY-PORTLAND

I. S. D.



ELEMENTARY

STUDENT-PARENT HANDBOOK

and

CODE OF CONDUCT

2009-2010

T. M. Clark Elementary School

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GREGORY-PORTLAND ISD**

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DISCLAIMER

The provisions and information set forth in this document are intended to be informational only. Thus, this document is not intended, and shall not be construed, to: modify, alter, abridge or amend any policy or administrative regulation enacted by the Board of Trustees (“Board”) or the Administration of the Gregory-Portland Independent School District and any student, prospective student, agency of the local, state or federal government, or any other person or legal entity of any and every nature whatsoever. The District hereby reserves and retains the right to amend, alter, change, delete or modify any of the provisions of this document at any time, and from time to time, without notice, in any matter that the Administration or the Board of the District deems to be in the best interest of the District.

This handbook is not all inclusive in addressing all the issues and circumstances that can occur in a school setting. Unique situations may arise with individual situations that will require actions by the faculty and administration to address the needs of specific individuals.

Parents shall be notified of their right to inspect all instructional materials used in connection with a survey, analysis, or evaluation of a program funded in whole or in part by the U. S. Department of Education.

FOREWARD

This handbook has been prepared as an elementary school information guide for parents and students alike in the Gregory-Portland Independent School District. Realizing that every detail cannot be covered in a handbook, we have tried to provide basic information regarding those items about which questions most frequently arise. There are items here that are quoted directly from adopted school District policy and other items that are standard school practice. This handbook goes hand-in-hand with the District's Student Code of Conduct. The Student Code of Conduct includes the details for student conduct, expectations, responsibilities, and consequences.

This handbook is also intended to bring the home and school closer together through increased communication and consistent information. At Gregory-Portland ISD we continually strive to provide the best for our children and we feel that with a clearer understanding of our schools, and with concerted effort of the school and home working together cooperatively as a team, our children will ultimately benefit in a manner in which we can all be proud.

We all look forward to a successful school year. Please keep in touch so that together we can make our children's school experience a productive and successful one.

PHILOSOPHY

We believe that the public schools should provide programs that meet the student's individual cognitive and affective needs so that all students become competent in speaking, reading, spelling, writing, computing, decision making and problem solving to the extent of each student's ability to do so. We believe also that students should have the opportunity to explore the arts, sciences and humanities so that each student develops a consciousness of his/her environment and of his/her responsibility to self and to others as a member of a home and as a citizen of a community, a state, a nation, and the world. Additionally, we believe that all programs should be conducted in such a manner that the contributions of each student are valued and lead to each student developing positive personal values and a respect for the tolerance of others whose values may differ.

We believe that the curriculum of the District should be supported and enhanced by a balance of well rounded co-curricular opportunities coordinated to insure minimum infringement upon regular class time. The overall purpose of such programs should be to provide students with opportunities to develop poise, self-assurance, and self-discipline. Such programs should also facilitate the students' understanding that the democratic principles by which our country is governed rely on group decision making and upon individuals to carry out the group. A further purpose of the co-curricular activities should be to teach skills which enhance each individual's worthy use of leisure time.

We believe that learning is a lifelong process and must be encouraged as such through the curricular and co-curricular programs of the District and should be supported through appropriate adult and community activity programs.

We believe that to have consistently effective programs, the District must recruit and retain a competent staff of professional and auxiliary personnel and that such personnel should be encouraged through clearly defined job descriptions, adequate salaries and emoluments, positive evaluative processes and training opportunities to achieve their fullest productive potential.

We believe that effective implementation of the District's programs requires that the management of the District's schools be based upon carefully developed short and long range plans which are reviewed periodically with appropriate school and community groups. The management system should provide for input through open communication with students, parents, school staff, and community members to insure that the plans reflect student, staff, and community needs. The management system should also provide for on-going assessment, facilitate change required, and provide for systematic summative evaluation of all District programs and operations. Further, the plans developed should serve as the framework for the identification and allocation of needed resources to accomplish those plans.

PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Gregory-Portland ISD Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue. Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Gregory-Portland ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook, posted on the district web page at www.g-pisd.org or is also available in the principal’s office.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

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

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

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

1. Parental Acknowledgement Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and
4. Consent / Opt-Out Forms.

[See **Obtaining Information and Protecting Student Rights** and **Directory Information** for more information.]

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

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Gregory-Portland ISD Elementary Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Gregory-Portland Independent School District (ISD) does not discriminate on the basis of race, religion, color, national origin, gender, 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 gender:
Mrs. Darla Czerwinski, Assistant Superintendent; 608 College Street, Portland, Texas 78374; (361)777-1091
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Amy Mathews-Perez, Director of Special Programs; 608 College Street, Portland, Texas 78374; (361) 777-1091
- All other concerns regarding discrimination: See the superintendent
Dr. Paul Clore; 608 College Street, Portland, Texas 78374; (361) 777-1091

Es norma del Distrito Escolar Independiente de Gregory-Portland de no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma del Distrito Escolar Independiente de Gregory Portland de no discriminar por motivos de raza, color, origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; al Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sesión 504 de la Ley de Rehabilitación de 1973, según enmienda.

Gregory Portland ISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglesa no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuníquese:

Coordinador del Título IX

608 College Street
Portland, TX 78374
(361) 777-1091

Coordinador de la Sección 504

608 College Street
Portland, TX 78374
(361) 777-1091

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. [See Academic Counseling and Academic Programs.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at the number listed in the directory for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports and Conferences.]
- Becoming a school volunteer.[For further information, see policies at GKG]
- Participating in campus parent organizations. Parent organizations at the elementary level include one of the following:
 - Parent Teacher Organization (PTO)
 - Parent Teacher Association (PTA)
- 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 school 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, and information in this handbook at School Health Advisory Council.]
- 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, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

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

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

Displaying a Student’s Artwork and Projects

The district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

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.

Inspecting Surveys

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

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. [See Student Records.]

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with 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.

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

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

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

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to 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 Transfers for Your Child

As a parent, you have a right:

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

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** and contact Amy Mathews-Perez at 608 College Street, Portland, Texas 78374, (361) 777-1091.

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a 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*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person:	<u>School Counselor</u>
Phone Number:	<u>W.C. Andrews Elementary</u> 777-4048
	<u>Stephen F. Austin Elementary</u> 777-4252
	<u>T.M. Clark Elementary</u> 777-4045
	<u>East Cliff Elementary</u> 777-4255
	<u>Gregory Portland Intermediate</u> 777-4258

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCAL).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Mrs. Emily Lorenz and may be contacted at (361) 777-1091.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. A non-custodial parent may request a copy of written records that are usually provided to the custodial parent pertaining to student performance, including grades, test results, and disciplinary records by submitting a request in writing each year to the campus principal that specifies copies to be mailed or emailed. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. School official would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

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

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

Gregory-Portland ISD
608 College Street
Portland, Texas 78374
(361) 777-1091

The address(es) of the principals' offices are:

W.C. Andrews Elementary
1100 Lang Rd.
Portland, Texas 78374

S.F. Austin Elementary
308 N. Gregory Ave.
Gregory, Texas 78359

T.M. Clark Elementary
2250 Memorial Parkway
Portland, Texas 78374

East Cliff Elementary
200 Fulton Place
Portland, Texas 78374

Gregory-Portland Intermediate
4200 Wildcat Drive
Portland, Texas 78374

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

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office [or on the district's Web site at www.g-pisd.org].

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

Please note:

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes.

For these specific school-sponsored purposes, the district would like to use your child’s [name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams for school-sponsored purposes in your FL(LOCAL). This information will not be released to the public without the consent of the parent or eligible student.

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

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the principal.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with 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 until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the diagnostic reading instrument.

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.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of the state compulsory attendance law [See FEA (LEGAL)]

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

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

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.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 4 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).]

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policies at EIF.] [See **Academic Counseling**]

AWARDS AND HONORS

Awards and honors such as Science Fair Winners, A&B Honor Roll, and Spelling Bee Winners will be published in the newspaper. **Students whose parents have not given permission to release names and photographs on the Nondisclosure Form given at the beginning of school will not be eligible to have their names published in the newspaper for awards and honors.**

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.[See FFI(LOCAL).]

CLINIC/ NURSE INFORMATION

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.

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

Fever

Fever is an elevation of the body's normal temperature. Generally, temperature of 100° F or above may be considered fever. A student with temperature of 100° F or above may be dismissed from school. Students may be readmitted to the classroom if there has been no fever for 24 hours without the use of fever reducing medications such as Children's Motrin, Children's Tylenol, and others.

Head Lice

As reported in the September 2002 American Academy of Pediatrics, Clinical Report: "Head lice are the cause of much embarrassment and misunderstanding, many unnecessary days lost from school and work, and millions of dollars spent on remedies . . . It is probably impossible to totally prevent head lice infestations. . . . Head lice are not a health hazard or a sign of uncleanliness and are not responsible for the spread of any disease."

It is recommended that parents inspect their child's hair on a regular basis and treat for head lice accordingly. Your campus nurse is available as an educational resource in this area as well as to assist parents in identification of the presence of lice or lice eggs in their child's hair. The Texas Department of State Health Services states that upon notification that a student has head lice, it is advisable for the parent/guardian to pick up the child from school and begin treatment as soon as possible so the student may return to school promptly the next day, if not on the same day. Extended absences due to head lice will be unexcused.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official affidavits issued by the Department of State Health Services, Immunization Division, can be honored by the district. This form may be obtained by writing to the DSHS Immunization Branch (MC 1946), P. O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. For a list of required immunizations, please go to: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

GPISD complies with this law and grants no more than 30 days in which students transferring into the district are to provide immunization records. Students not in compliance may be withdrawn from school. A student may be provisionally admitted to the district if he/she has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible. Please respond promptly to immunization notices sent home with currently enrolled students.

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

Medication

The daily routine of the school nurse includes the management and monitoring of medications.

Upon arrival to school, students must turn in all medication to the school office or school nurse along with a written request from their parent as to the administration of medicine. Prescription, as well as non-prescription medication, must be in the original, properly labeled container and accompanied by a note from parent and / or guardian. *Education Code 22.052*

Short term medications, such as antibiotics, prescribed for fewer than four (4) doses per day, are to be administered at home.

The U.S. Surgeon General, the F.D.A., and the Centers for Disease Control and Prevention recommend that aspirin and combination products containing aspirin not be give to children under 19 years of age during episodes of fever-causing illnesses. Research has shown an association between the development of Reye's Syndrome and the use of aspirin (a salicylate) for treating the symptoms of influenza-like illnesses, chickenpox, and colds.

Herbal medications, non-F.D.A. approved medications, vitamins and/or prescriptions filled in foreign countries will not be administered by school personnel.

Medication remaining in the clinic at the end of the school year **must** be picked up by the parent or guardian as it will not be sent home with the student. All medication not picked up by the parent or guardian within one week from the last day of the school year will be destroyed.

Medicine at School

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

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

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

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

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF (LEGAL).]

Physical Examinations / Health Screenings

As prescribed by law, vision and hearing screening will be conducted on all students in grades PK, K, 1,3,5,7, and 9, all students new to the district who have not been screened previously, and all referrals. *25TAC 37.23 (a), (c), (d)*

Spinal screenings will be conducted annually on all students in grades 5 and 8 as mandated by the *HB832Tx. Code art. 37.141-37.152*

Acanthosis Nigricans screening will be conducted annually on all students in grades 1, 3, 5, and 7 in conjunction with vision/hearing or spinal screening as mandated by *HB 2989*.

Pink Eye

Pink eye (conjunctivitis) is a contagious eye infection. State law says that a student who has pink eye must be excluded from school. Students with symptoms of viral or bacterial conjunctivitis may be excluded from attendance at the discretion of the campus nurse. Once a student has seen a physician or has taken the prescribed medication twice, the student must return to school. Absences beyond one day and without a doctor's note will be unexcused.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

Vomiting / Diarrhea

Students must not have had vomiting and/or diarrhea for at least 24 hours before returning to school.

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 office, the superintendent's office, or on the district's Web site at www.g-pisd.org.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

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

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

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

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. **During standardized testing or exams, students are not permitted to be in possession of a cell phone or any other electronic device. Violation of this policy will be considered a serious violation of the Student Code of Conduct.** The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

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

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

COUNSELING

Personal and Small-Group Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, 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 inform their teacher. After a student or teacher has made a request, he/she should ask office personnel to place it in the counselor's mailbox. The counselor will make every effort to talk with the student that same day. Everything that is discussed in the counselor's office will remain confidential, unless the child is threatening to harm him/herself or someone else.

Classroom Guidance

The school counselor provides a proactive, developmental guidance program to all students within the school. The program focuses on the normal processes of growing up and the development of basic life skills. The curriculum is taught in small or classroom-sized groups of students.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to FFE (LEGAL) and FFG (EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal will determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

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

Gregory-Portland ISD will conduct credit by exam without prior instruction twice during the 2009 - 2010 school year. Testing will be administered on three dates in September 2009 and in April, 2010. These dates are: September 5th, 12th, and 19th or April 10th, 17th, and 24th. These dates are provided in accordance with Board policy EEJB (Legal and Local).

A student in grades 1-5 may accelerate a grade level through credit by exam without prior instruction by meeting the requirements for acceleration which include scoring 90% or higher on four criterion-referenced tests for the grade level to be skipped. The tests cover the content areas of language arts, mathematics, science, and social studies. Two tests must be taken in the sequence set by the district.

The first two tests (language arts and mathematics) will be administered on September 6, 2008 and the second two tests (science and social studies) will be administered on September 13, 2008. September 20, 2008, will serve as a make-up date if needed.

In April the same sequence of tests will occur. The first two tests will be administered on April 4, 2009, and the second two tests will be administered on April 18, 2009. April 25, 2009, will serve as a make-up date if needed.

A student in grade 6 may gain credit for a course through credit by exam without prior instruction by scoring 90% or higher on a criterion-referenced examination designated by the district for a particular course or grade-level subject area.

The schedule of test administration for grade 6 shall be determined by the curriculum director and the campus principal.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the first scheduled testing date. The testing sites will be announced immediately prior to the test date.

For further information contact your campus principal. Additional information is also available in Board Policy EEJB (LOCAL).

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

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

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

Sexual Harassment

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISCRIMINATION

[See **Dating, Violence, Discrimination, Harassment, and Retaliation**]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes**]

Nonschool Materials...from students

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

The principal has designated the school office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Gregory-Portland ISD business office for prior review. Central Office administration will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

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

FAMILY ACCESS

Parents and students may access student grades online through Family Access. Application/password information is included in the registration packet or can be obtained at the school office.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Summer school for courses that are offered tuition-free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

For safety reasons, students are not allowed to sell door to door.

HARRASSMENT

[See **Dating, Violence, Discrimination, Harassment, and Retaliation**]

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, and FFA the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

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

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

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

School Health Advisory Council

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

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. [See policies at CO and FFA.]

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available at the Central Office. If you have any questions, please contact Larry Curlis at 361-777-4254.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Larry Curlis at 361-777-4254.

HOMELESS STUDENTS

For information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Paul Clore, at (361) 777-1091.

HOMEWORK

Homework is any oral or written task assigned by the teacher to be completed outside of the classroom. It is an extension of the teaching and learning that goes on in the classroom and provides practice, reinforcement, and extension of skills. Homework also helps to apply and retain what the student has been taught in the classroom. Homework will not be sent or accepted on fax machines or e-mail. Homework requests for students who are absent will be accepted beginning with the second consecutive day of absence.

RESPONSIBILITIES

- ***STUDENTS***

- Seek clarification of homework when necessary.
- Complete and turn in homework on time per teacher's directions.

- ***PARENT AND/OR LEGAL GUARDIAN***

- Review homework policy with student.
- Establish homework rules in the home.
 - Set time limits.
 - Review student's work.
 - Encourage correct, legible, neat work.
- Provide an appropriate place and atmosphere where the student can complete his homework.
- Participate in meaningful parent-teacher conferences to discuss the student's school progress as the need arises.

- ***CONSEQUENCES FOR NOT COMPLETING HOMEWORK***

(These consequences need not be considered in any particular order.)

- Teacher counsels with student and communicates specific concerns to parent.
- Student stays after school to work on incomplete homework (Detention). Parent is notified ahead of time.
- Student's grade may be assessed a penalty.
- Student's grade may be assessed a Zero.
- Student is referred to the counselor and parent is notified again of the teacher's concern.
- Student is sent to the principal for disciplinary action. Other alternatives should have been utilized prior to sending students to the office.
- Privileges may be removed.

Other actions or necessary changes may be utilized during the school day. Parents will be notified of these changes in advance.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- A Student Resource Officer (SRO) may assist to provide a police presence at school for safety, drug offenses, and other police-related matters.
- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who is required to register as a sex offender or who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy FL(LEGAL) and GRA (LEGAL).]

Student Resource Officers (SRO)

In October of 2007, the GPISD School Board and the City of Portland City Council approved a plan to enhance safety and security for our students by assigning police officers to Portland school campuses. These School Resource Officers (SROs) have completed specialized training and have begun their patrols of local campuses.

The SRO program creates a positive, problem solving partnership between school personnel, law enforcement, parents and students. While the SRO's primary responsibility, like any other police officer, is to enforce the law and provide for the campus safety, having these officers on campus will provide other long term benefits including:

- Greater student access to law enforcement and the legal system
- Improved information gathering about illegal drug use and other crimes both on campus and in our community
- An improved ability to detect potentially dangerous behavior and prevent its escalation
- An opportunity to teach students how to avoid being a victim of crime
- The chance to give our youth a realistic view of our legal system so they will have an investment in supporting and improving it
- Both city and school officials are dedicated to the success of this program and to improved campus safety
- Improved relationships between local youth and the police

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB (LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension Makeup Work

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion.

In addition, at a certain grade level a student--with limited exceptions--will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish..
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

In addition, students must meet promotion standards established by the District in order to be promoted. To be promoted in grades 1-6, a student must:

- In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading (if required), English, mathematics, and either social studies or science.
- In kindergarten, promotion to the next grade level shall be based on a student having an average for the year of satisfactory (S) in language arts and mathematics. If the student is being considered for retention, the principal shall consult with the student's teacher and parents.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 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 [in any course OR in English language arts, mathematics, science, or social studies] is near or below 70, or is below the expected level or performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent is requested to schedule a conference with the teacher of that class or subject. [See **Parental Involvement / Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL).]

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

The report card or 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 5 days.

RETALIATION

[See Dating, Violence, Discrimination, Harassment, and Retaliation]

SAFETY

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

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

- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

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.

Fire Drill Alarm

1 continuous alarm	leave the building
1 alarm	halt; stand at attention
Announcement	return to the classroom

Tornado Drill Alarm

Announcement	move quietly but quickly to the designated locations
Announcement	return to the classroom

Intruder Alarm

Announcement	move students to the safest part of classroom away from door
Announcement	all clear; resume schedule

Shelter-in-Place

The principal will announce on intercom the decision to shelter-in-place. The principal will also:

1. Move all students, staff, and visitors to the designated area.
2. Ensure that maintenance or custodial personnel immediately shut off all heating, cooling, and ventilation systems for the entire campus.
3. Ensure, in severe situations, that teachers and staff seal doors and windows with duct tape. A “Shelter-in-Place” sign will be posted on the door.
4. Not permit any individual to leave the shelter during the emergency.
5. Use reasonable judgment in permitting outsiders into the shelter during the height of the incident.
6. Remain in contact with the LEPC along with the police and/or fire departments for continuous information and instructions.
7. Announce over the public address system the current status of the incident at frequent intervals to inform all faculty and students until an “all clear” is given.

8. Permit the students and staff to leave the shelter when the “all clear” is given.

Please note that in the event of a shelter-in-place situation, our doors will remain locked. NO ONE WILL BE ALLOWED IN OR OUT. Students would only be released after clearance has been received from law enforcement or emergency management officials. The collective safety of students and staff is of the utmost importance.

Your cooperation and assistance is an important factor in the outcome of such an event. In our effort to be prepared, we ask that you assist in the following ways:

- Inform the school nurse of any medication that your child takes at home and devise a plan to supply the medication in the event of a shelter-in-place situation at school.
- In case of an emergency, access the district web site at www.g-pisd.org or the Texas Coastal Region Advisory System at www.tcras.org for special instructions.

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.

Emergency School-Closing Information

During a natural disaster (hurricane, tornado, earthquake, flood, etc.), during and/or following a crisis or tragedy, or in the event of inclement weather conditions, schools may be closed. Parents, students, faculty, and staff members are asked to monitor radio and television broadcasts for information related to the closing of schools.

Tune in to any of the following television stations:

KIII-TV, KRIS-TV, KZTV, KORO-TV, KEDT-TV

Tune to any of the following radio stations:

KEYS AM 1440, KOUL 103.7, KLUX FM 89.9, KSIX AM, KUNO AM, KKBA FM 92.7, KMXR FM 93.9, KZFM Z95, KBTE FM 102.3, KFTX FM 97.5

In the event that schools must be closed, the decision will be made by the superintendent of schools and the information will be disseminated promptly to the local media.

INFORMATION REGARDING EMERGENCY PROCEDURES

Dear Parent/Guardian of Gregory-Portland ISD Students:

As you know, it is the mission of Gregory-Portland ISD to provide quality instruction for our students in a safe and secure environment. We take this responsibility seriously and continuously strive to prepare ourselves to respond to our environment.

With recent national and international events, we have reviewed our existing crisis management plans for the district and revised them to include safety precautions for new problems that face our world today. Our district personnel maintain contact with local, state, and national law enforcement and emergency management officials to keep abreast of issues that could impact the safety of our students and staff.

In our efforts to prepare for crisis situations, our objective is to prepare students for any situation while also protecting them from messages or images that would frighten or alarm them. We must always balance the need to be informed with the maturity and development levels of our students. Our goal is to maintain the confidence of safety and security that you and your child would need in a crisis situation.

To keep you informed of the actions being taken by our district, listed below are some of the activities that are going in Gregory-Portland ISD:

- Assembling classroom and campus emergency kits for needed supplies.
- Reviewing the shelter-in-place drill with the student/staff at each campus.
- Meeting with the school nurse to discuss medical needs of students and staff.
- Developing plans to meet the needs of water and food during a crisis.
- Working with GPISD Transportation Department to coordinate transportation as needed (i.e., campus evacuation).

Please note that in the event of a shelter-in-place situation, our doors will remain locked. NO ONE WILL BE ALLOWED IN OR OUT. Students would only be released after clearance has been received from law enforcement or emergency management officials. The collective safety of student and staff is of the utmost importance.

Your cooperation and assistance is an important factor in the outcome of such an event. In our effort to be prepared, we ask that you assist in the following ways:

- Inform the school of any medication that your child takes at home and devise a plan to supply the medication on the event of shelter-in-place situation at school.
- In case of an emergency, access the district web site at www.g-pisd.org or the Texas Coastal Region Advisory System as www.tcras.org for special instructions.

The intent of this correspondence is not to alarm you, but to inform you of our efforts to maintain a safe climate for your child while continuing to focus on the education of our students. We understand our duty to prepare for worst case scenarios. Our sincere wish is that we never need to implement this plan; however, we want to assure you that we have prepared our campuses for crisis situation, should any occur. Our primary concern is for the safety of our students and staff.

If further information is needed, please feel free to contact your child's campus principal.

Sincerely,

Dr. Paul Clore

Superintendent

SCHOOL FACILITIES

Use By Students Before and After School

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

The following areas are open to students before school, beginning at 7:30 a.m.

- Specific classrooms for tutorials
- Cafeteria for students who eat breakfast

The following areas are open to students after school beginning at 3:30 p.m.

- Classrooms holding tutorials
- Latchkey, if provided

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Applications are available in the school office and may be completed at any time during the school year. Students have the choice of purchasing a cafeteria prepared meal or bringing their own lunches. Please make sure your child has lunch money each day if he/she does not bring a lunch to school. Money to loan students is not available.

The cafeteria uses an automated computer system for meal accounting. You will be expected to send money for your child's meals and/or a-la-carte purchases in advance. Money will be deducted from each account balance as purchases are made using the six-digit student identification number. Daily ticket purchases often result in lengthy lines and a longer wait time for students, so please make sure your child has money in his/her

account for daily purchases. If you have any questions about this procedure, please call the central food service office at 777-1098.

We encourage everyone to start the day with breakfast. The school offers breakfast in the cafeteria before school each morning. The cost is \$1.25 full-price and \$0.30 reduced-price. Student lunch is \$2.00 full-price for K-4 students, \$2.25 for intermediate, junior high and high school students. The reduced-price for lunch is \$0.40. Milk is available for \$0.40.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

No student parties or bringing cupcakes for the class will be conducted during lunch by the parent.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open all day during regular school hours. Check our campus Web site for additional times.

Parents and students may access library collection at home through www.g-pisd.org.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Mrs. Emily Lorenz at (361) 777-1091.

SUMMER SCHOOL

The availability of summer school is determined on a yearly basis.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB (LEGAL).]

TARDINESS

A student is considered tardy if he/she is not in an assigned seat when class begins.

Each student is allowed four tardies per semester without penalty. Beginning with the fifth tardy, a student is assigned one detention for each tardy. With a hall pass and/or note, teacher or administrators may give a student permission to arrive to class after the tardy bell rings. Without such permission, however, students are considered tardy. The following is important information regarding tardiness:

- Students will be considered tardy in the event of car trouble, oversleeping, missing the bus, or riding to school with others who are tardy.

Habitual tardiness cases will be referred to the principal for additional consequences, such as: Saturday School, In-School Suspension, and/or loss of passing time, etc. Tardies are **not** ruled as excused or unexcused. All tardies are totaled. Parents are encouraged to call the school office if they have any concerns regarding their child's tardies.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

TRANSFERS

[See **Requesting Transfers for Your Child**, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. 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.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Larry Curlis, Director of Transportation at (361) 777-4254.

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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

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

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

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

VISITORS TO THE SCHOOL

General Visitors

- Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

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

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

In order to ensure a successful visit, please observe the following guidelines:

- Prior notice of visits must be scheduled at least 24 hours in advance to ensure the instructional process is not compromised. On the day of the visit, sign in at the office and obtain an appropriate visitor's pass to visibly wear at all times while on campus.
- As your role of an observer in the classroom, please sit in the seat provided by the teacher.
- This is active instructional time for the teacher – not a conference time. Please do not interrupt in any way the instructional process. It is suggested that you write down any questions that arise and address them to the teacher during a scheduled conference.
- Please refrain from talking with students in the classroom and during passing time.
- Failure to comply with the guidelines or exhibiting disruptive behavior as determined by the principal will result in removal from the class.
- Siblings are not allowed to accompany parents.
- Visitors should be appropriately dressed.

WITHDRAWING FROM SCHOOL

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

On the student's last day, 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; to the cafeteria for lunch account clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without the parent's signature.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

Personal Graduation Plan (PGP) is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

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

Gregory-Portland Independent School District 2009-2010 Official School Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">July 2009</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>T</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>T</td><td>T</td><td>T</td><td>18</td><td></td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">August 2009</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>N</td><td>N</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">September 2009</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>P</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">October 2009</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>HC*</td><td>10</td></tr> <tr><td>11</td><td>R</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>T</td><td>T</td><td>T</td><td>T#</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>P</td><td>28</td><td>29</td><td>30^</td><td>31</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">November 2009</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13*</td><td>14</td></tr> <tr><td>15</td><td>R</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24#</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">December 2009</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>P^</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	July 2009							S	M	T	W	T	F	S					T	2	3	4	5	6	7	8	9	10	11	12	13	T	T	T	18		19	20	21	22	23	24	25	26	27	28	29	30	31		August 2009							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	N	N	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						September 2009							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	P	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				October 2009							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	HC*	10	11	R	13	14	15	16	17	18	19	T	T	T	T#	24	25	26	P	28	29	30^	31	November 2009							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13*	14	15	R	17	18	19	20	21	22	23	24#	25	26	27	28	29	30						December 2009							S	M	T	W	T	F	S			P^	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;">JULY</p> <p>1 TAKS Gr. 3,5,8 Reading (retest) 14 TAKS Exit ELA (retest) 15 TAKS Exit Math (retest) 16 TAKS Exit Sci. (retest) 17 TAKS Exit Soc. St. (retest)</p> <p style="text-align: center;">AUGUST</p> <p>11-12 New Teacher Orientation 13-19 Staff Development 20-21 Teacher Workdays 24 Begin 1st Semester/1st Grading Pd.</p> <p style="text-align: center;">SEPTEMBER</p> <p>7 Labor Day Holiday 9/28-10/16 TAKS-M Field Tests Gr. 4-12</p> <p style="text-align: center;">OCTOBER</p> <p>2 End 1st Grading Pd. (29 days) 5 Begin 2nd Grading Pd. 9 Homecoming 12 Early Release/Staff Development 20 TAKS Exit ELA (retest) 21 TAKS Exit Math (retest) 22 TAKS Exit Science (retest) 23 TAKS Exit Soc. St. (retest)</p> <p style="text-align: center;">NOVEMBER</p> <p>6 End 2nd Grading Pd. (25 days) 9 Begin 3rd Grading Pd. 24 Grandparents' Day 25 Bad Weather Day 25-27 Thanksgiving Holidays</p> <p style="text-align: center;">DECEMBER</p> <p>18 End 3rd Grading Pd. (27 days) End 1st Semester (81 days) Early Release Day 21-31 Winter Break</p> <p style="text-align: center;">JANUARY</p> <p>1 Winter Break 4 Teacher Workday 1/4-4/16 TAKS-AII Submission Window 5 Begin 2nd Sem./4th Grading Pd. 18 Staff Development/Student Holiday 1/25-2/5 TAKS Field Tests</p> <p style="text-align: center;">FEBRUARY</p> <p>19 End 4th Grading Pd. (33 days) 22 Begin 5th Grading Pd. Early Release/Staff Development</p>	<p style="text-align: center;">MARCH</p> <p>1 TAKS Exit SocSt (retest) 3 TAKS Grades 4, 7 Writing TAKS/TAKS-M Gr 3,5,8,9 Rdg TAKS/TAKS-M Gr 10, Exit ELA TAKS Exit ELA (retest) 4 TAKS Exit Math (retest) 5 TAKS Exit Science (retest) TAKS Gr 10 ELA Make-up 3/8-4/9 TELPAS test window K-12 15-19 Spring Break</p> <p style="text-align: center;">APRIL</p> <p>2 Good Friday Holiday Bad Weather Day 6 TAKS/TAKS-M Grade 5, 8 Math 7 LAT Grades 5, 8 Math 8 TAKS/LAT Gr.5, 8 Math Makeup 9 End 5th Grading Pd. (29 days) 12 Begin 6th Grading Pd. 19 Early Release/Staff Development 26 LAT Gr. 3-4,6-7,10 Math 27 TAKS/TAKS-M Gr 3-4,6-7,10 Math TAKS Exit ELA (retest) LAT Gr. 3-8 Rd., Gr.10 ELA 28 TAKS/TAKS-M Gr 4, 6-7 Rdg TAKS/TAKS-M 3,5,8 Rdg (retest) TAKS Exit Math TAKS Exit Math (retest) 29 TAKS/TAKS-M Gr 5,8,10,11 Sci. TAKS EXIT Science TAKS Exit Sci (retest) TAKS/TAKS-M Grade 9 Math 30 TAKS/TAKS-M Gr.8,10,Exit SocSt. TAKS Exit SocSt (retest) LAT Gr. 5, 8, 10 Science</p> <p style="text-align: center;">MAY</p> <p>1 Ddin for Rdg/Math makeup 3-8, 10 3-21 EOC Field Tests Eng. I, Alg. II 10-28 End-of-Course Tests (optional) 18 TAKS/TAKS-M Gr 5,8 Math(retest) 20 Deadline for 5,8 math tests makeup 27 End 6th Grading Pd. (34 days) End 2nd Semester (96 days) Early Release 28 Graduation Last Teacher Workday</p> <p style="text-align: center;">JUNE</p> <p>29 TAKS/TAKS-M Gr 5,8 Math(retest) 30 TAKS/TAKS-M Gr 3,5,8 Rd(retest)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">January 2010</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>R</td><td>12*</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25#</td><td>P</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">February 2010</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26*</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">March 2010</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>T/R</td><td>2</td><td>T</td><td>T</td><td>T</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12#</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>P</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29^</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">April 2010</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>T</td><td>T</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16*</td><td>17</td></tr> <tr><td>18</td><td>R</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T#</td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">May 2010</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>P</td><td>5</td><td>6</td><td>7^</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>T</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>G</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7" style="text-align: center;">June 2010</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>R</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>T</td><td></td><td></td><td></td><td></td></tr> </table>	January 2010							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	R	12*	13	14	15	16	17	18	19	20	21	22	23	24	25#	P	27	28	29	30	31							February 2010							S	M	T	W	T	F	S							1	2	3	4	5	6			7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26*	27	28							March 2010							S	M	T	W	T	F	S		T/R	2	T	T	T	6	7	8	9	10	11	12#	13	14	15	16	17	18	19	20	21	22	P	24	25	26	27	28	29^	30	31				April 2010							S	M	T	W	T	F	S					1	2	3	4	5	T	T	8	9	10	11	12	13	14	15	16*	17	18	R	20	21	22	23	24	25	T	T	T	T	T#		May 2010							S	M	T	W	T	F	S							1	2	3	P	5	6	7^	8	9	10	11	12	13	14	15	16	17	T	19	20	21	22	23	24	25	26	27	G	29	30	31						June 2010							S	M	T	W	T	F	S			1	2	3	4	5	6	7	R	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	T				
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○ Holiday - No School	□ Staff Dev. Day/Student Holiday	T State Testing	HC Homecoming
◇ Early Release Day	□ Teacher Workday/Student Holiday	P Progress Reports	G Graduation
N New Teacher Orientation		R Report Cards	— Bad Weather Day
			* UIL End of Grace Period
			# UIL Grade Check
			^ Regain UIL eligibility

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

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ADDENDUM TO ELEMENTARY HANDBOOK

T.M. CLARK ELEMENTARY

The text of the elementary handbook is consistent with all elementary schools at Gregory-Portland. The following is information that is specific to T. M. Clark Elementary.

Office Hours

7:40 a.m. – 4:00 p.m. Office hours

School Hours - General

7:55 a.m. 1st Bell

8:00 a.m. – 3:30 p.m. Kindergarten thru Grade 4

Pre-Kindergarten Hours

8:00 a.m. – 11:00 a.m. Morning Class

12:15 a.m. – 3:15 p.m. Afternoon Class

School Hours - Specific

7:20 a.m. to 7:45 a.m. Students who **eat breakfast** are permitted to enter school.

7:30 a.m. TMC School doors open to **all students**.

8:00 a.m. School Starts

8:05 a.m. Morning Announcements

3:30 p.m. Dismissal

Parents/guardians need to insure that proper arrangements are made for before and after school care.

The school assumes responsibility of the supervision of students at 7:30 a.m. Students are encouraged **NOT** to arrive on campus prior to 7:30 a.m. unless they are under parental supervision. The supervision and safety of students who arrive to campus prior to 7:30 a.m. is the responsibility of the parent/guardian.

The City of Portland operates the Kidz Klub program for after-school care. Contact the City of Portland to find out the details of this program. (Phone: 777-3301)

Students **MUST** leave the campus promptly after being dismissed from school. All students should exit the school grounds within 10 minutes of dismissal. Only students who are enrolled in Kidz Klub, tutorials, or have been requested to stay after school by a teacher will be allowed to remain on campus.

ARRIVAL PROCEDURES

The school assumes responsibility of the supervision of students at 7:30 a.m. The supervision and safety of students who arrive to campus prior to 7:30 a.m. is the responsibility of the parent/guardian.

Students who ride the bus or eat breakfast are allowed into the school prior to 7:30 a.m. In the morning, we use a “traffic management system”. The staff will allow cars to fill both lanes. They will then stop the traffic. Students will get out of the cars and walk to the building. After all children are safely on the sidewalk, the staff will allow traffic to move again and will repeat the process.

Please note that **NO PARKING** is allowed at anytime in either lane. These lanes **MUST** be kept open for safety purposes. Visitor parking is available in the parking spaces in the circle and along the access road between the circle drive and Billy G. Webb Drive. Additional parking is available on Billy G. Webb Drive. During severe weather conditions, be extra cautious and follow any special procedures mandated at that time for safety.

ABSENCES

Students who are absent must bring a written excuse. The student should take the written excuse to the Attendance Clerk upon returning to school. The Attendance Clerk will be on duty in the office to receive excuses and issue permits from 7:40 to 8:05 a.m. each school day.

ATTENDANCE

- **PERFECT ATTENDANCE**

Students must have no absences or tardies to be considered for perfect attendance. The attendance reporting will occur at 9:50 a.m. each day. This is the highest level of attendance a student can receive. Perfect attendance will be counted through the fifth week of the final 6-weeks period.

- **OUTSTANDING ATTENDANCE**

Students must have no absences and only one (1) tardy to be considered for outstanding attendance. The attendance reporting will occur at 9:50 a.m. each day. Outstanding attendance will be counted through the fifth week of the final 6-weeks period.

BUS STUDENTS

Students who ride the bus in the morning must report directly to the designated area in the cafeteria/gym to wait for the 7:55 a.m. bell. Students who ride the bus are not allowed to wait outside the building.

Students who ride the bus in the afternoon are required to report directly to the bus area.

CAFETERIA SERVICES

The district participates in the National School Lunch and School Breakfast Programs and offers students nutritionally balanced lunches daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Applications are available in the office and may be completed at any time during the school year. Students have the choice of purchasing a cafeteria prepared meal or bringing their own lunches. Please make sure your child has lunch money each day if he/she does not bring a lunch to school. Money to loan students is not available.

The cafeteria uses an automated computer system for meal accounting. You will be expected to send money for your child's meals and/or a-la-carte purchases in advance. Money will be deducted from each account balance as purchases are made using the six-digit student identification number. Daily ticket purchases often result in lengthy lines and a longer wait time for students, so please make sure your child has money in his/her account for daily purchases. If you have any questions about this procedure, please call the central food service office at 777-1098.

We encourage everyone to start the day with breakfast. The school offers breakfast in the cafeteria before school each morning.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

Parents should not plan student parties or bring cupcakes for your child's class from 11:00 a.m. to 1:00 p.m.

CAFETERIA RULES

SAFE

1. Walk
2. Hands, feet, objects to yourself
3. Stay seated

RESPONSIBLE

1. Follow directions
2. Pick up your area
3. Raise hand for assistance

RESPECTFUL

1. Quiet voice
2. Use good manners
3. Eat *your* food only

Rewards, if applicable

1. School-wide recognition
2. Special treats
3. Praise

Consequences in Cafeteria

1. Verbal warning
2. Isolation at lunch
3. Office referral

If a student continues to violate cafeteria rules, he/she will be placed in isolation or assigned seating during lunch.

CONDUCT

These are some examples of conduct that will not be tolerated in school or at any school-sponsored activity. For more specific details, please refer to the Student Code of Conduct located in the back of this handbook.

- Disregard of school rules
- Leaving school grounds or school-sponsored events without permission
- Disobedience of rules for conduct on school buses
- Personal items such as radios, compact disc players, trading cards, magazines, video games, key chains, etc.
- Inappropriate display of affection on school grounds or school-sponsored activities
- Chewing gum
- Pencil fighting, knuckle fighting, or the “Mercy” game
- Aerosol or pump sprays such as hair spray, cologne, perfume, shaving cream, breath spray/breath fresheners, or spray candy
- “Lucas” or other salt products
- Forgery of school personnel and/or parent signatures
- Laser pointers
- Horse-play or play fighting
- Violation of dress code [i.e. No face glitter or other distracting makeup (dark lipstick, etc.) or hair color]
- Contact lenses are allowed if prescribed by an optometrist for vision correction.
- T-shirt sleeves are not to be rolled up and tucked under bra straps.
- Bullying, harassing, insulting, teasing, spitting, verbally/physically attacking others
- Gambling
- Making false accusations or hoaxes regarding school/student safety
- Abuse of the student’s own prescription drug, giving a prescription drug to another student, or being under the influence of another person’s prescription drug on school property or at a school-related event.
- Violating the district’s policy on taking prescription drugs and over-the-counter drugs at school
- Possessing material that is pornographic
- Pointed-tipped necklaces or bracelets are not permitted
- Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, illegal, or damaging to another’s reputation

- Engaging in verbal or written exchanges that threaten the safety of another student, school employee, or school property.

CRIMINAL HISTORY CHECK

A criminal history check is required every year if parents and/or community members plan to volunteer at school or chaperone a field trip. Applications may be picked up in the school office. The following administrative procedures are to be followed:

1. A potential volunteer completes the Volunteer Application Form and Criminal History Form.
2. The campus principal or designee records the “Date Submitted” information on the Volunteer Application and forwards the application and Criminal History Form to GPISD Personnel Department.
3. The Personnel Department completes a Criminal History check annually.
4. Based on the criminal history report, the Assistant Superintendent records the date in the appropriate blank next to “Approved/Date” or “Not Approved/Date.”
5. The Personnel Department returns the Volunteer Application to the campus, marked “Approved” or “Not Approved.”
6. If an application is “Approved,” the principal or designees notifies the applicant and sets a time for a brief orientation (can be done individually or in a group).
7. If an application is “Not Approved,” the principal or designee notifies the applicant that there is a problem with the application and if additional information is needed to contact the Assistant Superintendent.
8. The Volunteer Application is kept on file at the campus.
9. The Criminal History Application and corresponding report are kept on file in the Personnel Department.
10. After a volunteer is approved, the Principal or designee conducts an orientation to include procedures for signing in and out and requirements for wearing a name tag.
11. Personnel office sends an updated list of volunteers to the campuses (addendums).

DETENTION

School Detention

The principal or representative will maintain school detention on Monday through Friday. Detention will be held before or after school. A student placed in detention will report to the office no later than 7:30 a.m. for before-school detention or 3:30 p.m. for after-school detention and remain for the assigned time. **It is the parent’s responsibility to pick up their child.** Parents will be notified at least one day prior to their child’s assignment to detention.

In-School Suspension

In-School Suspension (ISS) is an alternative education/alternative discipline management program. Students are assigned to ISS after other means of disciplinary intervention have been utilized. (Refer to Student Code of Conduct.) All assignments are forwarded by the teacher to ISS.

DISMISSAL PROCEDURES

Students **MUST** leave the campus promptly after being dismissed from school. All students should exit the school grounds within 10 minutes of dismissal. Parents/guardians need to insure that proper arrangements are made for after-school care. Only students who are enrolled in Kidz Klub, tutorials, or have been requested to stay after school by a teacher will be allowed to remain on campus.

Kidz Klub:

1. Students will be dismissed by their teacher at 3:30 p.m.
2. Students will be escorted to the Cafeteria.

Walkers and Bike Riders:

1. Students will be dismissed at 3:30 p.m.
2. Students will be dismissed by their teacher to leave campus.
3. Students will leave campus immediately.

Bus Riders:

1. Students will be dismissed at 3:30 p.m.
2. Students will be dismissed by their teacher to the designated bus pick-up area.

Day Care Van Riders:

1. Students will be dismissed at 3:30 p.m.
2. Students will be dismissed by their teacher to the designated van pick-up area.

Parent/Guardian Car Riders:

1. Students will be dismissed at 3:30 p.m.
2. Students will be taken to grade level pick-up points around the circle drive by their teacher.
3. Both lanes of the circle drive will have moving traffic. Teachers will escort students to their parent's vehicle. **Please do not get out of your cars.**
4. All students should exit the school grounds within 10 minutes of dismissal.

Pick-up by Parents/Guardians:

1. Parking is available in the spaces in the circle drive and along the access road in between the circle drive and Billy G. Webb Drive. Additional parking is available along Billy G. Webb Drive.
2. Students will be dismissed at 3:30 p.m.
3. Parents may pick-up their child/children from the outside pick-ups areas. Students will not be dismissed to go to the cafeteria unless they stay for Kidz Klub.

Students who loiter on school property are subject to disciplinary action.

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 teacher needs to know.

Emergency School-Closing Information

During a natural disaster (hurricane, tornado, earthquake, flood, etc.), during and/or following a crisis or tragedy, or in the event of inclement weather conditions, schools may be closed. Parents, students, faculty and staff members are asked to monitor radio and television broadcasts for information related to the closing of schools.

Tune in to any of the following television stations:

KIII-TV, KRIS-TV, KZTV, KORO-TV, KEDT-TV

Tune to any of the following radio stations:

KEYS AM 1440, KOUL 103.7, KLUX FM 89.9, KSIX AM, KUNO AM, KKBA
FM 92.7, KMXR FM 93.9, KZFM Z95.5, KBTE FM 102.3, KFTX FM 97.5

In the event that schools must be closed, the decision will be made by the superintendent of schools and the information will be disseminated promptly to the local media.

INFORMATION REGARDING EMERGENCY PROCEDURES

Dear Parent/Guardians of Gregory-Portland ISD Students:

As you know, it is the mission of Gregory-Portland ISD to provide quality instruction for our students in a safe and secure environment. We take this responsibility seriously and continuously strive to prepare ourselves to respond to our environment.

With recent national and international events, we have reviewed our existing crisis management plans for the district and revised them to include safety precautions for new problems that face our world today. Our district personnel maintain contact with local, state, and national law enforcement and emergency management officials to keep abreast of issues that could impact the safety of our students and staff.

In our efforts to prepare for crisis situations, our objective is to prepare students for any situation while also protecting them from messages or images that would frighten or alarm them. We must always balance the need to be informed with the maturity and developmental levels of our students. Our goal is to maintain the confidence of safety and security that you and your child would need in a crisis situation.

To keep you informed of the actions being taken by our district, listed below are some of the activities that are ongoing in Gregory-Portland ISD:

- Assembling classroom and campus emergency kits for needed supplies
- Reviewing the shelter-in-place drills with the students/staff at each campus
- Meeting with school nurses to discuss medical needs of students and staff
- Developing plans to meet the needs of water and food during a crisis
- Working with GPISD Transportation Department to coordinate transportation as needed (i.e., campus evacuation)
- Working with office personnel to expedite student dismissal when appropriate

Please note that in the event of a shelter-in-place situation, our doors will remain locked. NO ONE WILL BE ALLOWED IN OR OUT. Students will only be released after clearance has been received from law enforcement or emergency management officials. The collective safety of students and staff is of the utmost importance.

Your cooperation and assistance is an important factor in the outcome of such an event. In our effort to be prepared, we ask that you assist us in the following ways:

- Inform the school nurse of any medication that your child takes at home and devise a plan to supply the medication in the event of a shelter-in-place situation at school.
- In case of an emergency, access the web site for the district at www.g-pisd.org or the Texas Coastal Region Advisory System at www.tcras.org for special instructions.

The intent of this correspondence is not to alarm you, but to inform you of our efforts to maintain a safe climate for your child while continuing to focus on the education of our students. We understand our duty to be prepared for worst case scenarios. Our most sincere wish is that we never need to implement this plan; however, we want to assure you that we have prepared our campuses for crisis situations, should any occur. Our primary concern is for the safety of our students and staff.

If further information is needed, please feel free to contact your child's campus principal.

Sincerely,

Dr. Paul Clore, Superintendent

FACILITIES

The following areas are open to students before school beginning at 7:30 a.m.

- Specific classrooms for tutorials
- Cafeteria for students who eat breakfast
- Latchkey (Kidz Klub), if provided
- Students will be allowed in the cafeteria if buses arrive before 7:30 a.m.

The following areas are open to students after school beginning at 3:30 p.m.

- Classrooms holding tutorials
- Latchkey (Kidz Klub)

FIRE DRILLS

Fire drills at TMC will be accomplished using the actual fire alarm equipment instead of three bells. The Principal alerts the teachers that the pending alarm is a drill so that we can practice exiting the building. We utilize the actual fire alarm bells so that the students will become familiar with the correct sounds and thus react in as calm a manner as possible.

GIFTED and TALENTED PROGRAM

Gifted and Talented (G/T) classes are available within the regular classroom. All G/T identified students will be taught by a certified G/T teacher.

The district G/T program is for academically gifted students. It is an enrichment program stressing creative and critical thinking skills with problem solving and research.

The school will inform parents of nomination procedures for the G/T program during the school year. For more information regarding the G/T program, please contact the school counselor.

HOMEWORK

Homework is any oral or written task assigned by the teacher to be completed outside of the classroom. It is an extension of the teaching and learning that goes on in the classroom and provides practice, reinforcement, and extension of skills. Homework also helps to apply and retain what the student has been taught in the classroom. Homework will not be sent or accepted on fax machines or e-mail. Homework requests for students who are absent will be accepted beginning with the second consecutive day of absence.

RESPONSIBILITIES

- **STUDENT**
 - Seek clarification of homework when necessary.
 - Complete and turn in homework on time as per teacher's directions.
- **PARENT AND/OR LEGAL GUARDIAN**
 - Review homework policy with student.
 - Establish homework rules in the home.
 - Set time limits.

- Review student’s work.
- Encourage correct, legible, neat work.
- Provide an appropriate place and atmosphere where the student can complete his homework.
- Participate in meaningful parent-teacher conferences to discuss the student’s school progress as the need arises.
- **CONSEQUENCES FOR NOT COMPLETING HOMEWORK**
(These consequences need not be considered in any particular order.)
 - Teacher counsels with student and communicates specific concerns to parent.
 - Student stays after school to work on incomplete homework (Detention). Parent is notified ahead of time.
 - Student’s grade may be assessed a penalty.
 - Student’s grade may be assessed a zero.
 - Student is referred to the counselor and parent is notified again of the teacher’s concern.
 - Student is sent to the principal for disciplinary action. Other alternatives should have been utilized prior to sending students to the office.
 - Privileges may be removed.

Other actions or necessary changes may be utilized during the school day. Parents will be notified of these changes in advance.

HONOR ROLL – GRADES 3 & 4

All “A” Honor Roll Criteria:

1. Students must have a grade average of 90 or above in every subject with the exception of PE/Music, art, and penmanship.
2. A grade of “Satisfactory” in conduct for all subjects.

“A-B” Honor Roll Criteria:

1. To qualify for “A-B” Honor Roll, a student must have at least 3 “A’s” and 2 “B’s.”
2. A grade of “Satisfactory” in conduct for all subjects.

KIDZ KLUB PROGRAM

The City of Portland operates a Latchkey program at the three Portland campuses at a nominal cost. Call the Portland Community Center at 777-3301 to enroll your child in this program. Compliments, suggestions, or concerns need to be expressed to the Kidz Klub director at the number noted above and not to GPISD administrative personnel and/or teaching staff.

LIBRARY CHECK-OUT PROCEDURES

For Grades 2-4, books may be checked out for a period of two weeks. For Kindergarten and first grade students, books may be checked out for one week.

The library is a learning center with books, computers, magazines, audiovisual materials, and other materials available for classroom assignments, projects, and reading or listening

pleasure. Lost or damaged items must be paid for promptly. The library is open during regular school hours.

LOST AND FOUND

Objects which are left in the classrooms or found on the school grounds are turned into the gym in the Lost and Found Box. Students are asked to check the gym regularly for items that have been lost. Please mark all personal items with the student's name. At the end of each six-week period, items remaining in the lost and found will be donated to a charity.

MAKE-UP ASSIGNMENTS

For each day a student has an excused absence, he/she will receive the same number of days to make up missing assignments. (i.e., If a child misses two days of school, he/she will have two days to make up assignments.) It is the responsibility of the student to check with the teacher when he/she returns to school to determine what assignments are missing. Failure to make up work within the allowed time frame will result in the student receiving a grade of "zero." The teacher may require the student to make up the assignment to insure mastery of the objective even though the student did not make up the work within the allotted time frame.

Students who have a chronic problem with make-up assignments will be referred to the Principal. The parent will be required to come to a conference involving the teacher, the student, the parent, and the Principal. The Principal will determine the appropriate disciplinary action.

MISSION STATEMENT

"If your mind can conceive it and your heart can believe it, YOU can achieve it."

Our goal for T.M. Clark Elementary School is to provide a comprehensive, innovative educational program preparing students to be successful, responsible citizens.

PARKING AND SAFETY

Everyone's cooperation is needed for the safety of our children.

- 1.** Parking in the faculty parking lot is prohibited unless you are utilizing the handicap parking areas.
- 2.** Please refrain from parking or dropping off/picking up students in the bus area in the faculty parking lot.
- 3.** For everyone's safety please refrain from talking on cell phones or any other activities that may distract you while driving in the circle drive.
- 4.** If a parent must leave their vehicle for any reason, park in the parking area in the center of the circle drive or along the street by the Community Center. In the circle drive, please remain in your vehicle at all times.
- 5.** During bad weather please drop off and pick up in the curbside lane only. (nearest the sidewalk).

Morning Arrival:

- Proceed until the car in front of you comes to a stop or you are signaled by the monitor to stop.
- Remain stopped until the monitor signals you to proceed slowly.
- Your child should be prepared to exit the car in a timely manner.
- If you use the inside lane please remind your child to stay in the car until **all** traffic has stopped. Only the first three vehicles should unload from the inside lane.

Afternoon Dismissal:

- Afternoon Dismissal is staggered by grade level to assist students in exiting the building.
- To help with traffic flow, please do not park in the circle drive. If you would like to visit with your child's teacher, park in the designated parking areas.

PARTIES

The district's procedures on school parties as per the Texas Public School Nutritional Value Guidelines effective August 1, 2004, will be distributed on the first day of school.

PERSONAL PROPERTY

The school or its personnel is not responsible for any theft, loss, or damage to any student's personal property. All student lockers and other storage areas, and automobiles are subject to search at any time.

PLAYGROUND RULES

NO THROWING OF ROCKS OR DIRT OR PLAYING TAG.

SAFE

1. Walk in equipment area
2. Hands, feet, and objects to yourself
3. Stay in designated area
4. Use school equipment only

RESPONSIBLE

1. Follow directions
2. Use equipment properly
3. Watch out for others
4. Be aware of surroundings

RESPECTFUL

1. Use appropriate language
2. Line up and walk in quietly
3. Pick up after yourself
4. Take care of school property

PARENT TEACHER ORGANIZATION (PTO)

The PTO is the parent organization of the school. The purpose of this organization is to promote cooperative, coordinated involvement among parents, their children, their teachers, and the school. Officers are elected in the spring. The PTO operates under an adopted constitution and by-laws. Meetings are scheduled periodically during the school year.

You have a very active PTO which does many things to make your school a better place for your child. Join the PTO for \$3.00 per year and contact the PTO's officers to find out how you can help.

SCHOOL ADDRESS, PHONE NUMBER, & FAX NUMBER

T. M. Clark Elementary
2250 Memorial Parkway
Portland, Texas 78374

Phone Number (361) 777-4045

Fax Number (361) 777-4046

STUDENT SOLICITATION

Gregory-Portland elementary students are not to participate in door-to-door school fund raising solicitation. Parents are requested to help enforce this.

TARDIES

Late Arrival to School and Tardies

A student is considered tardy if he/she is not in an assigned seat when class begins.

Each student is allowed four tardies per semester without penalty. Beginning with the fifth tardy, a student is assigned one detention for each tardy. With a hall pass and/or note, teacher or administrators may give a student permission to arrive to class after the tardy bell rings. Without such permission, however, students are considered tardy. The following is important information regarding tardiness:

- Students will be considered tardy in the event of car trouble, oversleeping, missing the bus, or riding to school with others who are tardy.

Habitual tardiness cases will be referred to the principal for additional consequences, such as: Saturday School, In-School Suspension, and/or loss of passing time, etc. Tardies are **not** ruled as excused or unexcused. All tardies are totaled. Parents are encouraged to call the school office if they have any concerns regarding their child's tardies.

TELEPHONE PRIVILEGES

Students may **NOT** use the school telephone to call home for forgotten school supplies or lunches. The cafeteria will provide a lunch for students who forget their lunches. Students may not use the phone to arrange after-school transportation. Parents and students should realize that the child must get home each day, and those arrangements should be made prior to leaving the child at school. Students may use the school telephone only in an emergency situation. **Only emergency messages from parents/guardians will be delivered to students during the day.**

The office will not deliver flowers, balloons, or other arrangements to students for any reason.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. The frequency and duration of these visits should not interfere with the delivery of instruction or disrupt the normal school environment.

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

In order to ensure a successful visit, please observe the following guidelines:

- Prior notice of visits must be scheduled at least 24 hours in advance to ensure the instructional process is not compromised. On the day of the visit, sign in at the office and obtain an appropriate visitor's pass to visibly wear at all times while on campus.
- As your role of an observer in the classroom, please sit in the seat provided by the teacher.
- This is active instructional time for the teacher – not a conference time. Please do not interrupt the instructional process. It is suggested that you write down any questions that arise and address them to the teacher during a scheduled conference.
- Please refrain from talking with students in the classroom and during passing time.
- Failure to comply with the guidelines or exhibiting disruptive behavior as determined by the Principal will result in removal from the class.