



**High School Student Handbook
2020-2021**



Office of the Superintendent

Dear GPISD Parents,

Welcome to the 2020-2021 school year in GPISD. We know that you have a choice in how you educate your children and we are grateful to each of you for choosing GPISD. We are excited to welcome you to the District.

The partnership that exists between parents and schools is essential for the success of our students. The high expectations we set for our students, coupled with strong communication between home and school, will ensure that every child is able to realize his or her full potential. I believe this Student Handbook will help students and parents understand GPISD's expectations.

We look forward to the opportunity to share in preparing your child for a bright future, filled with many opportunities. GPISD has numerous unique programs and opportunities available for students which will guide them on the path to college, careers, military service, or life beyond high school.

If you have questions or need assistance, your campus principal and staff stand ready to assist.

We look forward to starting the 2020-2021 school year and seeing you at school.

Sincerely,

Linda Ellis

Linda Ellis
Superintendent of Schools

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GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

BOARD OF EDUCATION

Aaron King	President
Emily Liles	Vice President
Terry Brooks	Secretary
Gloria Carrillo	Board Member
David Espinosa	Board Member
Burke Hall	Board Member
Bryan Parra	Board Member

ADMINISTRATION

Linda Ellis	Superintendent
Pat Lewis	Associate Superintendent of Schools
Vern Alexander, Ed.D.	Deputy Superintendent, Student Support Services
Tracy Ray	Interim Deputy Superintendent of Business Operations
Sam Buchmeyer	Public Information Officer

For more information, please refer to the Grand Prairie ISD website at www.gpisd.org and click on the “Departments” tab.

The Grand Prairie Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

**GRAND PRAIRIE ISD
HIGH SCHOOLS**

<u>SCHOOLS</u>	<u>ADDRESS</u>	<u>PHONE</u>
<i>Grand Prairie High School (9-12)</i>	<i>101 Gopher Blvd.</i>	<i>(972) 809-5711</i>
<i>South Grand Prairie High School (10-12)</i>	<i>301 W. Warrior Trail</i>	<i>(972) 343-1500</i>
<i>Dr. Vern Alexander Building</i>	<i>305 W. Warrior Trail</i>	<i>(972) 264-1769</i>
<i>Dubiski Career High School (9-12)</i>	<i>2990 S. Hwy. 161</i>	<i>(972) 343-7800</i>
<i>Crosswinds Accelerated High School (9-12)</i>	<i>1100 N. Carrier Pkwy.</i>	<i>(972) 264-6146</i>
<i>Grand Prairie Collegiate Institute (6-12)</i>	<i>1502 College St.</i>	<i>(972) 343-3120</i>
<i>Grand Prairie Fine Arts Academy (6-12)</i>	<i>102 Gopher Blvd.</i>	<i>(972) 237-5603</i>
<i>Young Womens Leadership Academy (6-12)</i>	<i>1204 E. Marshall Dr.</i>	<i>(972) 343-7400</i>
<i>Johnson DAEP (6-12)</i>	<i>650 Stonewall</i>	<i>(972) 262-7244</i>

ACCESSIBILITY

If you have difficulty accessing this handbook because of a disability, please contact the school Principal.

ADMISSION

A student may be enrolled in the District by contacting a counselor at the respective school for enrollment procedures.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedures. Such items as cameras, small/handheld CD players, MP3 players, radios, vapor devices, electronic games, compact disc players, tape recorders, e-readers or other electronic devices and hoverboards will be impounded and may be picked up at the request of the parent. Laser pointers will be impounded and not returned. Parents are requested to help students understand the necessity for such regulations. For information regarding and devices, see the Student Code of Conduct.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law.

ASBESTOS

An asbestos management plan has been developed to be in compliance with state and federal regulations. A copy of the plan is available for inspection at each campus.

ATTENDANCE

Children ages 6 (on or before September 1) through 18 year of age are required to attend school each day during the instructional year, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless otherwise exempted by law. 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 a diagnostic reading instrument. A student who voluntarily attends or enrolls after his or her nineteenth birthday is required to attend each school day until the end of the school year. However, if a student 19 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. When the student incurs a third unexcused absence, the District will send the student a letter as required by law explaining that the District may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the District may implement a behavior improvement plan. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. **School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, from required special programs, such as additional special instruction assigned by a grade placement committee or from required tutorials, will be considered in violation of the compulsory attendance law and subject to disciplinary action.**

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

Pre-Kindergarten and Kindergarten

Students enrolled in pre-kindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

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 a diagnostic reading instrument.

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the District will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the District will also be initiated.

The truancy prevention facilitator for the District is Mary Flores. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days within a six-month period in the same school year. If a student ages 12-18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court. See policy FEA(Legal).

When a student is absent, it is important to let the school attendance office know the reason for missing school. **Parents must call or send an electronic communication through the Parent Portal in Skyward to the school before 10:00 a.m. on the day of the absence. If contact is not made on the day of the absence a signed note will be required. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. If a signed note is not received within 4 days of the absence, the absence becomes unexcused.**

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

When a student's absence for personal illness exceeds five consecutive days, the student shall be required to present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. Otherwise, the student's absence may be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

If a student needs to leave school or arrives late, he/she must check in or check out through the attendance office. An unauthorized absence (or absences) without parent knowledge will be considered truancy. Truancy may require a parent-student conference with an administrator.

Attendance Policy

Students must meet two requirements in order to get credit for course work:

1. Academic standards (grade of 70 or above) and;
2. Attendance requirements.

Exemptions to compulsory attendance:

- for the purpose of observing religious holy days, including traveling for that purpose (excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days.); or
- for treatment by health care professionals for the student, or child of the student, if the student begins classes or returns to school on the same day of the appointment or treatment. A note from the health-care provider must be submitted upon the student's arrival or return to the campus.
- for recognized services for students diagnosed with autism spectrum disorders
- activities related to obtaining United States citizenship.
- required court appearances
- court ordered family visitations, provided it is not practicable to schedule outside school or school hours.
- for students in the conservatorship (custody) of the state
- for children of military families (called to duty/or on leave)
- if a student 17 years of age or older is pursuing enlistment in a branch of the United States armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the District of these activities
- If make-up work is completed, absences listed under Exemptions to Compulsory Attendance will be considered extenuating circumstances.

The District recognizes the following as extenuating circumstances for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performances subject to limitations in FDD (LEGAL) preceding.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.

3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent.
5. Juvenile court proceedings documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention such as death in the family or serious illness of a parent. (Such absences are limited to three consecutive days unless the Superintendent or designee approves an extension.)
8. Previously approved college visitation for a junior or senior student up to two days.
9. A transfer or migrant student begins to accumulate absences only after he/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.
10. 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.
11. 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.
12. Resulting from any cause acceptable to the teacher, principal, or Superintendent.
13. An election clerk, if the student makes up any work missed, up to two days
14. An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will be excused by the District.
15. Absences incurred due to the student's participation in board-approved extracurricular activities will be considered by the attendance committee as extenuating circumstances if the student makes up the work missed in each class.

Examples of unexcused absences are:

1. Being out of town, only for acceptable reasons, without principal's prior approval
2. Being absent for personal reasons other than illness, only for acceptable reasons, without the principal's prior approval
4. Oversleeping
5. Being truant
6. **Parent failing to contact the school by note or telephone within four school days of the excusable absence, or**
7. Any reason for which extenuating circumstances are not found by the campus administration

Failure to Comply with Compulsory Attendance

School employees must investigate and report violation 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; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

If a student ages 12-18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the District in most circumstances, will refer the student to truancy court.

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

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the District will send the student a letter as required by law explaining that the District may revoke the student's enrollment for the remainder of the

school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the District may implement a behavior improvement plan.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Attendance for Credit or Final Grade

Students must be in attendance for 95% of the number of days scheduled in a semester in order to receive credit for each class. When a student's attendance drops below 95% but remains at 75% of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal. If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee. Petitions for credit may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes. Credit may be granted by the attendance committee for accumulated absences due to extenuating circumstances providing class work is made up. Parents and students may petition the school attendance committee for review of the student's attendance. 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 or a final grade. The school attendance committee will determine whether to award credit for the classes with additional days at school or after-school instructional sessions, or deny credit for the classes. If the attendance committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Superintendent's designee. 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. Class time made up in attendance school must equal the number of hours missed in the regular school day. The cost for attendance (Saturday) school is \$5.00 per three-hour session; two sessions equal one day. The student or parent may appeal the designee's decision to the Board of Trustees by filing a written request with the Superintendent. Unexcused absences that count toward a violation of the compulsory attendance law cannot be made up by attending attendance school.

Official Attendance-Taking Time (All Grade Levels)

Official attendance is taken every day at 10:00am which is during the second or fifth instructional hour, or its equivalent hour, as required by state rule.

Notice of Absences

The District shall notify a student's parent if the student has been absent from school, without excuse under Education Code 25.087, for three days or parts of days within a four-week period. The notice must:

1. Inform the parent that:
 - a. It is the parent's duty to monitor the student's school attendance and require the student to attend school, and
 - b. The parent is subject to prosecution under Education Code 25.093; and
2. Request a conference between school officials and the parent to discuss the absences.

The fact that a parent did not receive the notices described above is not a defense to prosecution for the parent's failure to require a child to attend school nor the student's failure to attend school.
Education Code 25.095

A School District or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year:

- the student's parent is subject to prosecution under Section 25.093, Texas Education Code;
- and the student is subject to referral to a truancy court for truant conduct under Section 65.003 (a), Family Code.

Makeup Work

Whenever absent, it is the student's responsibility to secure the assignments that were missed and turn them in to the teacher. A student is given a minimum of one day to make up work for each day that he/she is absent. The teacher may give more time, but not less than one day per day of absence. 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. Students are to contact their teachers for makeup work as soon as they return to their classes. 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. **On unexcused absences, the highest grade a student can receive on makeup work is a 70. There will not be a grade penalty for makeup work after an absence because of suspension.**

The parent may call the school to get assignments for the student after the student has missed two days. Parents should call by 8:00 a.m. to allow teachers to use their conference period for preparation. Assignments need to be picked up after school on the same day. If a student is present the day an assignment is made and absent the day an assignment is due or test is given, the student is still responsible for the assignment/test the day he/she returns to school.

In-school Suspension Makeup Work

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels) Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS 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, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Grades 9-12

A high school 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, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See Policy FOCA(LLEGAL).]

Student Withdrawal

The parent must notify the campus of intent to withdraw a student one day in advance. The student will obtain a withdrawal form from the registrar's office after permission has been granted by the counselor. The student will then report to each teacher on his/her schedule, and if the student record is clear, the teacher will sign his/her name in the column after the period listed. The student will then clear with the school library, textbook aide, and attendance office. When the form is completed, it must be returned to the registrar's office.

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 parental signature.

Tardies

Students are expected to be in their assigned classrooms when the tardy bell rings; teachers may require students to be in their seats when the tardy bell rings. If a student fails to meet these expectations in any class, he/she may be required to check in through the appropriate assistant principal's office.

Permission to Leave School

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave the classroom.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day.

Attendance Certificates

A student who has not been tardy or absent to any class during a school year shall be entitled to receive a **perfect attendance certificate**. The student must have been enrolled on the first regularly scheduled school day and have attended each day for the entire school year. An **excellent attendance certificate** is given to a student whose absences do not exceed three. Three tardies are the same as one absence for this award.

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)

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

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

Information about all of these can be found on the District's website at www.gpisd.org. Hard copies of any reports are available upon request at the District's administration office.

TEA also maintains additional accountability and accreditation information at:

<http://tea.texas.gov/perfreport/tapr/index.html> and <http://www.tea.texas.gov/frc.aspx>.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY TEST

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

Please contact the principal for information about this opportunity.

BILINGUAL/ESL EDUCATION

The District's bilingual education program is a full-time program of dual-language instruction that provides for learning basic skills in the primary language of the students enrolled in the program and for carefully structured and sequenced mastery of English language skills. The amount of instruction in each language within the bilingual education program shall be commensurate with the student's level of proficiency in each language and level of academic achievement. The bilingual education program shall address the affective, linguistic, and cognitive needs of English language learners as described at 19 Administrative Code 89.1210(c).

English as a Second Language (ESL) classes are provided for students who speak a language other than Spanish or English. ESL is an intensive program of instruction with the purpose of developing competence in English.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or school-related activity, or in a District operated vehicle, and the behavior results in harm to the student or the student's property, places a student in reasonable fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

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

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

Bullying includes cyberbullying. Cyberbullying is defined by section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet based communication tool.

The District is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to and from school or a school-sponsored or school-related activity; and

3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. (See Board Policy FFI Local). As a parent, you may request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim as the term is defined by Education Code 37.0832. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the Board or designee may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the District. A copy of the District's policy is available in the principal's office, superintendent's office, and on the District's website.

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

BUS TRANSPORTATION AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to students living two or more miles from school; transfer students are not eligible for transportation. Students may be picked up at their designated bus stop. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for a child. The designated facility or residence must be on an approved stop on an approved route.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the District's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the campus.

The district has identified certain areas where hazardous traffic conditions and/or high risk of violence exist for students who live within two miles of the campus.

Students are subject to guidelines of the Student Code of Conduct when they are on school transportation. **Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined.**

The following rules will apply to student conduct on school transportation:

1. **Student must have ID badge to utilize transportation services.**
2. Follow the driver's directions at all times.

3. Board and leave the bus in an orderly manner at the designated bus stop.
4. Keep books, band instrument cases, feet, and other objects out of the aisle.
5. Do not deface the bus and/or its equipment.
6. Do not put head, hands, arms, or legs out of the window or hold any object out of the window or throw objects within or out of the vehicle.
7. Do not smoke or use any form of tobacco, cigarettes, e-cigarettes, illegal drugs, controlled substance or alcohol.
8. Upon leaving the bus, wait for the driver's signal before crossing in front of the vehicle.
9. Observe all usual classroom rules.
10. Be seated while the vehicle is moving.
11. Fasten their seat belts – if seat belts are provided.
12. Follow any other rules established by the operator of the vehicle.

When a student violates the rules of conduct on school transportation:

1. A conference with the principal, the student, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If so, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver should contact his/her supervisor or call for law enforcement assistance. The principal and parents will be notified of the situation as soon as possible. The student will not be allowed to ride the bus until a conference involving all persons listed above has been held.

Seat Belt

A district shall require a student riding a bus operated by or contracted for operation by the district to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus.

If the student refuses to buckle their seat belt they will not be permitted to ride the bus, and parents will be contacted.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program. Some of the buses in Grand Prairie are equipped with video cameras as an added safety precaution.

Transportation - School Sponsored Trips

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the District. Exceptions must be approved by the Superintendent or his designee. Students may ride back from the event with their parent or legal guardian if a written request has been submitted to the principal or designee the day before the scheduled trip. In the event of extenuating circumstances as outlined in administrative procedure, a student may ride to an event with a parent or legal guardian. The parent or legal guardian may submit a written request to the principal the day before the scheduled trip authorizing the student to ride with a designated adult. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the District.

CAFETERIA SERVICES

The District participates in the School Breakfast Program and National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the school office.

Information about a student's participation is confidential; however disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the District's child nutrition programs. A student's name, eligibility status, and other

information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the District that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free or reduced price meals or free milk.

Each student is assigned a specific lunch period. Students will be informed by their teacher when their lunch shift is scheduled. Students may purchase a regular lunch meal, choose from five different combo meals, or visit the salad bar where all items are charged by the ounce. Breakfast is offered daily thirty minutes before school begins. **STUDENTS ARE EXPECTED TO KEEP THEIR TABLES CLEAN, THE CHAIRS IN LINE, AND THE FLOOR CLEARED OF FOOD OR PAPER.** Non-adherence is a campus rules violation. Eating is allowed only in specified areas.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the District will notify the parent. The student will be offered an alternate meal, free of charge, until the negative balance has been paid.

Student Account Charge Procedures

High School (Grades 9-12)

- A Student in grades 9-12, other than those qualifying for reduced price meals, who has a negative meal balance will be provided an alternate meal for FIVE days.
- A student in grades 9-12, who qualifies for reduced price meals, who has a negative meal balance will be provided an alternate meal until the account is brought current.
- The student will not be allowed to exchange an item in the alternate meal.
- The student will not be permitted to charge or purchase supplemental items (a la carte or snack items) such as milk, ice cream, potato chips, etc.
- These restrictions will remain until the account balance has been paid in full.
- Parents will be notified by phone, email, letter, and/or text when a student meal account is negative.

The child Nutrition Department allows parents to prepay for meals and monitor their child's account at www.myschoolbucks.com. Parents must opt in to receive account notifications. Parents can obtain detailed reports of their child (ren)'s purchases. Payment is also accepted at the school cafeteria during meal services or at the Grand Prairie ISD Family Service Center located at 2341 S Beltline Road, Grand Prairie 75052, between the hours of 8:00a.m.-4:00p.m. Monday through Friday.

CAREER AND TECHNOLOGY EDUCATION (CTE) PROGRAMS

The District offers Career & Technology Programs in the following areas:

1. Agriculture, Food and Natural Resources
2. Architecture and Construction
3. Arts, A/V Technology and Communication
4. Business Management and Administration
5. Education and Leadership Training
6. Finance
7. Health Sciences
8. Hospitality and Tourism
9. Human Services
10. Information Technology
11. Law and Public Safety, Corrections and Security
12. Marketing
13. Science, Technology, Engineering and Mathematics
14. Transportation, Distribution and Logistics

Admission to these programs is based on Student Requests and Seat Availability.

CELEBRATIONS

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

CHANGE OF ADDRESS

Inform the counselor, PIEMS clerk, or registrar immediately of changes in home or business address or telephone number. This information must be kept current in case of an emergency.

CHILD SEXUAL ABUSE

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

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

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

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

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Reports of abuse or neglect may be made to: The CPS division of the DFPS (1-800-252-5400) or on the Texas Abuse Hotline website.

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries; • Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

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

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [Kids Health, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

CLOSED CAMPUS

All GPISD campuses maintain a "closed campus." This means that no one comes onto or leaves the school campus without permission. All visitors must secure permission to be on campus by first going to the office of the principal or assistant principal. In the event visitors do not obtain permission to be on campus, the Grand Prairie Independent School District may institute legal proceedings.

CLUBS AND ORGANIZATIONS

Clubs and organizations provide many opportunities for students to participate in activities that contribute to the total development of the individual. Many student organizations are provided, and all students are encouraged to participate in these extracurricular activities.

COLLEGE AND UNIVERSITY ADMISSIONS

For two years following their graduation, students who rank in the top ten percent and, in some cases, the top 25 percent, of their graduating class are eligible for automatic admission into Texas general academic universities and colleges if the student completes the Distinguished Level of Achievement Program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses), or satisfies the ACT College Readiness Benchmarks, or earns at least a 1500 out of 2400 on the SAT. Students and parents should see the counselor for information regarding application.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshman. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall of 2020 term or spring 2021 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through the independent review process.

Should a college or university adopt an admission policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Upon a student's registration for his or her first course that is required for high school graduation, the district will provide written notice concerning automatic college admission, the curriculum requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgement that they received this information.

COLLEGE CREDIT COURSES

Students in grades 9-12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, or Advanced Placement (AP), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network (TxVSN);
- Enrollment in courses taught in conjunction and in partnership with community colleges and University of Texas at Arlington;
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMMUNICATIONS - AUTOMATED

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

Nonemergency

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

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the Board has adopted a standard complaint policy at FNG (LOCAL). A student or parent who has a complaint should **first bring the matter to the appropriate teacher**. If the outcome is not satisfactory, a conference with the principal can be requested within fifteen calendar days of the event or events causing the complaint. The principal shall hold a conference with the student or parent within seven days of the request. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent's designee can be requested in writing within seven calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appeal to the Superintendent to appear before the Board of Trustees in accordance with Board Policy FNG (LOCAL). All requests for conferences regarding complaints must be submitted in writing within seven days of the response from the level two complaint.

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. To review relevant policies or obtain further information, see the principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the school principal. For a complaint regarding sexual harassment, see the section on Sexual Harassment.

A complaint or concern regarding the placement of a student with disabilities who is eligible for special education services should be directed to the Executive Director of Special Education at (972) 237-4019. For additional information about the District's Special Education services, please visit the website at www.gpsd.org/specialeducation.

Complaints or concerns regarding 504 programs and services should be directed to the Director of Counseling Services.

COMPUTERS AND NETWORKS

District owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the District's network systems and use of District equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources. Violation of this agreement may result in withdrawal of privileges and other disciplinary action.

All hardware, peripheral equipment, cabling, and software are the property of Grand Prairie ISD. While this equipment is for the use of students in an instructional setting, we reserve the right to bar any student from using the equipment if that person has violated any of the rules as expressed below. Grand Prairie ISD staff members shall report to the building administrator or the Instructional Delivery Department the names of those responsible for any incidents of unauthorized or unacceptable access or use. Computer use will be monitored at all times by the Grand Prairie ISD staff.

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT STUDENT ACCEPTABLE COMPUTER AND NETWORK USE PROCEDURES

PURPOSE STATEMENT:

The purpose of the Acceptable Computer and Network Use Procedures is to provide the procedures and the code of conduct for the use of technology and the Internet.

Student Responsibility

1. Use of the computer should be primarily for academic purposes as directed by a teacher and/or administrator. Limited personal use of the system shall be permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. See GPISD Board Policy CQ(LOCAL).
2. Students will abide by the general rules of network etiquette as instructed by Board Policy and the teacher. See GPISD Procedure CQ. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed accidentally, students must notify a GPISD staff member immediately.
3. Use of the Internet should be primarily for academic purposes as directed by a teacher and/or administrator. Students shall not reveal personal information over the Internet about themselves or anyone else without authorization from a GPISD staff member. Students shall not arrange a meeting with anyone met online. Any inappropriate use of the Internet should be reported to a GPISD staff member.
4. Students shall not violate copyright laws or plagiarize the work of another. Students shall not electronically transmit any material that violates federal or state regulations.
5. Students' computer files may not be kept confidential from parents or legal guardians. In addition, appropriate staff members may have access to students' computer files at any time.
6. Student access to e-mail will only be available through District approved student email systems.
7. Students shall not encrypt any electronic communications.
8. Students shall not use the network for commercial, religious, or political purposes.
9. Students shall not enter any Internet "chat rooms," unless authorized by a GPISD staff member.
10. Students shall retain all rights to work they create using the District's computer system, except for any contribution made to a GPISD-sponsored computer web page.
11. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated District staff to ensure appropriate use. See GPISD Board Policy CQ(LOCAL).
12. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other

- system users to send/receive electronic mail is prohibited.
13. All hardware, peripheral equipment, stored text, data files, cabling, and software are the property of Grand Prairie ISD. Grand Prairie ISD staff members shall report to the building administrator or the Instructional Delivery Department the names of those responsible for any incidents of unauthorized or unacceptable access or use.
 14. A student cannot install, remove, alter, or copy freeware or shareware programs from the network or hard drive from any District computer. While installing or copying this type of software is not illegal, this is not appropriate behavior for students.
 15. A student shall not, for any reason, alter, damage, or destroy any computer, network, Internet connection, peripheral equipment, cabling, associated technology, or any data of another user. Vandalism will be reported to the police. The user will be held monetarily responsible for the damage or destruction of any computer, network, associated equipment, or data. In addition, the student will be subject to disciplinary actions in accordance with the Student Code of Conduct.
 16. A student shall not break into or attempt to break into the District's computer network under any circumstances. Any student caught in this endeavor will be reported to the police and will be subject to discipline.
 17. All files and programs on the computers or file servers created by a student are for that student's benefit only. Students shall not erase, rename or make unusable anyone else's files or programs. Students shall not attempt to discover or use another user's password, either at Grand Prairie ISD locally or at a remote location.
 18. Students shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code (often called a "virus") designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, software, hardware, network, or any other computer system.
 19. Any program, document, site, or information obtained on a GPISD computer is the property of Grand Prairie ISD.
 20. Access to the District's electronic computer system is a privilege, not right. All users shall be required to acknowledge receipt and understanding of these guidelines.
 21. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting", will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior; and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you and your child to visit this <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned, if it results in a substantial disruption to the educational environment.

Consequences

Violation of Grand Prairie ISD policies and procedures involving the use of computers and networks will result in disciplinary actions as specified in the Student Code of Conduct Handbook, including, but not limited to, cancellation of user privileges. In addition, violators may also be reported to the appropriate criminal authorities. School personnel will determine when a policy or procedure has been violated, and their decision is final.

Disclaimer

While the Internet is an invaluable tool in our educational setting, it does have some disadvantages. For example, materials may contain items that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive to some people. Grand Prairie ISD firmly believes that the valuable information and interaction available on the Internet far exceeds any disadvantages. In order to limit the access of

inappropriate items, Grand Prairie ISD will install filters to block access to certain visual depictions, in accordance with the Children's Internet Protection Act (CHIPA). In addition, the online activities of minors will be monitored. However, Grand Prairie ISD cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.

Grand Prairie ISD makes no warranties of any kind, whether expressed or implied, for the computer service it is providing. Grand Prairie ISD specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

Grand Prairie ISD will not be responsible for any damages suffered as a result of an individual's use of the District's computer system including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or any errors or omissions.

Grand Prairie ISD shall not be liable for users' inappropriate use of electronic communications, resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. These procedures are subject to modification at any time.

If you have any questions concerning the Acceptable Computer and Network Use Procedures, please contact the campus administrator.

CONFERENCES AND COMMUNICATION

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

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

Under normal circumstances teachers and administrators are expected to respond to parent requests for communication via written notice, telephone or e-mail within a 24-hour period and certainly no more than two workdays.

COUNSELING SERVICES

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

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

Academic Counseling - Students are encouraged to talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and early graduation procedures. All students in grades 7-12 and their parents will be notified annually about the recommended courses for students preparing to attend college, as well as available CTE opportunities. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid, scholarships, housing, and application deadlines. Information about earning college credit and the Texas grant. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses. The district will make a preview program, including all materials and curriculum, available to parents to review during school hours.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Personal Counseling - The school counselor is available to assist students with a wide range of personal concerns including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should contact the school counselor's secretary for an appointment. Parents may call counselors to request counseling services for their children.

Psychological Exams, Tests, or Treatment - The school will not conduct a psychological examination, test, or treatment without requesting 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.

COURSE CREDIT

A student in grades 9-12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is

70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

CRIMINAL BACKGROUND CHECKS (CBC)

All individuals (parents, volunteers, mentors, etc.) who work directly with the students or come to the campus more than 5 times a year must complete a Criminal Background Check annually. Many of the parents eat lunch on a regular basis and they also must complete the CBC. Applications for the CBC must be completed in the school office. It takes approximately 10 days for the campus to validate the CBC. A CBC must be completed before:

1. working directly with a student
2. going on a field trip
3. eating lunch with their child on a regular basis (more than 5 times in the year).

DELIVERIES AND MESSAGES

To avoid unnecessary classroom disruption, we are unable to deliver messages to students except in cases of **extreme emergency**. The nature of all such emergencies must be established prior to the delivery of the message. Delivery of flowers, food, balloons, and gifts, etc. will not be accepted at the campus. Students are not allowed to receive food deliveries from outside sources (Uber Eats, Door Dash, Domino's Pizza, etc.) This is a safety and security issue. Parents may drop off lunch for students as always.

DISCIPLINE

A student who violates the District's Student Code of Conduct will be disciplined. The District's disciplinary options include using one or more discipline management techniques, which may include removal to an alternative education program, suspension, or expulsion. Refer to the Student Code of Conduct for further explanation.

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 as well as on District vehicles – 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. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

Use by Students Before and After School (All Grade Levels)

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.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct.

Dating Violence

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. A copy of the District's policy is available in the principal's office, District office, or the GPISD website.

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; created an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

Discrimination

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

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, and 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.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to ensure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

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.

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 accommodations; threatening, intimidating or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

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

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs or rumors, physical aggression or assault, threatening or intimidating conduct, or other kinds or aggressive conduct such as theft of damage to property.

Retaliation

Retaliation of a student occurs 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.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence is 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 person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

- Reporting Procedures - Dating Violence, Discrimination, Harassment, and Retaliation:
Any student who believes that he/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.
- 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 parent of any student alleged to have experienced prohibited conduct by an adult associated with the District.

The District will promptly 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.

If law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct.

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

Disruptions by Students or Others

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for misdemeanor offense.

The District may pursue a misdemeanor charge against and/or discipline any person enticing, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

Disruptive Activities

In order to protect student safety and sustain an educational program free from disruption, state law (Education Code, Sections 37.123 and 37.124) permits the District to take action against any person – student or non-student – who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Interferes with movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; 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 profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.
- Use of force, violence, or threats to cause disruption during an assembly.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored newspapers and yearbooks are completely under the supervision of the teacher and campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with District and campus regulations. Any student who posts or distributes material without prior approval will be subject to disciplinary action. Materials displayed without approval will be removed.

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. To be considered, any non-school material must include

the name of the sponsoring person or organization. The principal or designee shall have 2 school days to approve or reject the materials. Disapprovals may be appealed by submitting the disapproved material to the Superintendent in accordance with FNG (Local). This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

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 or a non-curriculum related student group meeting.
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

Posters

The principal or designee must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

Advertising and Fund Raising In The Schools

School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any organization or program defined as political or sectarian in nature without prior approval of the Superintendent or designee.

Commercial advertising shall be prohibited in schools unless approved by the Superintendent or designee. The Superintendent or designee may authorize nonprofit civic or cultural organizations to advertise shows, events, or activities and/or to distribute free tickets or ticket discounts or options.

In granting approval under School Board Policy GKB (Local), the principal or Superintendent shall reject any proposals or materials that are reasonably foreseeable to be disruptive, libelous, obscene, inflammatory, sexually inappropriate for the age of the audience, or that endorse actions endangering the health or safety of students.

DRESS CODE

Students shall come to school looking clean and neat, wearing clothing and exhibiting grooming that will not be a health and/or safety hazard to the student or others. The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene or that depict or advertise tobacco products, alcoholic beverages of any kind, drugs, or any other substance prohibited under policy FNCA(L); further it prohibits any dress or grooming that, in the principal's judgment, may reasonably be expected to interfere with normal school operations. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Acceptable:

1. Slacks (including jeans)
2. Dresses (fingertip length, conservative neckline)
3. Shorts (fingertip length)
4. Skirts (fingertip length)

5. Split skirts (fingertip length)
6. Earrings for boys and girls (not of a disruptive nature)
7. Tops/Shirts must have conservative neckline
8. ID Badges must be worn at all times
9. All shirts long and oversized must be tucked in with belt
10. Sweaters and sweat shirts longer than hip length must be tucked in
11. Jeggings/tight stretch jeans/leggings/tights – acceptable with a fingertip length shirt/dress/skirt
12. See-through clothing with appropriate clothing underneath for coverage

Unacceptable:

1. Short shorts
2. Bare midriffs/strapless tops/low cut, revealing tops/narrow strap tops or dresses
3. Bare or stocking feet, house shoes, shoes with cleats of any kind
4. Mesh shirts, tank tops, cut-off shirts
5. Ornamental chains hooked to clothing
6. Cut, frayed or raveled clothing (even with tights underneath)
7. Spandex shorts
8. Disruptive make-up or hair styles/including but not limited to unnaturally dyed, colored, or painted hair, any hairstyle or form of attire which might infer gang affiliation\
9. Shirts advertising alcoholic beverages or tobacco products or containing distasteful printing or design-other examples: depictions of violence, morbidity, death, blood, daggers, etc. Any distasteful writings or pictures on shirts or sweater.
10. Colored shoe strings that infer gang affiliation
11. Solid red or blue shirts/T-Shirts
12. Extra long shirts or tall T-shirts
13. Jumpsuits (such as Dickies brand)
14. Hats, caps, head coverings, bandannas, or headbands may not be brought into the building
15. Studded bracelets, belts, or necklaces, removable teeth bridges, removable teeth grills, visible body piercing including tongue studs, exception for earrings
16. Sunglasses may not be worn in the building
17. Sagging pants, visible undergarments – pants must fit properly – oversized not allowed
18. Inappropriate or disruptive tattoos
19. Pajamas/boxer shorts/loungewear
20. Long coats, trench coats, dusters, blankets, etc. (must be left in locker)
21. Hoods may not be worn on the head in the school building
22. Full Camouflage military fatigues
23. See-through clothing, visible undergarments
24. Unnatural colored contact lenses
25. Skate shoes (internal skates that drop down)
26. Hair rakes or hair rollers in hair
27. Hoodies that cover any part of the face may not be worn on school property
28. Ear Gauges, Spike Earrings
29. Hoodies are not allowed to be worn in the classroom during State testing day

The above dress code is meant to serve the best interests of all students in this School District. Any question or issue regarding the above statements will be referred to the campus administrator for resolution. The School District reserves the right to establish rules during the year regarding new fashions in dress including the banning of certain articles of clothing adopted by gang-related youth as icons of identification.

DRILLS-FIRE, TORNADO/SHELTER IN PLACE, LOCKDOWN

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.

EMERGENCY BELLS:

FIRE: Initiated by activation of the fire alarm system
PA System - Return to class

TORNADO & BAD WEATHER: PA System – (Shelter in Place)
Students and Staff will proceed to designated area inside building
PA System – All Clear – Return to class

LOCK DOWN/SHELTER IN PLACE:

- Close and lock window(s)
- Close and lock door(s)
- Move to predetermined safe area and shelter in place
- Stay away from door(s) and glass
- Contain and maintain students
- Ignore all school bells
- Stay until clear

PREPAREDNESS TRAINING: CPR AND STOP THE BLEED

The district will annually offer instruction in CPR at least once to students enrolled in in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security’s Stop the Bleed and Stop the Bleed Texas website.

DRIVER LICENSE ATTENDANCE VERIFICATION

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at:

<https://www.tdlr.texas.gov/driver/forms/VOE.pdf>.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices, including cell phones, for instructional or motivational purposes while on campus. Students must obtain prior approval before using personal telecommunications, including cell phones, or other personal electronic devices for instructional or motivational use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional or motivational purposes, all devices must be turned off, including during all testing, or silenced during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Campuses and/or District personnel will not be responsible for lost, damaged, incurred service costs, data charges, or stolen items.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law.

ELECTRONIC MEDIA USE WITH STUDENTS

Teachers and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities as described by District guidelines. However, instant or text messages sent to an individual are only allowed if a District employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages and send a copy of the text messages to the employee's District email address.

For example, a teacher may create a social media networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to such a page.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

EMERGENCY SCHOOL CLOSING INFORMATION

Should weather conditions be such that you suspect school might be closed, please visit the GPISD website www.gpisd.org, check GPISD social media, or listen to one of the following local stations which will carry announcements of closings as soon as a decision is reached:

RADIO STATIONS: *KRLD, WBAP,*

TELEVISION STATIONS: *FOX (4), KXAS (5), WFAA (8), CBS (11)*

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community.

Weather:

To and From School

Students with clothing appropriate for cold weather shall be sent outside to wait for transportation home for 10 minutes. After 10 minutes they shall be allowed back into the building. **Students without appropriate clothing for cold weather shall remain inside the building. During inclement weather of rain, snow, lightning, or an approaching storm, students will remain inside.**

Ozone

In an interest to protect student health, faculty and staff during hot weather and high ozone days, the daily anticipated ozone level will be announced in morning during hot weather months. GPISD follows the recommendations of the Texas Commission on Environmental Quality protocols on ozone action and heat advisory days when deciding to have outside activities such as recess, P.E. or extracurricular activities. This website gives the hourly rating. Students will be allowed outside for activities using the following guidelines:

Level	PPB Ozone	Color Designation	Action Recommended
Good	0-50	<u>Green</u>	No health effects are expected, no special action needed
Moderate	51-100	Yellow	Students with a respiratory illness such as asthma, bronchitis, pneumonia, and emphysema should limit prolonged exposure.
Unhealthy for Sensitive Groups	101-150 151-200	Orange Red	Student with a respiratory illness such as asthma, bronchitis, pneumonia, and emphysema should limit exposure entirely. High-energy activities for elementary age children should be limited. All other students should be allowed adequate access to water and shade. For every thirty minutes of high-energy activities, students should be allowed ten minutes of rest. Students involved in outdoor extracurricular activities such as athletics, band, drill, or cheerleading should also follow the guidelines as stated above.
Very Unhealthy Hazardous	201-300 301-500	Purple Maroon	Exposure for students should be limited entirely. Students involved in outdoor extracurricular activities such as athletics, band drill, or cheerleading, should engage in indoor practice on the days designated very unhealthy or hazardous.

EXTRACURRICULAR ACTIVITIES

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

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. At the start of the school year, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. It is important to note that even though GPISD will be utilizing a nine week grading period during the school year, all schools who are members of the University Interscholastic League (UIL) must check grades for all participants at the end of the first six weeks of the school year. Students must be passing all courses to maintain eligibility at the end of the first six weeks.
2. During other grading periods, a student who receives an average grade below 70 in any course or subject or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. The suspension from extracurricular activities goes into effect seven days AFTER the last day of the grading period and continues for three weeks. The grades will be subsequently reviewed at the end of each three week period; the suspension will be removed if all the student's grades are equal to or greater than the equivalent of 70. Students must apply to receive a one-time exemption per semester for failing one course receiving weighted

- grade points providing the grade is 60 or above. A student may practice or rehearse while on academic suspension.
3. A student is allowed up to 10 activity-related absences from a class during a full-year course or 5 absences from a class in the first 90 days of the school year in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.
 4. Any disciplinary behavior-related restrictions on participation are set out in the Student Code of Conduct and guidelines established by each organization.
 5. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor.

Student safety in extracurricular activities is a priority of the District. The equipment used in football is no exception. As a parent, you are entitled to review the District's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

Athletics' Participation

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required to be submitted annually to the District.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

Students involved in UIL athletic, academic or music activities and their parent can access the UIL Parent information Manual at <http://uiltexas.org/health/safetytraining>.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

FEES

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

1. Club dues, student organizations and admission fees to extracurricular activities
2. Security deposits
3. Materials for a class project the student will keep

4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance on school-owned instruments
7. Instrument rental and uniform maintenance
8. Parking fees and student identification cards
9. Fees for damaged library books, textbooks, and school-owned equipment
10. Tuition for attendance school
11. Replacement student identification cards, Internet cards, library cards, etc.
12. Personal apparel used in extracurricular activities that become the property of the student
13. A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90% attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.
14. In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).
15. Fees for optional courses offered for credit that require use of facilities not available on District premises.

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.

Graduation Expenses

Because you and your child will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, you and your child should monitor his or her progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

Waiver of Fees

In accordance with Texas Education Code 11.158(f), a deposit or fee, which a student and his or her parent or guardian are unable to pay, may be waived upon written application to and approval from the appropriate campus administrator. The written application should contain the reasons for the waiver request for fees on school-owned property, such as some band instruments or band uniforms. Personal property, such as some items of the cheerleader uniforms, etc., is excluded from fee waivers.

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Contact the school counselor for information about other scholarships and grants available to students.

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfares are best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. (See policy FFH) Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or

activity; 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 on the District's web site.

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.

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

FOOD AND NURITION SERVICES

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

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

FUNDRAISING

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

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the District, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any District-owned or leased property or campus playground.

GRADING GUIDELINES

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

GRADING AND REPORTING

Student achievement will be measured on a numerical grading system ranging from 0 to 100. Seventy is the lowest possible passing grade. Letter grades will not be used.

Final Exams

No District final exams will be given early. The **only** exception is for seniors who will be graduating at the end of the second semester, and are enrolled in college and scheduled to begin college before graduation (proof of college enrollment must be provided).

Juniors and seniors who have met satisfactory standards on District and/or state assessments and qualify under the following conditions may be exempt from final exams:

1. Maintain an average of 90-100 with no more than three absences during the semester.
2. Maintain an average of 85-89 with no more than two absences during the semester.
3. Maintain an average of 80-84 with no more than one absence during the semester.

All exemptions will be determined by the teacher, but has to be consistent with the criteria as stated above, subject to review and final determination by the principal. The official attendance data will be determined by the attendance office. Three tardies for the purpose of this rule shall equal one absence.

Report Cards

Report cards will be available on the Grand Prairie ISD website through the Skyward Family Access portal each nine weeks or a hard copy of the report card may be obtained at the student's campus. If a student receives a nine week grade of less than 70 in any class or subject, the parents are requested to schedule a conference with the teacher of that class or subject. The report card will state if teacher assistance is recommended for a student who receives a grade below 70 in a class or subject.

Progress Reports

Progress reports will also be available through the Skyward Family Access portal at the end of the fifth and ninth week of each reporting period or a hard copy may be obtained at the student's campus. Parents of students who are failing will receive a hard copy of the progress report.

Progress Reports:
September 18, 2020
November 20, 2020
February 5, 2021
April 15, 2021

Report Cards:
October 23, 2020
January 6, 2021
March 17, 2021
May 26, 2021

Citizenship Grades

The citizenship grade is recorded on report cards. Citizenship grades are E (Excellent), S (Satisfactory), N (Need to Improve), and U (Unsatisfactory).

Incomplete Grades

Incomplete grades ("I" on report card) are not to remain on the records for more than 10 days following their entry. No changes on grade sheets or cards will be made later than this 10-day period, unless authorized by the principal. This means that, after 10 days, incomplete work becomes a zero, and a numerical average will be recorded on the transcript. The only reasons for carrying an incomplete grade will be (1) personal illness, (2) death in the family, (3) or absences for extenuating circumstances, approved by the principal.

To accept work after the end of the student school day on the last day of the nine weeks, the student must have been absent due to extenuating circumstances, thereby receiving at least one more day to turn in work as stipulated in the rule of a minimum of one day make-up time for each day absent.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. (For further information, see the principal or counselor and policy EJ.)

Graduation-Requirements for Diploma

Beginning with students who entered grade 9 in the 2014-15 school year, a student must meet the following requirements to receive a high school diploma from the District:

- Complete the required number of credits established by the state and any additional credits required by the District;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the District, in the specific communication skills required by the State Board of Education (SBOE).

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

Petition Process for Minimum High School Graduation Program

In the event a student, parent/guardian or school representative deems it appropriate for a student to be removed from the Recommended, Distinguished, or Foundation Graduation Program, a District Graduation Committee will convene to review student progress and take appropriate action to place the student in the Minimum High School Graduation Program. If a school representative initiates the process, contact must be made with the student and the parent/guardian. A student or parent/legal guardian may also initiate the conference. The conference will be held at the campus and include representation which reflects the diversity of the Grand Prairie community at large as well as the following:

1. Student
2. Parent/legal guardian
3. Campus representative
4. District representative
5. Community representative (upon agreement of the parent/legal guardian)

Students and parents/legal guardians will be advised regarding the availability of the petition process on a yearly basis during the enrollment period. Information regarding the petition process will also be distributed to all students at the end of the sophomore year as well as at point of need for the duration of the student's high school experience. Petition review and subsequent action will be made available following the conclusion of each semester. Upon review of factors related to student achievement, a written request to place the student on the Minimum High School Program shall be completed and signed by the representatives noted above. The student must also be advised of grants and/or scholarships made available to students on various graduation programs. Ultimately, if the student is eighteen years of age or older, placement on the Minimum High School Program will be the student's decision. A copy of the signed petition will be given to the parent, a copy will be maintained on file at the campus and a copy forwarded to the Deputy Superintendent of Educational Operations. Not all courses are offered at every secondary campus.

Student with Disabilities

Upon the recommendation of the ARD committee, a student receiving special education services will be permitted to graduate under the provisions of his/her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his/her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduations ceremonies to receive the certificate of attendance, he/she may remain enrolled to complete the IEP and earn his/her high school diploma. However, the student will only be allowed to participate in one graduation ceremony.

High School Credits

The ninth grade is the first official high school grade. Students begin their course work for graduation in the ninth grade except for approved high school courses successfully completed in middle school. The school term is divided into two eighteen week periods called semesters. At the close of each eighteen week period, credit will be given for each course successfully completed. In order to successfully complete a class, a student must have an average of 70 or higher to be awarded credit. Requests for schedule changes by students and/or parents will not be granted after the first 10 days of a semester.

Local Credits

Local credit is credit given by the Grand Prairie ISD and cannot be counted as one of the required state credits for the regular program or for the advanced program. For more information, see your counselor.

College Credits

In addition to the programs offered by the District, students in grades 9-12 may earn college credit. Please contact your school Counselor for more information.

Awarding of Credits

If subjects are one (1) semester, one-half ($\frac{1}{2}$) credit shall be awarded at end of the semester if the grade average is 70 or higher. Final course average for grades 9-12 = 50% of first semester + 50% of second semester .

In subjects that are full-year courses, credit shall be awarded at the end of each school year provided a student passes both semesters or attains an average grade of at least 70. If a student passes one semester, fails the other semester, and attains a grade average of less than 70, one-half ($\frac{1}{2}$) credit shall be awarded for the semester passed.

Semester grades are averaged only during the academic school year. Once the academic school year is completed, the student must successfully pass the semester failed. A panel consisting of the principal, dean, and counselor may allow a senior to average grades beyond the academic year if by grade averaging the student would have sufficient credit(s) to graduate.

A student in grades 9-12 may earn a maximum of two units of credit by correspondence. These credits may be applied toward state or local graduation requirements. Grades earned through correspondence courses will not be used in computing class rankings. See the counselor for other restrictions and assistance in registration.

Other Physical Activity Programs

The District shall award state graduation credit for physical education for appropriate private or commercially sponsored physical activity programs. See your counselor for details.

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies. A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

HAZING (ALL GRADE LEVELS)

Hazing is defined as any intentional, knowing or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

Hazing will not be tolerated by the District. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal.

HEALTH SERVICES

School Health Advisory Council

During the preceding school year, the District's School Health Advisory Council held 4 meetings. The minutes are posted on the GPISD webpage. Additional information regarding the District's School Health Advisory Council is available from the Director of Health Services.

Student Wellness Policy/Wellness Plan (All Grade Levels)

Grand Prairie ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Ms. Mary Linicomm (972-237-4000) with questions about the content or implementation of the District's wellness policy and plan.

Guidelines for Sending Ill Students Home From School

Please notify the school nurse or school personnel of any illness or medical condition for which your child is being treated or monitored.

A parent, guardian or designated contact will be notified immediately to pick up a child from school who presents any of the following conditions:

- Signs or symptoms of a communicable disease that cannot be contained at school;
- Localized rash causing acute discomfort or systemic rash of undetermined origin as a sign of potential illness;
- An oral temperature greater than 100 degrees. All students must be fever free for 24 hours without the aid of fever reducing medication before returning to school.
- Signs or symptoms of acute illness, serious accident/injury;
- Vomiting (not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy food);
- Diarrhea of two or more loose watery stools;
- Asthma symptoms that do not respond to prescribed medication or no prescribed medication is available for treatment of asthma symptoms;
- Diabetes with a blood sugar greater than 400 and positive ketones or inadequate supplies to treat diabetes at school;
- Uncontrolled coughing;
- Pink eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). The student must receive treatment for 24 hours before returning to school or provide a note from a health care provider stating that the condition is not contagious and the student may return to school;

According to the assessment of the school nurse, if staying in the classroom is counterproductive to the student's education, or the safety and wellness of others, a decision may be made to send the student home.

The parent will be expected to come for the child within an hour or a reasonable time agreed upon with the nurse or school personnel. In the event the parent, guardian or designated contact cannot be reached, a parent conference may be held at the earliest opportunity to establish correct contact numbers, School District expectations and parental responsibilities.

Any additional guidelines necessary for special needs students will be addressed in the Individualized Health Care Plan.

In the event of a student medical emergency, school personnel may call 911, and the student may be transported to a medical facility via ambulance. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent/guardian and will not be assumed by Grand Prairie Independent School District or School District personnel.

A registered nurse is on campus on assigned days and is on call for emergencies and group screening. A health clerk is assigned to help the school nurse in the care of students and works under the supervision of the registered nurse. The teachers, the parents, or the administrative staff may refer students with health problems to the nurse. If your child has any medical issues that require nursing services or may impact the educational day, please contact the school nurse. First aid will be given when necessary; referral to a doctor or other health agency will be made when treatment is beyond the means of the school. Parents need to provide the school with the following information for emergency use:

- Telephone numbers where parents may be reached in an emergency. Please give unlisted numbers, pager numbers and cell phone numbers. The office and teachers must have current telephone numbers at all times.
- The name of your local physician.
- The names of local relatives or persons who will accept responsibility for the student in case of emergency when the parents cannot be reached.

Unlicensed Diabetes Care Assistants (UDCA)

Each school in which a student with diabetes is enrolled, the school principal shall seek school employees who are not health care professionals to serve as Unlicensed Diabetes Care Assistants (UDCA). For schools with a full-time school nurse, one UDCA will be trained. Three UDCA's will be trained in those schools that have a part-time school nurse. The UDCA will provide care to the students with diabetes. A written consent from the parent is required to authorize the trained UDCA to care for the student with diabetes. An Individual Health Plan (IHP) will be developed collaboratively between the student, parent, physician, teacher, and school nurse. This IHP will include the routine treatment and care that will be provided to the student.

Bacterial Meningitis

Please see the district's website.

Note: DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious.

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse and/or principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

Diabetes

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.

Food Allergies (All Grade Levels)

The District requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed at www.gpisd.org under the Department Tab / Health Services.

Head Lice (All Grade Levels)

Grand Prairie Independent School District's guidelines follow the American Academy of Pediatrics for control of head lice. Students with head lice shall be excluded from school. Likewise, students with nits $\frac{1}{4}$ inch or closer to the scalp are considered live and ready to hatch new lice. These students shall also be excluded from school. The District, however, will not exclude students from school who have nits $\frac{1}{4}$ " or greater from the scalp. To avoid the unnecessary exclusion of students from school, the administration provides the following guidelines:

Recent research has shown that routine classroom screenings for head lice are unnecessary. However, should multiple cases be reported, (more than 2 cases in the same class room at the same time) the nurse will screen that classroom.

1. If the school nurse or teacher discovers head lice or live nits in a student's hair, the parent/guardian of that student will be notified to pick up their student. The student may not return to school until treated. Treatment recommendations and literature will be provided to the parent.
2. Upon returning to school, the parent must accompany the student into the clinic to be rechecked by the nurse. Once the nurse has rechecked the student and no live lice or live nits are found, the nurse will give the student a note to be readmitted to class. If live head lice are found at that time, the parent/guardian will again take the student home for retreatment. The nurse shall reinstruct the parent concerning treatment. This process will continue until the student is free of head lice.
3. If head lice continue to be a problem after treatment, parents will need to get over-the-counter lice treatment shampoo or a prescription treatment. You may also want to contact a lice treatment company to remove the lice/nits for you.
4. Failure to follow these guidelines may result in a parent/campus administrator conference.

If you have any questions, please contact your school nurse.

Directions for use of the cetaphil lice treatment –

- Cetaphil Gentle Skin Cleanser
- Applicator bottle, such as the plastic bottles hair dye comes in
- A regular hair comb (must be fairly sturdy, as the lotion is very thin)
- A wide toothed comb (for thick or longer hair, to keep it untangled)
- Towel
- Hair clips for sectioning hair

Method

Start with dry hair and cover your shoulders with a towel. (Cetaphil is very thick so you won't have much dripping.) Use a good metal lice comb to comb out as many nits as possible before you start. Section your hair in very small sections; it's extremely important that you coat every strand of hair, and apply the Cetaphil directly to your scalp at each part you make in your hair so that you lessen the chance of missing even ONE louse on your head! Use Cetaphil liberally and massage, massage, massage it in. Even ONE louse left uncoated may survive to reproduce.

Once you are sure you have covered every strand of hair and every inch of scalp, use a regular (but sturdy) comb to begin combing out the excess lotion. You may need to use a wide-toothed comb first, if your hair is thick or very long. Comb until you have removed as much of the excess Cetaphil as possible. Once that is done, use a hair dryer to dry your hair. (Use the most powerful hair dryer you have, as the drying process can take up to three times longer than drying after a shower – this is the only really time-consuming part of the process, as the Cetaphil takes much, much longer to dry than water.)

What will happen is that the Cetaphil will dry on your head, hair and most importantly on the lice, cutting off their source of oxygen, and therefore smothering them. (In a sense, they will be 'shrink wrapped'.) Lice can literally survive for hours without breathing, so this must be left on the hair for a minimum of 8 hours. This can be done before bed, so that the 'smothering' process can take place during sleep. You must make SURE that your hair is completely dry in order for the lice to be totally encased in the dried Cetaphil, and therefore be unable to breathe.

After 8 hours, wash and dry your hair normally. Use the metal lice comb once again, to comb out any surviving live nits. For best results, you must repeat this treatment three times at one-week intervals to make sure that newly hatching lice do not survive to begin the hatching/reproducing cycle again.

Immunizations

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 religious beliefs, the student should not be immunized. The immunizations required are: diphtheria, pertussis, tetanus, polio, measles (rubeola), mumps, rubella, hemophilus influenza, hepatitis A, hepatitis B, chickenpox (varicella) and Pneumococcal, Meningococcal, acellular. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. A written parent-validated history of the chickenpox disease is acceptable in lieu of the varicella vaccine. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician which states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life long exemption.

If an immunization exemption is requested for reasons of conscience, including religious beliefs, the student must present to the school an official Texas Department of Health affidavit. Only official forms developed

and issued by the Texas Department of Health Immunization Division will be accepted by the school. This form may be obtained by writing to:

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

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

2020-2021 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38. A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

TEXAS STATE LAW REQUIRES THE FOLLOWING IMMUNIZATIONS	
<i>Diphtheria/Tetanus/ Pertussis (DTaP/DTP/DT/Td/Tdap)</i>	<p><u>For K-6th grade; 5 doses with one on or after fourth birthday*, unless the fourth dose was received after the 4th birthday*, in which case only four doses are required. Students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4th birthday.</u></p> <p><u>For 7th grade: 3 dose primary series; 1 dose tetanus/diphtheria/pertussis-containing vaccine, only if it has been 5 years after the last dose of tetanus-containing vaccine.</u></p> <p><u>For 8th – 12th grade: 3 dose primary series; 1 dose of Tdap is required 10 years after last dose of tetanus-diphtheria- pertussis containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to Pertussis exists.</u></p>
Polio	<u>For K-12; 4 doses of polio; one dose required after the fourth birthday*, unless the 3rd dose was received after the fourth birthday*, in which case only three doses are required.</u>
<i>Measles, Mumps, Rubella(MMR)</i>	<u>For K – 12th grade; 2 doses required. The first MMR must be received on or after the first birthday* The second dose by age 4 to 6 years (second dose mandatory before starting Kindergarten). Students vaccinated prior to 2009 with 2 doses of measles and 1 dose each of rubella and mumps satisfy this requirement.</u>
<i>Meningococcal</i>	<u>For 7th – 12th grade; One dose of quadrivalent meningococcal conjugate vaccine is required on or after the 11th birthday. Note: if student received the vaccine at 10yrs. of age, this will satisfy the requirement.</u>
<i>HIB(Haemophilus Influenza)</i>	<u>1 dose of vaccine since 15 months of age,* or a series of three doses if one dose received after 12 months of age; required through age 4 years.</u>
Hepatitis B	<u>Three doses of vaccine required. For students 11-15 years, 2 doses meet the requirement if adult Hepatitis B vaccine (Recombivax two 10 mcg/1.0 ml) was received. Dosage must be documented.</u>
Varicella (Chickenpox) or	<u>Varicella must be received on or after the first birthday* The second dose by age 4-6yrs. (Mandatory for all students enrolling in Kindergarten through 12th grade). Parents or physician-validated history of disease is acceptable in lieu of immunization date.</u>
Hepatitis A	<u>Two doses required after 12 months of age through 10th grade.</u>
Pneumococcal (PCV)	<u>For students under age 5; 24 months through 59 months meets the requirement if they have 3 doses with 1 dose after 12 months or 2 doses with both doses given at or after 12 months of age, or 1 dose given at or after 24 months of age. Otherwise 1 additional dose is required.</u>

School Health Screening

Students are screened according to the Texas State Board of Education Rules and the school health programs mandated by the Texas Department of State Health Services.

Vision and Hearing Screening

All new students entering school from out-of-state, and all students who are referred for special education programs will be screened by the school nurse for vision and hearing abnormalities. The school nurse will contact and send a letter of referral to the parents/guardians if any abnormality is noted.

Spinal Screening

All children should undergo screening for abnormal spinal curvature in accordance with the following schedule: Girls will be screened two times, once at age 10 in 5th grade and again at age 12 in 7th grade. Boys will be screened one time at age 13 in 8th grade.

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Medication Policy

Due to the increase of medicines sent to school to be given to the students, we feel that parents should be advised of the school and state regulations in the administering of medication.

All medicine should be given by the parent outside of school hours if at all possible. Only emergency medication may be given at school. If it is necessary for the student to have medication in order to remain in school, the student's parents and physician are required to complete a "Medication Permit Form" furnished by the school, and return it to the building school nurse.

The students should bring only the amount of medication (in the original container) needed for the one day, with the child's name, doctor's name and prescription label. The first dose must be given at home in case of an unexpected reaction.

No prescription or nonprescription medication will be given at school unless the school has a written request from parent or guardian and physician. These medications must be properly labeled and in the original container. No medicine is given by the teacher or kept in the classroom. All medication and written requests are kept in the office or the clinic.

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 physician's request is valid for one school year and must be renewed at the beginning of each school year. The student must demonstrate to his or her physician or health care provider and to the school nurse the ability to properly self-administer the medication and express understanding of safety factors and responsibility related to carrying medication. If the student does not comply with the physician's instruction and School District policy, the school will review the permission to carry the medication. The student must carry the inhaler or emergency medication in the properly labeled original container on his or her person all times. The school reserves the right to require any medication be kept in the clinic if, in the nurse's judgment, the student cannot or will not carry the medication in a safe manner and properly self-administer the medication.

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 to arrange for this accommodation. No herbal or dietary supplements will be administered at school.

In order to give medications correctly and safely, these regulations are followed by all school personnel. If a problem arises concerning the student's need for medication at school, please feel free to contact your principal or nurse. They will certainly attempt to work out any problem in order to help our students.

Prescribed short term medication (7-10 days) may be administered at school but must be in compliance with the school policy and meet the following requirements:

1. Signed permission form (available in the office/nurse) from their parent stating the student has permission to take a specific medication at school, and
2. Medication must be in an officially labeled bottle and must have the prescription number, student's name, name of medication, dosage, and the current date.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with the application, please address the need for assistance with the school nurse.

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

General Education Homebound Instruction

General Education Homebound Instruction is provided for eligible students who are to be confined in the hospital or home for four (4) or more weeks, as documented by the attending physician. The physician's statement must indicate that the period of confinement will extend four (4) weeks from the date Education Support received the information. The homebound instructor will serve as the school liaison, bringing assignments from school to home and assisting the student in completing the assigned schoolwork.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, food, insect bites, etc. Therefore, all 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.

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

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

HEALTH-RELATED RESOURCES, POLICIES, AND PROCEDURES

Physical and Mental Health Resources (All Grade Levels)

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

- The campus nurse
- The campus counselor
- The local public health authority

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

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

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

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

HOMELESS AND TITLE I PARTICIPANTS – SERVICES

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

- Proof of residency requirements
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities.
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

You are encouraged to inform the District if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

- Liaison for Homeless Children and Youths – Sonnia Ortega - (972) 522-7097
(Coordinates services for homeless students.)
- Director of Parent Involvement – Esmeralda Rodriguez - (972) 522-7097
(Works with parents of students participating in Title I programs.)

INSURANCE

At the beginning of the school year, the District will make available a low-cost student accident insurance program that will help meet medical expenses in the event of injury to their child. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims to the insurance company. **The District will not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.**

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify 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.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

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.
- To comply with a properly issued directive from juvenile court to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory 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.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is required by state law to notify:

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

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to search lockers and changing areas in locker rooms at any time. A student has full responsibility for the security of the locker and is responsible for making certain it is locked, and the combination is not available to others.

LOST AND FOUND (ALL GRADE LEVELS)

A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MEETINGS OF NONCURRICULUM-RELATED GROUPS

Student organized, student led non-curriculum 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).

MENTAL HEALTH SUPPORT (ALL GRADE LEVELS)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

PARENT INVOLVEMENT AND RESPONSIBILITIES (PARENTAL RIGHTS)

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, counselors and the Board and are encouraged to:

- Review the Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Become familiar with the academic program offered in the District and feel free to ask the counselor or principal any questions, including concerns about placement, assignment, or early graduation.
- Attend Board meetings to learn more about ongoing operations of the District. Regularly scheduled Board meetings are held on the Thursday after the second Monday of each month at 7:00 p.m. If a second Board meeting is called for the month, it usually is the fourth Thursday of the month.
- Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
- Review your child's school records when needed. Monitor your child's progress; contact teachers as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy.
- Become a school volunteer. For further information, contact your building principal.
- Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District. We have an active Parent Teacher Association (PTA) that meets regularly each month. You may contact the school office for details.
- 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.
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction and other wellness issues. (See policies at BDF, EHAA, FFA, and information in this handbook under HEALTH SERVICES.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office 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.

Accommodations for Children of Military Families

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

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the District. The District will permit no more the five (5) excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 50th day before deployment or no later than the 30th day after the parent's return from deployment.

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.

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified when a survey is not funded by the U.S. Department of Education.

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

- Any Survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.
- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.

Note: This does not apply to the collection, disclosure, or use of personal information collected from the students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

- 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 spinal screenings, or any physical examination or screening permitted or required under state law.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law.

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.

Granting Permission to receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the District's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the District's health education classes.

Parental Rights:

Consent to Conduct a Psychological Evaluation

A District will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention

The mental health liaison, Elizabeth Hummert, can be reached at elizabeth.hummert@gpisd.org or 972-522-7074 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the District will

seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the District's website, a website affiliated or sponsored by the District, such as a campus or classroom website, and in District publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14

A child under the age of 14 must have parental permission to receive instruction in the District's parenting and paternity awareness program. Otherwise, the child will not be allowed to participate in the instruction. This program developed by the Office of the Texas Attorney General and State Board of Education is incorporated in the District's health education classes.

Consent to Video or Audio Record a Student a Student when Not Otherwise Permitted by Law

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

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

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

Removing a Student from Human Sexuality Instruction

As a part of the District's curriculum students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age.
- Devote more attention to abstinence from sexual activity than to any other behavior.
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases.

Worth The Wait – GPISD's Adopted Sexual Health Curriculum

Worth The Wait sexual health curriculum is designed to empower young teens to make informed, educated decisions and smart choices that affect their lives, provide teens with the facts about their health and their body, empower teens to be safe, healthy, and protective of their futures, and encourage teens to delay sexual activity for medical, legal, and socioeconomic reasons. This curriculum is taught during the 4th quarter of each school year in the 6th, 7th, and 8th grade science classrooms. The topics covered across these three years are puberty, anatomy, and physiology; pregnancy; sexually transmitted diseases; legal issues and sexual abuse; essential needs, communication skills, and relationships; and health risk behaviors avoidance/reduction.

Through the adolescent sexual health curriculum, students are able to identify abstinence as the only complete protection from STDs, pregnancy, and the emotional consequences of teen sex. Student instruction on legal issues enables students to properly identify sexual abuse and empower them to report

offenses. The human needs section of the program enables students to compare and contrast healthy and unhealthy relationships, and empowers them to utilize refusal communication styles to avoid risk behavior. Overall, students are motivated to take charge of their health and to be examples for their friends and families.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the District's SHAC. Please see the campus principal for additional information.

Parent of Students Who Speak a Primary Language Other than English

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

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

Student with Physical or Mental Impairments Protected Under Section 504

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

Title I Parent Rights

As a parent of a student in a Title I School you have the right to know the professional qualifications of the classroom teachers who instruct your child, and the Federal law requires the School District to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subject he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the Communications Department at (972) 237-4000.

Parent Involvement Coordinator – Esmeralda Rodriguez - (972) 522-7097 - works with parents of students participating in Title I programs.

What is Title I?

Title I Part A – Improving Basic Programs

Intent and Purpose: Title I provides funding to School Districts to help schools with high percentages of students that receive free/reduced lunch to provide high-quality education to enable all children to meet the state student performance standards. The goal is to help all students perform well in school and on the STAAR test. Title I, Part A supports campuses in implementing either a Schoolwide Program or a Targeted Assistance Program.

A **Schoolwide School** can use Title I funds and programs to support the identified needs of the students in the entire school based on a comprehensive needs assessment.

A **Targeted Assistance School** can use the funds and programs to meet the needs of those students who have been targeted as failing, most at risk of failing, and most at risk of not meeting the states student performance standards.

What are the Title I Schools in Grand Prairie?

The Grand Prairie Independent School District has 31 Title I School-wide Schools and no Targeted Assistance Schools. Of these 30 schools, there are 23 School-wide Elementary Schools and 8 School-wide Secondary Schools.

Elementary Schools:

Austin	Crockett	Eisenhower	Marshall	Ochoa	Whitt
Bonham	Daniels	Flo Hill	Moore	Rayburn	Williams
Bowie	De Zavala	Garcia	Morton	Seguin	Uplift Lee
Bush	Dickinson	Garner	Moseley	Travis	

Secondary Schools:

Adams	Fannin	Jackson	Grand Prairie Fine Arts Academy
YMLA	YWLA	GPCI	Grand Prairie High School

For more information about the Grand Prairie Independent School District Title I Program, call: Pat Lewis, Associate Superintendent of Schools at (972) 237-4000.

Information about parental involvement may be found in Board Policy EHDB (Local).

PARTIES AND SOCIAL EVENTS

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. Anyone who leaves before the official end of the party will not be readmitted.

It is our goal to ensure that every student in our school is safe. Our District has adopted a policy for managing students with food allergies. **In an effort to prevent students from coming in contact with possible food allergens, only store bought food items will be accepted at parties (no home baked goods will be accepted. This will allow adults to be aware of the ingredients in each of the food items donated.**

Please take time to review with your child the following:

- Do not offer, share or exchange any foods with other students at school

- Hand washing with soap and water, after eating, is necessary to decrease the chance of cross contamination on surfaces at school
- If your child rides the bus, remind them that there is a “no eating on the bus” policy.

Prom

Behavioral expectations for the Junior-Senior Prom will be regulated by the Student Code of Conduct Handbook, coupled with enforcement of the following guidelines.

1. Names of outsiders to attend as guests (all who are not students at the school) must be submitted to the principal for approval prior to ticket purchase.
2. Students must check in at the entrance to the prom area and present ticket.
3. Students will not be readmitted once they leave the prom area, unless permission is given by an administrator.
4. Student activity will be limited to designated areas.
5. Police officers will be on duty throughout the event.
6. An adequate number of sponsors, determined by the principal, will be available to supervise.

PESTICIDES

As part of our commitment to provide your child with a safe, pest-free learning environment, the Grand Prairie Independent School District may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Grand Prairie Independent School District property are made only by trained and licensed technicians. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Should you have questions about this District’s pest management program or wish to be notified in advance of pesticide applications, you may contact Maintenance and Operations at (972) 343-4429.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students 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.

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

In addition, State Law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Reciting a Portion of the Declaration of Independence in Grades 3-12

State Law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3-12.

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 you child be excused,

2. the District determines that your child has a conscientious objection to the recitation,
3. you are a representative of a foreign government to whom the U.S. Government extends diplomatic immunity.

PROTECTION OF PUPIL RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and parent consent (or student's consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has a close family relationship.
- Legally recognized privileged or similar relationships, such as lawyers, physicians, and ministers.
- Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Multiple Birth Siblings – Classroom Assignments

As a parent, if your children are multiple birth siblings (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.

Religious or Moral Beliefs

You may remove your child temporarily from the classroom in 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 state law.

SAFETY

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

1. Avoiding conduct that is likely to put the student or other students at risk.
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
3. Remaining alert to and promptly reporting safety hazards to teachers or principal, such as intruders on campus, or threats made by any person toward a student or staff member.
4. Knowing emergency evacuation routes and signals.
5. Following immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.
6. For safety purposes, video/audio equipment may be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

Safety Transfers/Assignments

As a parent you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus.
- Consult with District administrators if your child has been determined by the District to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
- Request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of violent criminal offense while at a school or on school grounds.
- Request the transfer of your child to another District campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the District will transfer the assailant in accordance with policy FDE.

Clear Backpacks

Campus Administrators will be allowed to determine whether the use of clear backpacks will be the standard for their campus.

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 the child.

SCHOOL FACILITIES

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. Unless the teacher or sponsor overseeing an 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, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or authorized adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, 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.

SCHOOL-SPONSORED FIELD TRIPS (ALL GRADE LEVELS)

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

The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field to cover expenses such as transportation,

admission, and meals; however, a student will not be denied participation because of financial need.

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

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

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

District Policy FNF (LOCAL) states “students shall be notified at the beginning of each year that they are subject to metal detector searches on a random basis. If any prohibited items are found in a search, the student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.”

Metal Detectors are used in secondary schools, off campus, and school sponsored activities for school safety and searches may occur at any time.

Trained Dogs

The District will use trained dogs to prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. If a dog alerts to an item or an area, it may be searched by district officials.

SERVICE/ASSISTANCE ANIMAL USE BY STUDENTS

A parent of a student who uses a service/assistance animal because of the student’s disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The District will try to accommodate a request as soon as possible, but will do so within ten district business days.

SEXUAL HARASSMENT/SEXUAL ABUSE

STUDENT RIGHTS AND RESPONSIBILITIES:
SEXUAL HARASSMENT/SEXUAL ABUSE

FNCJ
(EXHIBIT)

Notice of Parent and Student Rights

What is the District policy concerning sexual misconduct?

The District forbids employee conduct constituting sexual harassment or sexual abuse of students.
The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

What is sexual harassment?

Sexual harassment of a student **by an employee** includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of

a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student **by another student** includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

What is sexual abuse?

Sexual abuse is defined as "illegal sex acts performed against a minor..." It may include, but is not limited to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The District will notify parents of all students involved in sexual harassment by students. The District shall notify parents of all incidents of sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the District do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuses by an employee may request a conference with the principal, the principal's designee, or the District's Title IX coordinator. The conference will be scheduled and held as soon as possible but within seven calendar days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be submitted in writing to assist in the District's investigation. A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, TX 75201
Telephone: (214) 880-2459
Fax: (214) 880-3082 TDD: (214) 880-2456

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the District is:

Name: Dana Jackson
Position: Director of Counseling
Address: 2602 S. Belt Line Road, Grand Prairie, 75052-5344
Telephone: (972) 237-4000

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the principal or Title IX coordinator. The student may be accompanied by the parent or other advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the District's resolution of my complaint?

If the parent is not satisfied with the District's initial response to the complaint, he or she has seven calendar days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or parent's signature and the date of the conference with the principal.

If the parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the Board of Trustees at its next regular meeting, in accordance with policy BE (LOCAL). The Board will hear the complaint in a closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

(SST) The Student Success Team And (Rti) Response To Intervention

The Student Success Team is the structure in the school that links individuals from several disciplines to work collaboratively as partners for the benefit of students both collectively and individually. Utilizing current data and their knowledge of student developmental and academic needs, the team serves as a problem solving group to consider interventions and recommendations for individually referred students. The team structure is designed to be more than a referral process for students needing interventions to achieve academic success. It also:

- focuses on student centered services that are more proactive in nature;
- attempts to address systemic or school-wide barriers to the effective and efficient use of student support resources, staff, expertise and time;
- expands options and supports for students experiencing difficulty;
- increases the number of personnel who can serve as instructional leaders, mentors, and master teachers to assist in developing and monitoring academic and behavioral strategies that promote student success;
- institutes procedures for documenting and analyzing success.

Response to Intervention (RTI) is a *process* to help children who are struggling. This is an intervention model to increase student achievement. RTI enhances the opportunity for children to be successful and

maintain their class placements in the general education setting by receiving appropriate individualized instruction and intervention.

The RTI model consists of three well-defined and separate processes. Each tier constitutes a level of instructional/behavioral interventions targeting individual student needs. The tiered structure of RTI encompasses increased time and intensity of instruction at all levels (Tiers I, II, and III). Data is collected routinely to assess student response to the interventions. The three tiered intervention process is embedded in several legislative mandates. The model was first required as a part of the Reading First Initiative - it is aligned with best practices as outlined in No Child Left Behind, and is a part of IDEA 2004 requirements for the diagnosis of learning disability.

SPECIAL EDUCATION

The mission of Special Education is to ensure student success by providing a free and appropriate public education through a continuum of services to maximize each student's academic and functional abilities.

If a parent makes a written request for an initial evaluation for special education services to the Executive Director of Special Education services or to a District administrative employee of the school District, the District must respond no later than 15 school days after receiving the request. At that time, the District must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the District agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation. Contact Person for Special Education Referrals-Dr. Dorothea Gordon 972-237-4019.

The Special Education Department provides individual evaluation and educational planning for students with disabilities who would benefit from special education assessment, special designed instruction, and/or related services to support their education. In general, students with disabilities must qualify under one of the thirteen IDEA eligible disabilities: auditory impairment, autism, deaf/blindness, emotional disturbance, intellectual disability, multi disabilities, non-categorical early childhood, orthopedic impairment, other health impairment, speech impairment, visual impairment, specific learning disability, traumatic brain injury.

GPISD Special Education offers a continuum of services in the least restricted environment. The continuum of services ranges from Co-Teach instructional support to a self-contained instructional setting. The Admission, Review, and Dismissal (ARD) committee determines the instructional arrangement based on the student's Individual Educational Plan (IEP).

Please visit the Special Education website for additional information at www.gpisd.org/specialeducation.

Child Find

The purpose of **Child Find** is to locate, identify, and evaluate infants, children and young adults through age 21 who may have a disability, such as learning, speech and language, vision, hearing, physical or health impairments. GPISD ensures all students are afforded a free appropriate public education (FAPE).

GPISD provides Child Find information to District employees, physician, day cares, private schools, and other entities in the city of Grand Prairie and surrounding areas. GPISD ensures special education services are available to eligible students ages 3 through 21 years and to children from birth through age 21 years who have a hearing or visual impairment. Children from birth to age three with other disabilities will be referred to appropriate agencies for services.

For information on referring children enrolled in GPISD suspected of having a disability, contact the Special Education Department or your child's campus Student Success Team.

For infants or children not enrolled in GPISD, contact the Special Education office at 972-237-5332.

SPECIAL PROGRAMS

The District provides special programs for advanced academic students, homeless students, students in foster care, bilingual students, dyslexic students, and students with disabilities. A student or parent with questions about these programs should contact the Deputy Superintendent of Teaching and Learning; the coordinators, facilitators, or directors of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

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

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

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

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

Section 504 Referrals

Each school District must have standards and procedures in place for the evaluation and placement of students in the District's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure. Contact person for 504 referrals-Michelle Brinkman 972-237-4039.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At the time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in

writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

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

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

Visit these websites for information regarding student with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Contact Person for Special Education Referrals:

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

Contact Person: Rodney Traylor II

Phone Number: 972-237-5492

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus— if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home.

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the

evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 service is:

Contact Person: Michelle Brinkman

Phone Number: 972-237-4039

STEROIDS

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at:

<http://www.uil texas.org/health/steriod-information>

STUDENT IN THE CONSERVATORSHIP OF THE STATE (FOSTER CARE)

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

In an effort to provide educational stability, the District will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as a substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District.

Please contact Elizabeth Hummert, who has been designated as the district's foster care liaison, at (972) 522-7074 with any questions.

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

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

- Assist the student with the completion of the application for admission or financial aid
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;

- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and the liaison officer for students formerly in the conservatorship of the state.

STUDENT RECORDS

Notice of Parent and Student Rights: Student Records

FL
(EXHIBIT)

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.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the student's teacher.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

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

Release of Student Information - Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights:

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

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 school counselor evaluations of your child, reports of behavioral patterns, State assessment instruments that have been administered to your child, and teaching materials and tests used in your child's classroom. Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

What is an "eligible" student?

A student who is 18 or older OR who is attending an institution of post-secondary education.

What information will the District routinely release?

General information about Grand Prairie ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

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

What about military recruiters and colleges?

In addition to release of student information required under FERPA (Family Educational Rights and Privacy Act of 1974), to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary students enrolled in the District.

Federal law requires that the District release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the District, unless the parent or eligible student directs the District not to release information to these types of requestors without prior written consent.

Can I restrict this information?

Yes. A parent or eligible student may prevent the release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after you have been provided this notice.

What about information about grades, test results, disciplinary records, etc.?

Virtually all information pertaining to student performance is considered a confidential educational record and may be released to:

- The parents, whether married, separated, or divorced, who will generally have access to the records. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible: reaches age of 18, is emancipated by a courts, or enrolls in a postsecondary educational institution, control of the records goes to the student; however, the parents may access the record if the student is a dependent for tax purposes, and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law defines as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, 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. "Legitimate educational interest" in a student's records includes working with the student, considering disciplinary or academic action, 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 or in response to a subpoena or court order, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives

- A school to which a student transfers or in which he or she subsequently enrolls.

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

Where do I go to review the records?

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect.

Inspect and review student records within 45 days after the day the school receives a request for access.

Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The addresses of the principals' offices are located in the front of this handbook.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District, do not have to be made available to the parents or students.

What can I do if I think a record is inaccurate?

A parent (or the student if he or she is 18 or older or is attending an institution of post-secondary education) may review and inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. 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 refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

Both FERPA 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.

What is the cost of copying records?

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

Please note:

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

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

Special Education Records

The law requires that records of students who have been provided special education services be maintained for 7 years. After that time, a notice will be placed in the Public Notification section of the local newspaper indicating the date records will be destroyed.

STUDENT RIGHT TO PRAY

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

TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES (ALL GRADE LEVELS)

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with the law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether crime has been committed.

TESTING

State Mandated Assessment Tests:

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8: in addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria, as determined by the student's ARD committee.

STAAR-Spanish, Spanish version of STAAR is also available to students through grade 5 and determined by the Language Proficiency Assessment Committee (LPAC).

High School Courses - End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I,
- English I, English II

- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules. Middle school students enrolled in these high school courses will take the appropriate EOC upon completion of the course in middle school.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state, as determined by the student's ARD committee.

An ARD committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment for students who entered 9th grade *prior* to the 2011-2012 school year.

Scholastic Aptitude Test (SAT) - Test Dates & Registration Deadlines

Testing and Registration Dates – to be determined
<http://sat.collegeboard.org>

American College Testing (ACT) - Test Dates & Registration Deadlines

Testing and Registration Dates - to be determined
www.actstudent.org

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Advanced Placement Exams - Test Dates & Registration Deadlines

Testing and Registration Dates – to be determined
<http://apcentral.collegeboard.com>

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP).

Student Appraisal and Instructional Evaluation

Standardized tests are invaluable aids in facilitating better understanding of the individual student. Objective test data is a vital aid in the continuous appraisal and evaluation of curriculum and teaching effectiveness. A comprehensive system of pupil appraisal for the School District includes various kinds and types of testing. Our professional staff utilizes all test results in an appropriate and meaningful manner to develop suitable learning opportunities for each student. Each student has a confidential test profile that is a part of his/her cumulative record.

The school maintains a cumulative record folder for each student that contains such information as grades, attendance records, and standardized test scores.

Parents, legal guardians, and authorized school officials have the right to review these files.

Upon request, standardized test results are interpreted to parents and students by the classroom teacher, counselor, Assistant Principal or the Principal.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshman-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges or universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores in this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

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

Textbooks and other District-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

The student will be expected to pay for any book, electronic textbook, technological equipment, or other instructional materials that are not returned at the end of the course of study, and may not be permitted to attend the Prom, or walk at graduation until the debt is paid. A fine may be assessed for damage to any school book/equipment.

TOBACCO POLICY

Students are prohibited from possessing or using tobacco products, including electronic cigarettes or any other electronic vaporizing device, while on school property or at school-sponsored activities.

The District and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. Students in violation will be referred for discipline measures. All GPISD campuses are tobacco free.

TRANSFER

Students in Grand Prairie ISD may apply to transfer to a school outside of his/her attendance zone. The transfer of a student from one attendance area to another within the District will be based on specific factors which affect the education and welfare of the student. Transfer dates to be determined. Please check the GPISD website for updated information.

A student who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade levels for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home.

TUTORING OR TEST PREPARATION

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

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

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.

VEHICLES ON CAMPUS

All students attending high school who drive a car to school are required to park in the parking lot designated for student parking only. All students who drive cars to school are required to have a current, valid driver's license and to purchase a parking lot sticker. This sticker is to be properly attached to the vehicle.

When a student arrives at school in the morning, the student is to park his/her car and come into the building. Sitting in cars at any time during the day will not be allowed. Students must have a pass from the attendance office to go to the parking lot during the day.

Students are not to leave the parking lot in their cars unless they have a parking lot pass and present it to the parking lot attendant before leaving. Parking lot passes may be obtained in the attendance office.

Parking Rules:

1. It is suggested that students keep their cars locked.
2. Parking lot attendants should be shown respect at all times.
3. Only a student with a driver's license will be allowed to obtain parking permits.
4. Stickers are not transferable.

Students will not be permitted to:

1. Speed in any District parking lot.
2. Double-park or back-in park.
3. Park across a white or yellow line.
4. Park in a fire lane.
5. Loiter or sit in parked cars during school hours.

Students may be subject to disciplinary action in accordance with the Student Code of Conduct for violation of this regulation. Parking and driving privileges may be revoked. Cars may be towed away at the owner's expense for violation of this regulation.

VENDING MACHINES (ALL GRADE LEVELS)

The District has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines.

VIDEO CAMERAS

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

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

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal.

VISITORS

Parents 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 main office to sign in, provide identification and obtain a pass. Visitors must return to sign out prior to leaving the building.** Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to

the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. In addition, all visitors must comply to the minimum standards of the student dress code.

Unauthorized Persons

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

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

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

VOLUNTEERS

All volunteers in GPISD must agree to a Criminal Background Check. To be a volunteer in GPISD, please send an email to HRApplications@gpisd.org and include the following information in the email:

1. Full Name
2. Email Address
3. Phone Number
4. What campus would like to be a volunteer?
5. What would you like to do at the campus as a volunteer?

Once your information has been evaluated, you will be notified with directions to complete the process.

VOTER REGISTRATION (SECONDARY GRADE LEVELS ONLY)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWING FROM SCHOOL

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. A student who is age 18 or older, who is married, or who have been declared by a court to be an emancipated minor may withdraw without parental signature. Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.