

**STUDENT HANDBOOK, 2008-2009**

**CAYUGA ELEMENTARY SCHOOL**

P. O. Box 427 / Hwy 287

Cayuga, TX 75832

Telephone: 903-928-2295

Web Site: <http://www.cayuga.esc7.net/>

**THIS BOOK IS THE PROPERTY OF:**

**WILDCAT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**LOCKER NO.:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**HOMEROOM:** \_\_\_\_\_

**CAYUGA SCHOOL SONG**

O Cayuga Hear Us Singing

Of Our Love to Thee

We Promise Thee Our Hearts Devotion

True To Thee We'll Be

Happy Memories We Will Cherish

Loyalty Untold

We've Worked and Played and Sung Together

Hail Dear Black and Gold

**SCHOOL MASCOT:** Wildcat

**SCHOOL COLORS:** Black & Gold

**WELCOME TO OUR STUDENTS**

The staff of Cayuga Elementary School welcomes you. We look forward to an exciting, challenging and productive year. As our school song proclaims, it is our desire that the years you spend with us will be filled with “happy memories” that both you and your family will long cherish.

**CAYUGA LEMENTARY SCHOOL  
MISSION STATEMENT**

The Cayuga Elementary School will provide for the achievement of maximum learning for all students through effective teaching of optimum academic skills, promotion of self-esteem, and training to become responsible, caring members of the community and workplace.

**BOARD OF TRUSTEES**

Jeff Gunnels.....President  
Jerry Don Kelley.....Member  
Doug Lightfoot.....Vice President  
Donald Loving..... Member  
Jody Radford.....Assistant Secretary  
Todd Richards.....Secretary  
Jerry Sudduth ..... Member

**CAYUGA INDEPENDENT SCHOOL DISTRICT  
STAFF  
2008-2009**

ADMINISTRATION

Dr. Rick Webb	Superintendent	928-2102
Tracie Campbell	CES Principal	928-2295
Sherri McInnis	CMS Principal	928-2699
Bill Shead	CHS Principal	928-2294

DIRECTORS

Tommy Allison	Athletic Director	928-2294
	Maintenance	928-2903
Joey Fitzgerald	Transportation	928-2903
Cheryl Ellis	Band	928-2294
Debbie Gazaway	Special Education	876-3685
Ron Acevedo	Technology	928-2699
Shelli Richards	Cafeteria	982-2102

OFFICE PERSONNEL

Bertha Williams	CES Secretary	928-2295
Judy Fortner	CMS Secretary	928-2699
Kelly Bain	CHS Secretary	928-2294
Liz Sharp	Superintendent's Secretary	928-2102
Carol Pugh	Tax Assessor/Payroll	928-2102
Kelly Gatewood	Business Manager	928-2102
Kim Dublin	PEIMS/Counselor's Secretary	928-2965

SUPPORT PERSONNEL

Laura Poland	Counselor/Psychologist	928-2295
Jackie Willingham	District Librarian	928-2294
Beverly Scheppler	Nurse	928-2295
Pam Bostic	Diagnostician	928-2295

## **ELEMENTARY FACULTY**

### **TEACHERS**

Carrie Jenkins (PK)  
Wende Downe (K)  
Tobin Winkel (K)  
Robin Kanetzky (1)  
Laurie Walls (1)  
Amy Taylor (1)  
Debbie Anderson(2)  
Donna Link (2)  
Kim Owens (2)  
Shandi Hinshaw (3)  
Linda McNeill (3)  
Julia Poff (3)  
Jill Hamil (4)  
Monica Henry (4)  
Bhratra Street (4)  
Beverly Dickens (5)  
Carla Henigan (5)  
Amanda Lane (5)  
Donna Richards (PPCD/Sp. Ed.)  
Rhonda Stice (Sp. Ed.)  
Janie Barbosa (ESL / GT)  
Cheryl Ellis (Music)  
Carl Ivins (P. E.)

### **PARAPROFESSIONALS**

Debra Brown  
Sonya Douglas  
| Joyce Dyess  
Teresa McCulloch  
Tammy Mingus  
Liz Missildine  
Autumn Rhodes  
Carolyn Robertson

## PREFACE

Welcome to school year 2008-2009! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The administration and faculty want this school year to be an especially good one for each child with many interesting and meaningful learning experiences. For that to happen, we all have to work together: students, parents, and educators. This publication is a tool to help us do so.

This student handbook contains information students and parents are likely to need to ensure a successful school year. It is a tool to provide essential information regarding school policies and administrative regulations that govern the elementary students. We have attempted to include the policies and information most helpful and beneficial to the Cayuga Elementary School student body.

Students and parents also need to be familiar with the Cayuga Independent School District student code of conduct, which sets out the consequences for inappropriate behavior. The student code of conduct is required by state law and is intended to promote school safety and an atmosphere of learning. The provisions of the code are outlined in Part II of this document.

The student handbook is designed to be in harmony with Board policy and the student code of conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletter and other forms of communication to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by newly adopted policy. In case of conflict between a Board policy or the student code of conduct most recently adopted by the Board shall prevail.

Each student and parent shall sign a statement that they have received and read the student handbook and code of conduct and acknowledge the responsibilities outlined therein. We welcome your questions concerning this information. It is our desire that this publication will enable us to have better communication with you.

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The Cayuga I. S. D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The Cayuga I. S. D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Pam Taylor, Middle School/High School Counselor, has been designated to coordinate compliance with these nondiscrimination requirements. She may be contacted at 928-2965 or P. O. Box 427, Cayuga, TX 75832.

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## ARRIVAL AND DEPARTURE FROM CAMPUS

Supervision of students before and after school is a genuine concern to us. The buildings are not open and there is no supervision provided before school begins. Therefore, we cannot assume responsibility for the safety and welfare of your son/daughter before 7:40 a.m. or after 3:45 p.m.

We are asking that you make a special effort to see that your child does not arrive at school before 7:40 a.m. and is picked up by 3:30 p.m., unless he/she is transported by CISD buses. A thirty-minute curfew is in effect following the conclusion of any ball game or other event at Cayuga High/Middle School. All students should be picked up on or off campus no later than thirty minutes after the event ends.

The arrival of students on the school grounds before school buses arrive shall be discouraged. Once students arrive at school, they are to report to the Elementary Gym. Students in grades K-5 who desire to eat breakfast should immediately report to the cafeteria. They will be dismissed from the cafeteria at 7:55.

Students who do not wish to eat breakfast are to remain in the Elementary Gym until they are released to their classrooms. Students arriving after 7:55 should report directly to the classroom.

After arrival, students shall not be permitted to leave the school campus until school has been dismissed unless:

- A. The student has administrative/office approval.
- B. The student has met the required academic schedule, has parental permission, and administrative approval.
- C. The principal or his/her designee may allow a student to leave school and return (such as for a doctor's appointment) or deny the student the right to return to school during school hours.
- D. Prior to leaving under the conditions described above, the student should sign the checkout sheet in the campus office. Failure to properly check out through the office will result in disciplinary action.
- E. A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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

Parents should inform their child's teacher in writing of any changes in the child's normal departure plans. Such notice is needed because students are not allowed to ride a bus other than their assigned bus without written parental and/or administrative approval. Likewise, without parental consent allowing the school to do otherwise, students are released only to persons listed on the child's registration form as parents or emergency contacts. If parents desire for elementary students to be released to family members who are middle or high school students, the older students must report to the elementary campus to sign the daily checkout sheet.

### **ASSEMBLIES**

Assemblies are often excellent ways for students to gain special programs that are not possible in an individual classroom. Behavior at assemblies is a true reflection of school loyalty. Some guidelines are necessary at all assemblies; they are as follows:

- A. Students should take their places quickly in their seats before the program begins. Please give your complete attention once the program has begun.
- B. There should be no whispering, laughing, or general conversation during the program.
- C. Applause should be courteous, not too loud, and never overly prolonged. Whistling and stomping are not in tune with good manners.
- D. Some assemblies will be optional. Another area will be provided with supervised study if parents decide the nature of the assembly is offensive to them. If an assembly is offensive, parents must provide the office with a written statement 24 hours prior to the assembly so that alternate arrangements may be made.

### **ATTENDANCE**

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

Regular and prompt attendance is a very valuable and important habit for students to form. Without a doubt, absence and tardiness are frequent causes of failure. These habits, when formed early, have a tendency to promote wrong attitudes toward life. Excessive absences or tardiness may result in disciplinary actions being taken.

A student may not be given credit for a class unless the student is in attendance for at least ninety (90) percent of the days the class is offered. Students who are in attendance for fewer than ninety (90) percent of the days in a semester shall not be given credit for the class(es) unless the attendance committee finds that the absences are the result of extenuating circumstances.

When returning to school after an absence:

- A. A student must bring a note signed by the parent describing the reason for the absences to the principal's office. A note signed by the student, even with the parent's permission, will be considered a forgery. All absences without parent notes will be considered unexcused absences.
- B. When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician or clinic's statement of illness after a single day's absence as a condition of clarifying the absences as ones for which there are extenuating circumstances.
- C. The principal or designee will make all decision concerning excused or unexcused absences. The attendance committee will review the decision.
- D. The District shall accept the following as extenuating circumstances for the purpose of granting credit for a class: personal illness, sickness or death in the immediate family, quarantine, weather or road conditions, participation in approved extracurricular activities, religious holidays, and any other unusual cause acceptable to the attendance committee. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for the purposes of calculating the average daily attendance in the District.
- E. If the attendance committee finds there are no extenuating circumstances for the absence, the committee shall deny credit for the class. The student will have an opportunity to regain credit by attending before/after school or Saturday school designated by the principal. If an attendance committee denies a student credit for a class, the student may appeal the decision to the Board of Trustees by filing a written request with the superintendent.

Students shall be permitted to make up work missed due to absences. It is the student's responsibility to find out the assignment and make-up work within the period of time designated by the teacher or principal. With an absence, the student will be assigned a dated to make up tests as per teacher instructions. With an absence, the student has an equal number of days for make-up work. (Example: 1 day absence = 1 day make-up). Previously assigned work, before the absence, will be due on the first day back in class.

## AWARDS

1. Distinguished Honor Roll (Grades 1-5)  
Distinguished Honor Roll (school year) – A student will be placed on the school year "Distinguished Honor Roll" if he or she has been on the six-week "Distinguished Honor Roll" every six week grading period.
2. Honor Roll (Grades 1-5)  
Honor Roll (school year) – In order to be placed on the school year "Honor Roll", the student must have been on either the "Six Week Honor Roll" or the "Six Week Distinguished Honor Roll" for every six-week grading period.
3. Perfect Attendance (Grades K-5)  
This award is given to the student that has not missed a day of school over the entire year. The perfect attendance award is based on the attendance taken at 9:30 a.m.
4. Presidential Excellence
5. Accelerated Reader (Grades K-5)
6. U.I.L. Awards (Grades 2-5)

## **BULLYING**

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

## **BUS CONDUCT**

The rules of conduct for students while being transported by buses owned, operated, or controlled by the District shall be followed. These rules have been formulated to provide the safest and most efficient transportation of students to and from school and/or related activities. Any violation of the rules will be reported by the bus driver to the Transportation Director on a Bus Conduct Report Form. The Transportation Office will then contact the respective principal for corrective action. All principals are directed to enforce the safety rules by the appropriate action, which may include the temporary or permanent withdrawal of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case.

A copy of the Bus Rules and Bus Disciplinary Code will be sent home with students the first week of school. Parents will be provided a copy of the rules and disciplinary code for future reference. Students and parents shall sign the Bus Rules and Bus Disciplinary Code. A copy of the Bus Rules and Bus Disciplinary Code that have been signed will be kept in the Transportation Office.

Below is a partial list of the rules and violations for School Bus Conduct. The rules are as follows:

1. Be at the bus stop on time.
2. Stay off the road at all times. Do not destroy personal property.
3. Wait until the bus comes to a complete stop before boarding.
4. The driver is in full charge of the bus and students. Students must obey the driver promptly and at all times.
5. Outside ordinary conversation, classroom conduct and behavior is to be observed on the bus at all times.
6. No students will be allowed to have any type of tobacco or alcoholic product or drugs on the bus at anytime.
7. Drivers have the authority to assign seats to any or all students.
8. No animals or insects will be permitted on the bus.
9. Students must not, at any time, extend any part of their bodies out the bus windows, nor shall they in any way touch or hang onto the bus before boarding or after departing the bus.
10. These rules and regulations apply to any trip under school supervision.

Students who refuse to obey the Bus Rider Rules will be dealt with as follows:

### 1<sup>st</sup> Violation

A verbal warning by the bus driver and a Bus Conduct Report sent to the principal and parent.

### 2<sup>nd</sup> Violation

Bus Conduct Report sent to the principal for corrective action to include discussion of the offense and the corrective behavior needed. Parent conference will be required.

### 3<sup>rd</sup> Violation

Bus Conduct Report sent to the principal. Student may be suspended for one to three days from the school bus. Principal verbally, and with Bus Report, notifies parent of the suspension.

### 4<sup>th</sup> Violation

Bus Conduct Report sent to the principal. Student may be suspended ten days from the bus. Principal verbally, and with Bus Report, notifies parent of suspension.

### 5<sup>th</sup> Violation

Bus Conduct Report sent to the principal. Student will receive automatic suspension for up to one semester from the bus. Should violation occur within ten days of the end of the first semester, suspension will be extended through the second week of the second semester.

**A student may automatically be suspended from the bus for a period of up to one semester for the following offenses:**

1. Having in his/her possession alcoholic beverages, drugs, and any type of weapon.
2. Using tobacco, drugs, or alcohol.
3. Using offensive language or hand gestures to the driver.
4. Threatening or touching the bus driver in anyway with the intention to do bodily harm.

### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the cafeteria. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

The price of breakfast for elementary children is \$1.25 and lunch will costs \$1.50. There will be no lunch charges allowed in the cafeteria during the school year.

Students must observe orderly conduct in the cafeteria. Trays, disposable cartons, and other materials shall be placed in the proper areas. Food items purchased in the cafeteria must be consumed in the cafeteria. Neither students nor cafeteria monitors will have access to microwaves to prepare student lunches.

### **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in questions. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

### **COMPLAINTS**

Students or parents who have a complaint should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the principal. If not satisfied at that level, a written complaint and a request for a conference should be sent to the superintendent or designee. If the matter remains unresolved, District policy provides for the issue to be presented to the Board of Trustees.

### **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare student for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to approve instructional purposes only. Students and parents will be asked to sign an agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

## COMMUNICABLE DISEASES

### ***Bacterial Meningitis:***

State law requires the District to provide the following information:

#### ***WHAT IS MENINGITIS?***

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

#### ***WHAT ARE THE SYMPTOMS?***

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

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

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

#### ***HOW SERIOUS IS BACTERIAL MENINGITIS?***

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

#### ***HOW IS BACTERIAL MENINGITIS SPREAD?***

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body.

They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

#### ***HOW CAN BACTERIAL MENINGITIS BE PREVENTED?***

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

#### ***WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?***

You should seek prompt medical attention.

#### ***WHERE CAN YOU GET MORE INFORMATION?***

Your school nurse, family doctor, and the staff at your local health department are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information can be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## CONDUCT

Students are expected to:

- Behave responsibly, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property, is essential to maintaining safety, order, and discipline.
- Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.
- Be well groomed and appropriately dressed each day.

As required by law, the District has developed and adopted a student code of conduct that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and consequences for violations of the standards. Students need to be familiar with the standards set out in the student code of conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences. 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. Students are subject to the same rules of conduct that apply during the instructional day.

### **CONTAGIOUS DISEASES**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease they should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. The principal shall exclude from attendance any student suffering from a reportable disease. These diseases include:

Amebiasis	hepatitis, viral (A, B, or C)	rubella (German measles)
Campylobacteriosis	impetigo	(including congenital)
Chickenpox	infectious mononucleosis	salmonellosis, including
Common cold with fever	influenza	typhoid fever
Fifth disease	measles (rubeola)	scabies
(Erythema infectiosum)	meningitis, bacterial	shigellosis
Gastroenteritis, viral	mumps	streptococcal disease
Giardiasis	pinkeye (conjunctivitis)	tuberculosis, pulmonary
Head lice (pediculosis)	ringworm of the scalp	whooping cough
*including nits		

### **CORPORAL PUNISHMENT**

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

- The student will be told the reason for the corporal punishment.
- Only the principal or a teacher may administer the punishment.
- The instrument to be used will be approved by the principal.
- The punishment will be administered in the presence of one other District professional employee and out of view of other students.

A record will be maintained of each instance of corporal punishment.

### **COUNSELING**

The primary responsibility of the school counselors is to counsel students to fully develop their academic, career, personal, and social abilities. The school counselors are also available to assist students with a wide range of personal concerns, including social, family, emotional, or substance abuse issues. In addition to students, counselors are encouraged to consult with staff, parents, guardians, and community members to foster the success of individual students and to promote the effectiveness of the school’s entire educational program. To achieve these aims, the counselors provide information about community resources and make referrals as appropriate.

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

### **CREDIT BY EXAM (WITHOUT PRIOR INSTRUCTION)**

Cayuga I.S.D. students are eligible to take the Credit by Examination (Without Prior Instruction) offered by the Region VII Education Service Center at Longview High School, Longview, Texas. These tests, designed by the University of Texas at Austin, are for students wishing to advance to a higher grade without prior instruction. In order to receive credit, the student must score 90 percent or above on all tests taken.

The complete four-test battery of exams (math, reading, language arts, science, and social studies) is required for grades 1-6. For grades 7-8, each subject area to be tested covers the essential knowledge and skills for a whole year. For high school exams (grades 9-12), each test covers the essential knowledge and skills for one semester. For example, if a student wishes to skip English I, he/she must take the exam for English IA and English IB. Students failing the test the first time may retake it at a later time. However, in grades 1-8, there is no reexamination opportunity for students not achieving a passing score of 90 for these exams. There will be a deadline to register for any of these exams. Testing dates will be posted in March/April in the counselor's office.

### **DAILY TIME SCHEDULE**

The school day for students will start at 8:00 a.m. and dismiss at 3:05 p.m. The principal or his/her designee may release students early from school.

### **DISTRIBUTION OF MATERIALS**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be posted, sold, circulated, or distributed on any school campus by a student or non-student without the prior approval of the principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Any student who posts materials without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

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

### **EMERGENCY MEDICAL TREATMENT**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergies to medications, etc.). Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update such information. The District is not responsible for medical expenses associated with a student's injury.

### **EMERGENCY PROCEDURES**

#### **SHELTER IN PLACE**

All students and personnel will stay in place. All doors must be locked. No one will be allowed to leave until all is cleared. Students should be familiar with this procedure.

## **BUILDING EVACUATION**

All students and personnel will exit the school building and report to the football field. Students should be familiar with this procedure.

## **FIRE EVACUATION**

All students and personnel will evacuate to predetermined designated areas avoiding roads and other vehicular access routes.

## **SITE EVACUATION**

All students and personnel will be loaded on buses and moved off the school campus.

## **ENROLLMENT POLICIES**

Students entering Kindergarten or First Grade for the first time in Texas must:

1. Present birth certificate
2. Meet immunization requirements
3. Meet age requirements
4. Present social security number
5. Present driver's license of person enrolling child.

Only students who are bona fide residents of the District or who are legally transferred from another school district are eligible to attend Cayuga Elementary School. Residence of a minor shall be the residence of the parent or guardian. The principal shall determine if the student meets the residence criteria for admission, and shall make the decision whether the residence is bona fide or merely ostensible. The use of methods or misleading information to circumvent this residence requirement will result in refusal to enroll the student or immediate withdrawal.

## **EXTRACURRICULAR ACTIVITIES**

Participation in school activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL) – a statewide association of participating district – eligibility for participation in many of these activities is governed by state law as well as UIL rules:

1. A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or 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 school weeks. For purpose of this paragraph, "student with a disability" means a student who is eligible for a district's special education program under Section of 29.003 (b) of the Texas Education Code. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.
2. A student shall be allowed in a school year a maximum of 10 extracurricular absences not related to post-district competition, a maximum of 5 absences for post-district and a maximum of 2 absences for state competition. Additional absences, up to 5 extracurricular absences per school year, shall be permitted when a student has:
  - A grade average of at least 70 in all courses; and
  - A grade average of at least 70 in all courses for all six-week grading periods for which grade reports have been issued.
3. A student enrolled in a school district in this state or who participates in an extracurricular activity or a University Interscholastic League competition is subject to school district policy and UIL rules regarding participation only when the student is under the direct supervision of an employee of the school or district in which the student is enrolled or at any other time specified by resolution of the board of trustees of the district.

4. Sponsors of student clubs and performing groups such as band, cheerleaders and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior. For further information, see policies FM and FO.

\*For more information about the district’s athletic program, see the Athletic Student Handbook.

### **FEES**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or dues, including:

1. Admission fees to extracurricular activities.
2. The materials for a class project the student will keep.
3. Voluntary purchases of pictures, publications, class ring, etc.
4. Student accident insurance and insurance on school-owned instruments.
5. Instrument rental.
6. Student identification cards.
7. Fees for lost or damaged library books and school-owned property.

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.

### **FREEDOM FROM DISCRIMINATION**

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 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, national origin, gender, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the District’s policy is available in the principal’s office and in the Superintendent’s office.

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversation of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Any student (or the student’s parents) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, even if proven, would constitute “sexual harassment” or “other prohibited harassment: as defined by district policy.

If the District’s investigation that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriated discipline.

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

### **GRADE REPORTING**

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks. At the end of the first three weeks of each grading period, the teacher will send a progress report to the parent or guardian showing the student’s grades. The notice shall provide for the signature of the parent or guardian and must be returned to the school within three school days. If this notice is not returned, the school shall mail the notice to the parent or guardian. Should any class grade be below 70, the teacher should provide dates and times for a parent-teacher conference.

Teachers follow grading guidelines approved by the principal/superintendent that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District’s grading policy.

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

### **GRADING**

The following guidelines shall apply to grades for students in grades K-5.

#### **KINDERGARTEN**

Kindergarten students shall be graded with the following symbols in all subjects:

1. S 80-100 (Satisfactory)
2. N 70-79 (Needs improvement)
3. U Below 70 (Unsatisfactory)

#### **ELMENTARY GRADES 1-5**

Numerical grades shall be used for grading in English/Language Arts (English, reading, and spelling), math, science, social studies, and health (health grades only apply to grades 3-5). The maximum six weeks grade in a subject is 100.

Letter grades shall be used for grading in physical education and fine arts in grades 1-5.

1. S 80-100 (Satisfactory)
2. N 70-79 (Needs improvement)
3. U Below 70 (Unsatisfactory)

## **WORK HABITS AND BEHAVIOR GRADES K-5**

All teachers shall give work habits and behavior grades in elementary classes. The symbols to be used are:

1. S Satisfactory
2. S- Minor conduct problems
3. N Needs improvement
4. U Unsatisfactory

Report cards must be signed by the parent and returned to the teacher within three school days.

### **Reporting Dates for 2008-2009 School year**

October 8, 2008- 1<sup>st</sup> 6 weeks

November 12, 2008- 2<sup>nd</sup> 6 weeks

January 7, 2009- 3<sup>rd</sup> 6 weeks

February 18, 2009- 4<sup>th</sup> 6 weeks

April 15, 2009- 5<sup>th</sup> 6 weeks

May 29, 2009 – 6<sup>th</sup> 6 weeks

## **HONOR ROLLS**

### **Elementary Grades 1-5**

The following guidelines shall apply for each honor roll:

1. Distinguished Honor Roll (Six Weeks) – A student must maintain a six weeks grade of 90 or above in each subject that uses a numerical grade.
2. Honor Roll (Six Weeks) – A student must maintain a six weeks grade of 80 or above in each subject that uses a numerical grade.

## **IMMUNIZATIONS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. Immunization requirements for the 2008-2009 school years are:

- Five (5) DTP/DTaP/DT dose requirements – at least one dose on or after the child's fourth birthday.
- Three (3) doses oral polio vaccine (OPV) – at least one dose on or after the child's fourth birthday.
- Two (2) doses of measles vaccine (MMR) are required for all students age five years old and older that are born on or after September 2, 1991.
- Tuberculosis (TB) tests – evidence shall be supplied that the child has received a TB skin test within the past two years or the Tuberculosis Screening and Education Tool, provided by the Texas Department of Health, shall be administered.
- Varicella (chickenpox) vaccine – Children born on or after September 2, 1994 who are one year old or older will be required to have one dose of varicella vaccine or present documentation of previous varicella illness. Children born between September 2, 1998 and September 1, 1994 must show proof by 30 days after their 12<sup>th</sup> birthday of either having received one dose of varicella vaccine or of having previously had varicella illness.
- Hepatitis B vaccine – Children born between September 2, 1998 and September 1, 1992 must show proof by thirty days after their 12<sup>th</sup> birthday of having received three doses of hepatitis B vaccine. This requirement is in addition to the one which went into effect August 1, 1998 and affected children born on or after September 2, 1992. Such children are required to have three doses of hepatitis B vaccine by the time they turn five years old.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student's parent must present a signed statement acknowledging that immunization conflicts with the beliefs and practices or a recognized church or religious denomination of which the student is an inherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by an U. S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition exists. Additional guidelines regarding the immunization requirements of the Texas Education Agency and the Texas Department of Health are outlined on the agency's website ([www.tdh.state.tx.us/immunize/school/info.htm](http://www.tdh.state.tx.us/immunize/school/info.htm)) or in the Board Policy Manual, Policy FFAB (Legal).

## **INSTRUCTION**

### **A. GOALS AND OBJECTIVES**

The instructional program of the District shall stress achievement in the Texas Essential Knowledge and Skills (TEKS). The curriculum of the District shall be determined and approved by the Board. After determining the curriculum of the school, the Board shall delegate the responsibility of installing these courses of study in the respective schools.

### **B. REQUIRED INSTRUCTION**

The District shall provide a well-balanced curriculum in accordance with state law and State Board rules. Effective instruction shall be delivered to all enrolled students in the essential knowledge and skills of each subject at appropriate grade levels. The TEKS represent the core knowledge, skills, and competencies all students should learn to be effective and productive members of society. The District may add elements at its discretion, but shall not delete or omit instruction included in the state curriculum.

### **C. COURSE OFFERING**

Elementary students shall follow all state and local requirements.

### **D. SPECIAL EDUCATION**

The District shall comply with the policies, rules, and regulations of the Anderson County Coop.

### **E. GIFTED/TALENTED EDUCATION**

According to state law, a "gifted and talented student" is a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to other of the same age, experience, or environment, and who:

- exhibits high performance capability in an intellectual, creative, or artistic area;
- possesses an unusual capacity for leadership; or
- excels in a specific academic field.

Cayuga gifted and talented students will have needs met in the following four academic areas: Language Arts, Mathematics, Science, and Social Studies. CHALLENGE is a pullout program for identified G/T students in Cayuga Elementary. Cayuga Middle School and High School identified G/T students will have needs met in advanced level Language Arts, Mathematics, Science, and Social Studies classes.

## **NOMINATION**

Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, or other interested person.

## **IDENTIFICATION CRITERIA**

Criteria to identify gifted and talented students have been established in the Board-approved program for the gifted and talented. It is specific to the state definition of gifted and talented and ensures the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged and students with disabilities.

#### PARENTAL CONSENT

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

#### SELECTION

A selection committee composed of at least three professional educators who have received training in the nature and needs of gifted students shall be established at the elementary level and at the secondary level. This committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted program placement is the most appropriate educational setting.

#### ASSESSMENTS

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not limited to the following: achievement tests, intelligence tests, behavioral checklists completed by teachers and parents, teacher nominations based on classroom observations, student/parent conferences, and student work products.

#### NOTIFICATION

Parents and students shall be notified in writing upon selection of the student for the gifted program. Participation in any program or services provided for gifted students is voluntary. The District shall obtain written permission of the students and the parents before a student is placed in a gifted program.

#### REASSESSMENT

The District shall reassess students to determine appropriate program placement when a student moves from the elementary level to the middle school and from the middle school level to the high school.

#### TRANSFER STUDENTS

When a student identified as gifted by a previous school district transfers into the District, the student's records shall be reviewed by the selection committee to determine if placement in Cayuga's program for gifted and talented students is appropriate.

The committee shall make its determination within 30 days of the student's enrollment in the District and receipt of transferred records and shall base its decision on the transferred records, observations reports of District teachers who instruct the student, and student and parent conferences.

#### FURLOUGHS

Students unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough also may be granted at the request of the student and/or parent.

A student may be furloughed for a period of time deemed appropriate by the selection committee. At the end of the furlough, the student's progress shall be reassessed and the student may re-enter the gifted program, be removed from the program, or be placed on another furlough.

#### EXIT PROVISIONS

Student performance in the program shall be monitored. A student shall be removed from the program at any time the selection committee determines it is in the student's best interest. If a student or parent requests removal from the program, the District shall honor that request after a conference with the selection committee or its representatives.

## APPEALS

Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeal shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG (Local) beginning at Level Two.

## PROGRAM EVALUATION

The gifted program shall be evaluated periodically, and evaluation information shall be shared with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community. The evaluation process shall ensure that those involved in the planning and implementation of the gifted program are also involved in its evaluation.

## COMMUNITY AWARENESS

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

## F. AT-RISK STUDENTS

At-risk students shall be provided academic and vocational options and services deemed appropriate by the District based upon its assessment of the student.

## LAW ENFORCEMENT AGENCIES

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

*Students Taken Into Custody:* State law requires the District to permit a student to be taken into legal custody:

- 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 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.

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

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

*Notification of Law Violations:* The District is also required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has

been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors. All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. (For further information, see policy GRA.)

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

*Students' Desks and Lockers:* Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

### **INSURANCE**

The District shall cooperate in a program to offer low-cost accident insurance for students. Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents/guardian are accepting full responsibility for costs associated with a student's injury or injuries.

The District is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury. (FFD-LOCAL)

### **MEDICATION AT SCHOOL**

The Cayuga Board of Trustees authorizes personnel to administer medication to a student under the following guidelines:

- A. The School District has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
- B. When administering prescription medication, the medication appears to be in the original container and to be properly labeled.
- C. All prescription medication for students shall be kept in the nurse's office.
- D. Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- E. When a parent has previously provided written consent to emergency treatment on the district's form, a student with asthma may be permitted to possess and use prescribed asthma medication at school or school related events only if he or she has written authorization from his or her parent and the physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. The students and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.
- F. 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. Please see the school nurse for more information.

## **OTHER HEALTH-RELATED MATTERS**

**Pest Management Plan:** The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside the child (ren's) school assignment area may contact the Maintenance Director, by calling 928-2903.

**Asbestos Management Plan:** The District's Asbestos Management Plan, designed to in compliance with state and federal regulations, is available in the Superintendent's office. If you have any questions, please contact Dr. Rick Webb @ 903-928-2102.

**Tobacco Prohibited:** The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. (See students Code of Conduct)

## **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

Both experience and research tells us that a child's education succeeds best when there is good communication and a strong partnership between home and school, which includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

--Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides. Ensure that your child completes all homework assignment and special programs. Be sure that your child comes to school each day prepared, rested, and ready to learn.

--Review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s) and the Directory Information Notice. A parent with questions is encouraged to contact the principal at 928-2295.

--Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.

--Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 928-2295 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or a mutually convenient time before or after school.

--Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.

--Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admissions, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child.

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

--Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety, (2) relates to classroom instruction or a co-curricular or extra-curricular activity, or (3) relates to media coverage of the school as permitted by law.

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

--To 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 your child be excused, (2) the District decides that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

As a parent, you have a right to provide consent before the district can display your child's artwork special projects, photographs taken by your child and the like on the district web site, in printed material, by video, or by any other method of mass communication. .

--Become a school volunteer.

--Participate in the Cayuga PTO.

--Offer to serve as a parent representative on the District-level or campus-level planning committees formulating goals and plans to improve student achievement.

--Attend Board meetings to learn more about District operations, including the procedures for addressing the Board when appropriate.

### **PERSONAL PROPERTY**

Students are not allowed to bring or possess such items as cell phones, pagers, radios, CD players, camcorders, DVD players, electronic games, skateboards, or other similar items to the school campus except when permission is granted for special situations. Without such permission, teachers will collect the items and turn them in to the principal's office. These items are not allowed before, during or after school hours. The principal will determine whether to return items to student at the end of the day or to contact parents to pick up the items.

The District prohibits students from possessing paging devices, including cell phones, inside school buildings between the hours of 8 AM and 3:05 PM. Two exceptions are: (1) Students may leave a cell phone at the office, upon arriving at school, for use after school, or as approved by the principal for a legitimate emergency reason; or (2) Cell phones may be kept in the student's personal vehicle during school hours.

Consequences for violation of this rule shall be as follows:

- 1st offense – The phone is collected from the student and sent to the principal's office with discipline referral. The student is allowed to get the phone at the end of the same school day. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (1 disciplinary point assigned)
- 2nd offense – The phone is collected from the student and sent to the principal's office with discipline referral. The phone will be held until it is collected, in person, by a parent. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (2 disciplinary points assigned)

- 3rd and subsequent offenses – The phone is collected from the student and sent to the principal’s office with discipline referral. The phone will be held until collected, in person, by a parent. A \$15.00 fee will be charged to the owner of the device or student’s parent before releasing the device. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (3 disciplinary points assigned)

### **PHYSICAL EDUCATION**

The district will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District’s requirements and programs regarding elementary students physical activity requirements, please contact Tracie Campbell, campus principal.

After a child has missed five consecutive days of physical education due to an illness, a doctor’s excuse must be provided. If a doctor’s note is not provided, a conference between the parent, principal, and physical education coordinator is required.

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

### **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and Pledge of Allegiance to the Texas flag each school day. Parents must submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. The 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. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows the pledge.

### **PRAYER**

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

### **PROMOTION AND RETENTION OF STUDENTS**

For elementary students to be promoted from one grade level to the next, the students must attain an average of 70 or above in language arts and in mathematics. They also must attain an overall cumulative average of 70 or above for language arts, mathematics, social studies, and science. The language arts grade will be cumulated as follows: Reading (40%), English (40%), Spelling (20%)

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

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessments in English or Spanish.

Parents of a student in grades 3 or 5 who does not perform satisfactorily on his or her exam will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the

student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grader level by the end of the next school year.

### **PSYCHOTROPIC DRUGS**

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

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

### **SCHOOL PROPERTY**

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

### **SCHOOL TRIPS**

Each elementary class or grade may take one educational trip per year. The field trip shall be planned exclusively for educational benefits rather than entertainment. The maximum distance that can be traveled for each educational trip shall be a distance of 65 miles one way.

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests in writing that the student be permitted to ride with the parent, or the parent presents—no later than the day before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

In order to take a field trip, the sponsoring teacher must get permission from the elementary principal at least two days in advance. No trip shall be approved the last two weeks of the school year. No class party or picnic can be substituted for an education trip. The elementary principal shall have forms on file for use in requesting permission for the trip.

The sponsoring teacher shall adhere to the following when planning an education trip:

1. A parent of each student taking the trip must sign permission form.
2. Students shall not be permitted to go swimming, fishing, or near a body of water.
3. A minimum of one sponsor for every seven students shall accompany students on the educational trip unless otherwise authorized by the principal. No school age student in another class may accompany a sponsor.
4. A schedule of the day's planned activities shall be presented to the principal.
5. Students shall adhere to the dress code on trips.

**THE CAYUGA ELEMENTARY SCHOOL ASSUMES NO RESPONSIBILITY FOR PRIVATE PARTIES.**

## **SOCIAL ACTIVITIES**

All planned parties for the elementary grades (K-5), with the exception of Christmas, Valentine's Day, and Easter, must be approved by the elementary principal. School rules apply to all school social events.

## **SOLICITATIONS**

All fund-raising drives held in or under the auspices of the Cayuga Independent School District must have approval of the building principal or his/her designee. No outside sales are permitted.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus principal or counselor.

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral evaluation for special education is Tracie Campbell, Elementary Principal, at (903)928-2295.

## **STATE MANDATED TESTING**

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

- \*Mathematics, annually in grades 3-7 without the aid of technology and, in grades 8-11, with the aid of technology on any test that includes algebra
- \*Reading, annually in grades 3-9
- \*Writing, including spelling and grammar, in grades 4 and 7
- \*English language arts in grade 10 and 11
- \*Social studies in grades 8, 10, and 11
- \*Science in grades 5,8,10, and 11
- \*any other subject and grade required by federal law.

## TESTING CALENDAR FOR THE 2008-2009 SCHOOL YEAR

March 3, 2009	Grade 3 & 5 Reading Grade 4 Writing
April 7, 2009	Grade 5 Mathematics
April 28, 2009	Grade 3 & 4 Mathematics
April 29, 2009	Grade 4 Reading Grade 3 & 5 Reading Re-test
April 30, 2009	Grade 5 Science
May 19, 2009	Grade 5 Mathematics Re-test

### STUDENT PLACEMENT

New resident students entering the District from accredited public, private or parochial schools after Grade 1 shall provide evidence of prior schooling outside the District. They will be placed initially at the grade level reached at the previous school, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

### STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. The record moves with the student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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

The principal is custodian of all records for students currently enrolled at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review them.

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

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

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Records are also released in accordance with court orders or lawfully issued subpoenas. Parental consent is required to release records to anyone else.

Parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents and students have the right to file a complaint with the U. S. Department of Education if they feel the District is not in compliance with the law regarding school records.

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

### **STUDENT SAFETY**

Safety is a top priority at Cayuga Elementary School. Teachers should take every precaution to ensure the safety of all students. The rules for a safe school are as follows:

1. Students should be supervised at all times.
2. Students will not be permitted to play over an area so large they cannot be supervised.
3. Students should never throw anything not designated to be thrown in games.
4. Students will not be permitted to run in the halls, sidewalks, or classrooms.
5. Games will be played in designated areas only.
6. Students shall not be permitted to move audiovisual equipment.
7. Students shall not be permitted near air conditioning units or electrical boxes.
8. Safety precautions with playground equipment should be used.
9. No tackle football permitted.
10. Stinging insects, live snakes, and animals shall not be permitted except for educational purposes and approved by the administration.
11. Students shall not bring skateboards, roller skates, or roller blades to school.
12. Any activity deemed inappropriate or unsafe by any school official will cease immediately.

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

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

## **STUDENT USE OF TELEPHONE**

School telephones are to be used by students only when permission is granted by school personnel and for school business or emergencies.

## **TESTING**

The Cayuga Independent School District provides a comprehensive testing program, which includes both group and individual assessments. These standardized assessment instruments are administered by qualified professionals. Upon request, the results of all tests are interpreted to parents and students.

### **Diagnostic Assessment (Local)**

The Cayuga Independent School District professional staff administers diagnostic tests to students to determine placement in the following areas:

- special programs,
- special courses,
- academic advancement,
- grade level assignment.

Certain students, such as students with disabilities and students with limited English proficiency, may be eligible for testing exemptions, accommodations, or a deferment.

## **TEXTBOOKS**

Textbooks are furnished to students for use in courses of study. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. A student who loses or damages a textbook should contact the principal's office to pay for damages or loss. A student's failure to pay for damaged textbooks previously issued shall forfeit his/her right for issuance of future textbooks.

## **TRANSFERS**

The Cayuga Independent School District will accept transfers that conform to the State policy and Local School Board policy.

## **TITLE ONE SERVICES**

The parent Involvement Coordinator, who works with parents and students participating in Title I programs is Laura Poland and may be contacted at (903) 928-2295.

## **VANDALISM**

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

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **VENDING MACHINES**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see Tracie Campbell, Elementary principal. See policy CO and FFA (local)

## **VISITORS AT SCHOOL**

Parents and others are welcome to visit Cayuga Elementary School. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Please schedule teacher visits during faculty conference periods.

## **WITHDRAWALS**

Any student who withdraws from school must come to principal's office to obtain a withdrawal form. The parent or legal guardian must sign this form. If the parent/guardian sends a note to give permission, they will be called for verification. **No students seventeen or under may check themselves out of school.** Students withdrawing from school will need to have the form signed by their teacher(s) and turn in all textbooks, uniforms, fees, etc. to their teacher(s).