

# Troup Elementary School Handbook



**2009-2010**

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**PREFACE**

The Troup Elementary Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Because it cannot be personal, students are addressed as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

Students and parents also need to be familiar with the Troup ISD Student Code of Conduct, which is found at the end of this handbook. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety and an atmosphere for learning.

## **ATTENDANCE**

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

According to Education Code 25.0855(C), "A student enrolled in kindergarten (or pre-kindergarten) must attend school." Between a student's 6th and 18th birthdays, attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused.

School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any district-required tutorials. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year, or is absent on three or more days or parts of days within a four-week period.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances and conditions for receiving credit are met according to the attendance committee's determination.

When returning to school after an absence, a student must bring a note, signed by the parent that describes the reason for the absence; a note signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.

When a student's absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, the principal or attendance committee may also require a physician's statement of illness after a single day's absence as a condition of classifying the absence as one for which there is extenuating circumstances.

If work is made up or completed as required by the attendance committee, the District will accept the following as extenuating circumstances for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performance subject to approval by the District's Board of Trustees.
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, including personal illness, or illness or death in the immediate family.
5. Juvenile court proceeding 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.

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

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Credit for make-up work will only be given for excused absences. A student shall be permitted a reasonable amount of time within which to make up work missed. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. Failure to make up work may result in academic penalties.

A student that is absent from school may not be allowed to attend extra-curricular or participate in after school activities until attendance is reestablished. For example, if a student comes to school and leaves for a doctor's visit prior to attendance accounting period, that student will be expected to re-establish attendance prior to the end of the school day with appropriate documentation. A student absent all day for any reason is not eligible to participate. If you have any questions please ask the principal prior to checking your child out of school.

Any student who arrives at school after class has started must report to the office before going to class. Tardiness creates class disruption and causes the students to lose valuable instructional time. Excessive tardies may be considered truancy. A student is tardy after the 8:00 bell. Students picked up before 3:05 will be classified as early pick-ups. Repeated instances of tardiness will result in disciplinary action. A student with 5 tardies and/or early pick-ups will be assigned to Saturday school. Upon the 10<sup>th</sup> occurrence students will be assigned to Saturday school and one day of ISS (In School Suspension). Reoccurrence of accumulated tardies and/or early pick-ups will result in days added to ISS.

Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who becomes ill during the school day, should, with the teacher's permission, report to the OFFICE. The office personnel will decide whether or not the student should be sent home and will notify the student's parent.

A student may be withdrawn from school only by a parent/legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be

prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the office will give the withdrawal form to the homeroom teacher for recording current grade averages and book clearance; to the librarian to assure a clear library record; and to the cafeteria for current lunch charges. A copy of the withdrawal form will be given to the parent/guardian and a copy placed in the student's permanent record.

### **AWARDS AND HONORS**

Awards Assemblies will be scheduled on Fridays following each grade-reporting period. Special recognition will be given to students in Grades K-5 for perfect attendance and to students in Grades 2-5 for making the honor roll. To be on the honor roll, a student must maintain at least a "B" average in academic subjects and an "E" or "S" in citizenship and all other subjects. Parents have an open invitation to attend all awards assemblies.

### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals (lunch) are available based on financial need. Information on this program can be obtained from Renee Medford at 842-5043.

**Students with outstanding balances in the cafeteria will not be allowed to participate in any extracurricular activities, field trips, or end of school events until arrangements have been made to clear the balance.**

### **CHECK ACCEPTANCE POLICY**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state.

In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee.

If your check is returned for non-payment on more than *two* occasions, checks will no longer be an acceptable form of payment for the remainder of the school year.

### **COMMUNICABLE DISEASES/CONDITIONS**

The school requests that parents of a student with a communicable or contagious disease telephone the school office 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. These diseases include but are not limited to, chicken pox, common cold, fever (100.4 or greater), fifth disease, head lice, impetigo, influenza, measles, mumps, pink eye, ringworm, and scabies.

If a child becomes ill at school, parents will be notified of their child's illness at school, and the child must be signed out by a parent, guardian or designee.

## **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 may be caused by viruses, parasites, fungi, or 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/or laboratory results.

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

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

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

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

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

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

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community, or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is

recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

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

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

#### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communication between home and school regarding a child's education is more than a "plus": it's essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and school open houses or back-to-school nights.

Communication might also include requests for conferences--initiated by the school or the parent--to discuss student progress, to find out more about the curriculum and how the parent can support learning, and to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, dean of students, or principal should call the school office at 842-3071 for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

#### **COMPLAINTS AND/OR CONCERNS BY STUDENTS/PARENTS**

Usually student or parent complaints, or concerns, can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific complaint processes for the following:

- Discrimination on the basis of gender.
- Sexual abuse or sexual harassment of a student. (See the section on Sexual Harassment on page 26.)
- Loss of credit on the basis of attendance.
- Teacher removal of a student for disciplinary reasons.
- Removal of a student to a disciplinary alternative education program.
- Expulsion of a student.
- Identification, evaluation, or educational placement of a student with a disability. (See the section of Special Programs on page 27.)
- Instructional materials.
- On-campus distribution of nonschool materials to students.
- Complaints against District peace officers.
- Harassment of a student on the basis of race, color, religion, national origin, or disability.

**COMPUTER ACCESS - ACCEPTABLE USE**

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

Students and parents should be aware that electronic communications, e-mail and using District computers are not private and may be monitored by District staff. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers—either their own or another person’s; or using the network in a way that would disrupt use by others

**CONDUCT**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District’s rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.
4. Demonstrating courtesy—even when others do not.

5. Behaving in a responsible manner, always exercising self-control.
6. Paying required fees and fines, unless these are waived.
7. Avoiding violations of the Code of Student Conduct.
8. Obeying all school rules, including safety rules.
9. Respecting the rights and privileges of other students, teachers, and other District staff.
10. Cooperating with or assisting the school staff in maintaining safety, order, and discipline.
11. Respecting the property of others, including District property and facilities.

The District has authority over a student during the regular school day and while going to and from school on District transportation. The jurisdiction includes any activity during the school day on school grounds, and within 300 feet of school property, attendance at any school-related activity, regardless of time or location and any school-related misconduct, regardless of time or location.

The District's Code of Student Conduct applies to all school-sponsored and school-related activities, on and off campus and within 300 feet of the campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violations of a law. A violation of law and the student code of conduct involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to District jurisdiction as described in DISCIPLINE below.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another and plagiarism.
2. Throwing objects, outside supervised school activities that may cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, or visitors.
7. Playing with matches, fire, or committing arson.
8. Stealing from students, staff, or the school
9. Damaging or vandalizing property owned by the District, other students, or District employees.
10. Disobeying school rules about conduct on school buses.
11. Fighting or committing physical abuse.
12. Promoting, encouraging or gathering around a disturbance or fight.
13. Committing extortion, coercion, or blackmail (that is obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force).
14. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
15. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.

16. Assaulting a teacher or other individual.
17. Selling, giving, or delivering to another person, possessing, using, or being under the influence of marijuana or a controlled substance; a dangerous drug; abusive glue, aerosol paint, or other volatile chemical; or an alcoholic beverage.
18. Bringing a firearm to school. Federal and state law requires expulsion for this conduct.
19. Smoking or using tobacco products
20. Hazing
21. Displaying a paging device or cellular telephone.
22. Possessing drug paraphernalia.
23. Behaving in any way that disrupts the school environment or educational process. (For the District's DRESS AND GROOMING standards, see page 13.)
24. Engaging in any conduct constituting felony criminal mischief as defined by law.
25. Membership or participation in any secret society, fraternity, sorority, or gang.
26. Engaging in unruly, disruptive, or abusive behavior that seriously interferes with the teacher's communication with student or with the ability of students to learn.
27. Possessing a prohibited knife or pocket knife.
28. Bringing radios and tape or CD players to school.
29. Chewing gum or eating candy without the teacher's permission.
29. Trading, selling and/or buying items from each other.
30. Threatening physical abuse.
31. Possessing or using laser pointers.
32. Possessing paint ball items.
33. Transferring body fluids, including blood, semen, drainage from scrapes/cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), tears, and saliva to any person.

Prohibited items brought to school without prior permission from the principal will be confiscated. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. A second occurrence will result in confiscation of the item with return at the end of the school year.

It will be deemed a serious violation of the student code of conduct for any female to intentionally display her (1 or both) bare breasts at school or at a school related function on or off school property.

It will be deemed a serious violation of the student code of conduct for any student to intentionally display any portion of their bare buttocks at school or at a school related function on or off of school property.

### **Conferences**

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

conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time. Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance [See REPORT CARDS on page 25], (2) if the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary.

## **CORPORAL PUNISHMENT**

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

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

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

## **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 substance abuse issues. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should notify the office.

The school will not conduct a psychological examination, test, or treatment without requesting the parent's written consent, unless required by state or federal law for special education purposes. However, IQ screens may be done to support student success in the classroom.

## **CREDIT BY EXAMINATION/EXAMINATIONS FOR ACCELERATION**

### **Without Prior Instruction**

A student will be permitted to take an examination to advance to a higher grade level (at the elementary level) or to earn credit for an academic course (at the secondary level) for which the student has no prior instruction. The dates on which examinations are scheduled during the 2009-2010 school year will be determined at a later date. The passing score required to earn credit on an examination for acceleration is 90.

For deadline information contact Region VII at 903-988-6770.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university.

## **DETENTION**

A student may be assigned detention outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention will not begin until the student's parents

have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

### **DISCIPLINE**

A student who violates the District Student Code of Conduct will be disciplined. Disciplinary measures are applied depending on the nature of the offense. Disciplinary options may involve the use of one or more discipline management techniques including removal to an alternative education program, suspension, and expulsion. State law requires certain disciplinary actions for certain offenses.

### **DISRUPTION**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person---student or nonstudent---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.
- Uses force, violence or threats to cause disruption during an assembly.
- Interferes with the 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 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; entering classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

### **DISTRIBUTION OF MATERIAL**

School publications distributed to students include: 1) Teacher newsletters 2) Monthly newsletters 3) Yearbook. All school publications are under the supervision of the teacher and 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. If the material is not approved within two school days of the time it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (Local). Any student(s) who posts material without prior approval will be subject to disciplinary action. Materials displayed without authorization will be removed.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, minimize safety hazards, and teach respect for authority.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook. The administration and faculty reserve the right to deem student attire inappropriate or distracting.

Tennis shoes are required for participation in PE. Students may wear other types of shoes to school and change into tennis shoes for PE class.

The following is acceptable:

1. Clothing that preserves decency.
2. Shorts will be allowed. Shorts must be hemmed and designed for outer wear. No outer garment may have a hemline higher than the student's fingertips with both arms hanging normally at the side. Outer garments which are cut or slit on the front, back or sides will be measured from the top of the cut or slit. No cut-offs, tight shorts, bike or spandex shorts, athletic or P.E. type shorts, boxers, or wind shorts will be allowed.
3. Hair that is clean, neat, and well groomed.

The following is unacceptable:

1. Bare backs, bare midriffs, bare shoulders or halter tops.
2. Low necklines and see-through attire.
3. Any shirttail worn out that was designed to be tucked in.
4. All ragged, torn, or soiled clothing.
5. Bare feet and/or flip flops
6. Mini-skirts.
7. Bike, spandex or any type pants that cling to the body.
8. Any clothing or decoration on clothing advertising or depicting tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL).
9. Printed clothing that is obscene, offensive, vulgar, lewd or suggestive.
10. Any clothing, insignia, or hairstyle that suggests an association with a group or gang.
11. Tank tops (muscle shirts), unfinished-sleeveless shirts, blouses, or fish-net type shirts.
12. Hats, caps or other head apparel.
13. Earrings worn by boys.
14. No Mohawk haircuts.
15. Rollers, or long handled combs worn in the hair.
16. Oversized clothing, including "sagging" style of pants.
17. Clothing depicting or advocating violence, including wrestling.
18. Chains attached to wallets.

19. Makeup, fake fingernails or cologne.
20. Body piercing – exceptions are girls' earrings.
21. Facial studs or rings.
22. Tongue bars.

### **DRILLS - FIRE, TORNADO, AND OTHER EMERGENCIES**

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 marshals quickly, quietly, and in an orderly manner.

### **EMERGENCY MEDICAL TREATMENT**

If a student should have 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 (name of doctor, emergency phone numbers, allergies to medications, etc.) up to date. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school office to update any information.

The District is not responsible for medical expenses associated with a student's injury. However, the District does make available, optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

### **EMERGENCY PROCEDURES**

The Troup Independent School District has developed and published the Crisis Management Plan and Emergency Procedures manual which is designed to minimize danger to all students, teachers, and personnel of TISD should an emergency occur. The District's objective is to attend to the health and welfare of your child/children in the event of an emergency and to ensure each student's safe return home. As a result of this commitment to safety, we now have the capability of trapping (capturing) a phone number to later determine the origin of the call. This feature will be used if a threatening telephone call is received.

It is impossible to foresee all the possible emergencies, but we have researched the most effective ways to use our resources to respond immediately to those emergencies that cannot be avoided. School administrators and parents share the responsibilities. Incidents or crises on our campuses can be minimized through shared cooperation and responsibility between parents of students and TISD administrators. In most emergencies your child/children will remain at the school he/she attends. In an emergency which prohibits re-entry to the building (such as a broken gas or water main, a fire or sudden loss of utilities in bad weather), the school will make appropriate decisions on whether to dismiss school or not. We ask that you follow this procedure if you hear rumors of any school emergency.

If the emergency necessitates dismissal of classes, follow these instructions:

1. **TUNE TO LOCAL RADIO AND TELEVISION STATIONS.**
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines.

These must be used to respond to the emergency. Students will be allowed to call out if the emergency necessitates.

3. **PLEASE DO NOT COME TO THE SCHOOL.** Any emergency involving your child's school may mean that emergency vehicles and disaster workers must have immediate access to the building. In the event the emergency directly involves your child, you will be contacted according to information given by you on the Emergency Information Form.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event of an emergency school closing, tune to local television stations, KLTV, Channel 7, and KETK, Channel 56, and local radio station KTBB, 600 AM, for information.

### **EXTRACURRICULAR ACTIVITIES**

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

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

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 weeks. An ineligible student may practice or rehearse while suspended. 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 three weeks of ineligibility.

- A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an unapproved activity will receive an unexcused absence.
- Any disciplinary behavior-related restrictions on participation are set out in the Student Code of Conduct.

### **FACILITIES**

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 may be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct. In order to do this, these guidelines must be followed:

#### **Building**

1. Do not mark on or mar in any way furniture, walls, or floors.

2. Use mats to clean feet before entering buildings.
3. Help keep restrooms neat and use facilities as they were intended.
4. Do not run or play in the halls, classrooms, and restrooms.
5. Students will not be allowed in the building without teacher or parent permission.

#### **Playground**

1. Place trash in waste receptacles made available for this.
2. Observe all playground boundaries.
3. Follow safety rules in using playground equipment

#### **STUDENTS SHOULD NOT:**

1. Play on equipment when water is standing under or around it.
2. Stand, walk, or bump on the seesaws. Kindergarten, first and second graders do not play on the monkey bars.
3. Stand in swings, swing double or climb on swing frames.
4. Throw rocks, sticks, wood chips, or dirt.
5. Slide down the slide backwards, stick legs over sides, kick, or climb on slide.
6. Climb trees or fences.
7. Play in the street or around parked cars and bicycles.
8. Interfere with PE classes.
9. Use jump ropes for anything but jumping.
10. Play "tackle," "martial arts," or "wrestling" games.

#### **CAFETERIA**

The cafeteria should be a quiet orderly place where a student can enjoy a nutritious meal. In order to do this, it is necessary for all students to:

1. Enter and leave the cafeteria quietly and orderly.
2. Talk softly.
3. Practice good table manners.

#### **FEES**

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

1. Costs for materials for a class project that the student will keep
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
3. Security deposits
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchases of student accident insurance
7. Musical instrument rental and uniform maintenance, when uniforms are provided by the District
8. Personal apparel, used in extracurricular activities, that becomes the property of the student
9. Parking fees and student identification cards
10. Fees for lost, damaged or overdue library books
11. Fees for driver training courses, if offered

12. Fees for optional courses offered for credit that require use of facilities not available on District premises (Fees shall not be charged, however, if parents of at least 22 students request a transfer to another school in the District to take required curriculum courses, other than fine arts or career and technology, not offered at the original school)
13. Summer school courses offered tuition-free during the regular school year
14. A reasonable fee for providing transportation to a student who lives within two miles of the school

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.

### **FIELD TRIPS**

School field trips are educational activities. They are planned to enhance the learning experiences of our students. All students will be required to attend unless their behavior at school is determined by the teacher and principal to be disruptive. Parents are asked not to request that their child be excluded from field trips. Due to limited seating, parents may or may not be allowed to ride the bus.

### **FUND RAISING**

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. Except as approved by the principal, fund raising is not permitted on school property. [Students who fail to return money and/or items will not be allowed to participate in extracurricular activities, field trips, or end of school events until the balances have been paid.](#)

### **GIFTED AND TALENTED**

Kindergarten students may be nominated for the Troup ISD Gifted and Talented program in the fall unless the selection committee determines otherwise. All other students may be nominated in the fall or the spring.

Students in K-12 shall be assessed and, if identified, provided services related to the four core foundation areas of Language Arts, mathematics, science, and social studies. Nominations may be obtained from person(s) familiar with the student's abilities, potential, performance, or past records and may include the following:

- Parents
- Peers
- Teachers/Administrators
- Counselors
- Librarians
- Community Members

### **GOVERNMENTAL AUTHORITIES**

#### **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 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 juvenile probation officer, without a court order, under the conditions set out in Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be valid objection to notifying the parents. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is 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 or adjudicated or delinquent conduct for any felony offense or certain misdemeanors.

### **GRADING AND PROMOTION**

**Grades** will be reported for each nine or ten week period. Student will receive a report card on Wednesday following the end of each grading period. Three and six week reports will be sent to parents of students whose work in any subject is not satisfactory.

**Pre-Kindergarten and Kindergarten** students will receive a report based on social development and academic growth.

**Grades 1-5** will receive grades based on the following:

**Reading, Language Arts (Average of Spelling & English), Math, Science/Health and Social Studies.**

A	90-100
B	80-89
C	70-79
F	Below 70

**Music, PE, Art and Citizenship**

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

**Promotion** of students in grades K-2 shall be based on demonstrated proficiency in the subject matter of the grade level (EIE LOCAL). Demonstrated proficiency for elementary students is defined as attaining:

1. A grade of at least 70 on a scale of 100 based on the District Performance Standards and the grade-level standards of the Texas Essential Knowledge and Skills (TEKS) in both reading and mathematics.
2. A Grade Placement Committee (GPC) comprised of the legal custodial parent, teacher, and principal or designee will be formed for students failing to make a grade of at least 70 on a scale of 100 based on the District Performance Standards and in grade-level standards of the TEKS in both reading and/or mathematics to determine their placement in the next grade.

Students in grades 3-5 shall be promoted only on the basis of demonstrated proficiency in the subject matter of the grade level. Demonstrated proficiency for students is defined as attaining:

1. Students must attain or exceed state passing standards on TAKS for reading, mathematics, and science in order to be promoted.

All retained students in grades 3-5 shall be required to attend the Extended Year Program (EYP). If a student is retained because of TAKS test score(s), that student shall be promoted if he or she attends 90% of the school days of the EYP and scores at a passing rate on the secure examination in the subject(s) tested. If a student does not pass a core subject(s) but passes the state assessment, their placement in the next grade will be at the discretion of the Grade Placement Committee (GPC) comprised of the legal custodial parent, teacher, and principal or designee.

Parents of students who are in danger of retention will be notified prior to the end of the school year in accordance with Board policy.

## **HARASSMENT**

Harassment will not be tolerated by the District. 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 these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

### **Harassment on the Basis of Race, Color, Religion, National Origin, or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL.

### **Sexual Harassment / Sexual Abuse**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All 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 these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

## **HOMEWORK**

Children at Troup Elementary will be given homework. It is the responsibility of the student to complete the assigned homework in the assigned time. Parents are asked to check with their child concerning his/her homework.

## **IMMUNIZATION**

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. The immunizations required are: diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, varicella (chicken pox), Hepatitis B, and Haemophilus influenza Type B. The school health coordinator can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. 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's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent 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 a 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 life-long condition.

## **MEDICINE AT SCHOOL**

A student who must take prescription [or nonprescription] medicine during the school day must have a completed medication permission form on file in the office. These forms are available at both offices. Medicine must be in its original labeled container (no loose pills). School personnel will either give the medicine at the proper times or give the student permission to take the medication as directed.

## **OPTIONAL FLEXIBLE YEARLY PROGRAM (OFYP)**

OFYP allows the District to provide additional instructional days for an optional extended year program. [See EHBC] A student will be required to attend OFYP if any of the following occurs:

- Failing any part of the State Mandated Assessments.
- Failing any class.
- Attendance falls below 90%.

If any of the three options above occur, a student will be required to attend OFYP which means a student will be required to attend school up to an additional 10 days.

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

Troup Independent School District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the Student Handbook (including the attached Student Code of Conduct) with his or her child; and sign and return the acknowledgment form. Parents with questions are encouraged to contact the principal.
3. Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor your child's academic progress and contact teachers as needed.
4. Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
5. Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information or other medical records, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his or her child.
6. Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
7. Become a school volunteer. For further information, contact the principal.
8. Participate in campus parent organizations. The activities are varied, ranging from band boosters to the District and campus planning committees for formulating plans to improve educational achievement. For further information, contact the principal.
9. 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 is to be used for school safety; relates to classroom instruction or a co-curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.
10. Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.
11. 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 842-3071 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

12. Offer to serve as a parent representative on the District-Level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact Mrs. Debbie Moxley.

### **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 permitted with prior principal approval and 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. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

### **PEST CONTROL INFORMATION**

This school periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of non-chemical pest control tactics whenever it is possible. Pesticides may periodically be applied if monitors and thresholds indicate the need to do so. Should you have further questions about pesticide use, including the types and timing of treatments, you may contact Johnny Knowles at 903-842-3694.

### **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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### **PROMOTION AND RETENTION**

Please be aware that Troup ISD conditions promotion on the student's satisfactory performance on the TAKS examinations. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance. See "Grading and Promotion", pages 19, 20 and 21.

### **PUBLIC NOTIFICATION OF NONDISCRIMINATION**

It is the policy of Troup ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age 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.

For information about your rights or grievance procedures, contact the Title IX Coordinator, at P. O. Box 578, Troup, TX, 75789, (903) 842-3067, and/or the Section 504 Coordinator, at P. O. Box 578, Troup, TX, 75789, (903) 842-3067

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the permission of the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day; this includes early release for private lessons.

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 office. The office personnel will decide whether or not the student should be sent home and will notify the student's parent.

Students may not leave campus for lunch. Any exception must have prior approval from the principal. It will only be permitted under extremely unusual or special circumstances and on a very limited basis.

## **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.

## **REPORT CARDS**

Written reports of absences and student grades or performance in each class or subject are issued to parents each nine week period. At the end of each 3 weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject.

Report cards and progress reports must be signed by the parent and returned to the school.

## **RESPONSIBLE STUDENT CODE**

The student may be allowed to retake a test if the following criteria are met. (SB 2033)

The student:

- Failed to score at least 70 on the original test.
- Did not impede his/her academic success, i.e. failing to turn in assignment(s) preceding the test.
- Must not have had an office referral from class since the last test was administered.
- Must attend tutorials as prescribed by the teacher.

- The two test scores will be averaged together but will not exceed a grade of 70.
- Student will retest on date assigned by classroom teacher.

### **SAFETY/ACCIDENT PREVENTION**

Student safety on campus or 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 ensure safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers
- Remain alert and promptly reporting safety hazards, such as intruders on campus
- 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
- Avoid transferring body fluids, including blood, semen, drainage from scrapes/cuts, feces, urine, vomits, respiratory secretions (e.g., nasal discharge) tears, and saliva, to any person.

See EMERGENCY MEDICAL TREATMENT, page 15.

Troup ISD will make it a top priority to help protect our students from individuals that are willing to provide them with alcohol, or other dangerous drugs. It will be the policy of all employees to report any individual, adult or otherwise, to the local and county law enforcement agencies of such matters.

Therefore, please visit with your children about this matter and let them know if they are presented with opportunities to participate in these activities, that they are taking a chance of being reported along with the individuals supplying the inappropriate substances.

### **SCHOOL BUSES OR OTHER VEHICLES**

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are available at the school. Further information may be obtained by calling 842-3694.

Any student who violates the following standards 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. Follow the driver's directions at all times.
2. Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
3. Keep books, band instrument cases, feet, and other objects out of the aisle.
4. Do not deface the bus and/or its equipment.
5. Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or outside of the bus.
6. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be used at all times. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

Video cameras may be used in District vehicles to promote compliance with the rules of conduct. Videotapes are protected student records.

When a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined as established in the Student Code of Conduct.

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.

### **SEARCHES**

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

### **SEXUAL HARASSMENT**

See page 21 under HARASSMENT

### **SMOKING/TOBACCO PRODUCTS**

Students may not possess, smoke or use tobacco products on school property or at a school-related or school-sanctioned activity, on or off school property. See the Student Code of Conduct for information regarding disciplinary sanctions.

### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Please note – See Spanish version in the Appendix

### **SPECIAL PROGRAMS**

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

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

## **STUDENT RECORDS**

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students 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 upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The special education director is the custodian of all special education records. All requests for copies of special education records should be made through the Arp-Troup Shared Services Arrangement at the following address: P. O. Drawer 70, Arp, TX, 75750. If circumstances prevent a parent or eligible student 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 the requested records.

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

1. Working with 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 or evaluating programs.

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

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 10 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 post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-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 record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

## **TELEPHONE**

Students will not be called to the telephone. A message will be taken and given to the students. Except in case of emergencies, students are not to use the telephone. What determines an “emergency” is left to the discretion of the teacher, secretary or principal.

## **TESTING**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- Mathematics, annually in grades 3-5 without the aid of technology
- Reading, annually in grades 3-5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5

Parents may review an assessment test that has been given to their child. Test results will be reported to students and parents.

Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

## **TEXTBOOKS**

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

## **TRAVEL - SCHOOL-SPONSORED**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. Exception may be made if the parent or guardian, at the event, personally presents a written request to the sponsor that the student be allowed to ride with the parent.

\* P.E. classes will go to high school track from time to time as part of their regular class.

## **VALUABLE ITEMS**

Student should not bring items of value to school.

## **VIDEOTAPING OF STUDENTS**

For safety purposes, video/audio equipment will 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. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape following discipline of that parent’s child may request access in accordance with policy FL in the District’s policy manual.

## **VISITORS/VOLUNTEERS**

Parents and other visitors are welcome to visit District schools. 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 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. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. Visitors and volunteers are asked to have appropriate dress and appearance when coming to school. Parents are encouraged to volunteer at Troup Elementary School. All volunteers must sign in at the office. Contact the school office if you would like to volunteer.

APPENDIX

**Texas Education Agency  
Division of Career and Technology Education**

**PUBLIC NOTIFICATION OF NONDISCRIMINATION IN  
CAREER AND TECHNOLOGY EDUCATION PROGRAMS**

Troup ISD offers career and technology education programs in Agriculture Technology, Agricultural Science, Horticulture, Business Office Education, Cooperative Education, Family and Consumer Science Education and Technology Applications. Admission to these programs is based on student interest, age and grade level appropriateness, aptitude, and class space available. Some classes also require course prerequisites, teacher recommendation and approval by honors criteria.

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

Troup ISD 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.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Superintendent, at 201 N. Carolina, Troup, TX 75789, (903)842-3067.

**Texas Education Agency  
Division of Career and Technology Education**

**PUBLIC NOTIFICATION OF NONDISCRIMINATION IN  
CAREER AND TECHNOLOGY EDUCATION PROGRAMS**

Troup Independent School District ofrece programas vocacionales en Agriculture Technology, Agricultural Science, Horticulture, Business Office Education, Cooperative Education, Family y Consumer Science Education y Technology Applications. La admisión a estos programas se basa en age appropriateness y class space available.

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

Troup I.S.D. tomara las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua ingles no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Superintendente, y/o el Coordinador de la Sección 504, P. O. Box 578, en Troup, TX, 75789, (903) 842-3067.

**NOTICE OF PARENT AND STUDENT RIGHTS  
FAMILY EDUCATIONAL RIGHTS AND  
PRIVACY ACT, 20 U.S.C. SEC. 1232g**

The TROUP Independent School District maintains general education rights required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married 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 record if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students 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 record custodian or designee will respond to a reasonable request for explanation and interpretation of the records. The special education director is the custodian of all special education records. All requests for copies of records should be made through the TROUP Special Education Department. The address of the ARP-TROUP SHARED SERVICES ARRANGEMENT is P.O. DRAWER 70-A, ARP, TEXAS 75750 (903) 859-4052.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials with legitimate education interests include any employees, agents or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contract for placement of student with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluation programs.

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

The parent's or student's right of access to, and copies of student records does 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.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 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, parents and students are not allowed to contest a student's grades in a course through this process. Parents or 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.

Copies of student records are available at a cost of 10 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 dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-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.

Certain information about district students is considered directory information and will be released to anyone who follow procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and awards received in school, and most recent previous school attended. The district's complete policy regarding student records is available from the principal's or superintendent's office.

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of 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 for evaluation for special education is:

Contact Person: Debbie Moxley

Phone Number: (903) 842-3071

**Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general de distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la **evaluación** es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Comment [T11]:

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento — Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: \_Debbie Moxley

Número de teléfono: —903.842.3071

## **Parent Involvement Policy**

Acknowledging that parents/guardians are a student's first teacher and that this continuing support is essential for academic success, the Troup Independent School District is committed to the following parent involvement policy:

- Title I, Part A parents will annually receive information concerning the implementation of the Title I, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.
- Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- Parents will be given timely information concerning campus/state assessment instruments: local assessment measures TPRI, RPTE, TAKS, TAKS - Alt, etc.
- Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
- Parent representatives (including parents of Title I, Part A students) will be involved in the development, review and evaluation of the campus improvement plan.
- Title I, Part A parents will be involved annually in the review/revision of the School/Parent Compact.
- Title I, Part A parents will be asked to complete surveys seeking evaluation of the Title I, Part A program and parent's involvement.
- Parents will annually review/revise this policy.

**Troup ISD**  
**Schoolwide Parent-School Compact**

**The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every child attains high standards and a quality education.**

**As a Student, I will be responsible for...**

1. Coming to class on time and being prepared to work;
2. Respecting the rights of others to learn without distraction and disruption
3. Showing respect and cooperating with all adults at the school;
4. Completing all assignments to the best of my ability;
5. Asking for help when needed;
6. Showing respect for people and property by not using profanity, stealing, or vandalizing, and;
7. Spending time at home daily, studying or reading.

**As a Teacher, I will be responsible for...**

1. Helping each student grow to his/her fullest potential
2. Providing and environment conducive to learning;
3. Coming to class prepared to teach, and;
4. Supplying clear evaluations of student progress and achievement to both students and parents.

**As a School, we will be responsible for...**

1. Communicating with parents and notifying them of school events in a timely and efficient manner;
2. Communicating learning expectations for students at each grade level;
3. Providing an environment that promotes positive communication between the teacher, parent and student;
4. Providing homework assignments that will reinforce classroom instruction, and;
5. Providing opportunities for parent conferences and school functions to maximize parent participation.

**As a Parent, I will be responsible for ...**

1. Seeing that my child attends school regularly and on time;
2. Establishing a time for homework and review regularly;
3. Encouraging my child's efforts and be available for questions;
4. Reading aloud to my child and letting my child see me read;
5. Being an interested listener as my child reads to me;
6. Helping my child establish a routine for school days;

7. Attending parent/teacher conferences;
8. Supporting the school in its effort to maintain proper discipline;
9. Helping my child learn to resolve differences in positive ways;
10. Respecting school staff and the cultural differences of others;
11. Providing a healthy environment that encourages my child to learn, and;
12. Helping my child in any way possible to meet his/her responsibilities.

Troup ISD participates in the Federal Title I Program for Disadvantaged Children. As part of the schoolwide program, each district is required to enter into a Parent/School Compact. To comply with this Federal law, we are asking you to read and support the above compact. If you have any questions, contact Dr. Katie Preast, Federal Programs Coordinator, at 903-842-3067.

## **School Safety Transfers**

A student's request for a transfer to attend a safe public school in the District shall be granted if the student:

1. Attends school at a campus identified by TEA as persistently dangerous:

**Or**

2. Was a victim of a violent criminal offense while in school or on the grounds of the school the student attends;

**And**

3. Must be approved by regular transfer criterion for Troup ISD.

[See FDA, FDB, FDD, and FOD]

### **TRANSFER REQUESTS**

A student or parent may make a request to the Superintendent or designee for a transfer on this basis within 30 calendar days after:

1. Notice is provided that the student's assigned campus has been identified as persistently dangerous; or
2. The student becomes a victim at school of one of the following offenses, as defined by the Penal Code;
  - a. Attempted murder;
  - b. Indecency with a child
  - c. Aggravated kidnapping;
  - d. Assault resulting in bodily injury or aggravated assault; or
  - e. Sexual assault or aggravated sexual assault.

The District shall respond to the transfer request within ten school days.

### **DURATION OF TRANSFER**

A transfer shall be approved and renewed under this policy as long as:

1. In the case of a transfer from a persistently dangerous campus, the campus from which the student transfers meets the criteria for that designation; or
2. In the case of a transfer for a victim of a violent criminal offense, the threat to the student exists at the campus to which the student would typically be assigned.

**TRANSPORTATION** The District will not provide transportation for any student for whom a transfer is approved under this policy.

### **SAFE SCHOOLS**

The Superintendent or designee shall ensure that the District complies with TEA guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property: and
2. Victims of certain violent criminal offenses at school.

Troup Independent School District  
P. O. Box 578  
Troup, Texas 75789

### Integrated Pest Management Policy

Integrated Pest Management (IPM) techniques and procedures aid in choosing the least toxic method of controlling insects, rodents and weeds. It shall be the policy of Troup Independent School District to apply the following IPM guide lines for pest management. Since these pest can cause significant health and damage problems to people, structures and property, Troup Independent School District shall develop an IPM plan that is specific to the pest infestation and potential damage to life, property and our environment.

Each pest control situation will be evaluated on its own merits. The particular type and application method of pest control will be influenced by hazard to human health, damage or destruction of District property and the general health and well being of the community and our environment. The use of chemicals, biological applications, mechanical means, or the habits of users will be given consideration in determining the least toxic method of pest control which will be guided by the most current Environmental Protection Agency's information for school districts.

Non-chemical forms of pest control will be chosen for use on the inside as well as outside whenever possible. If a pesticide or other chemical is chosen, it will be because no other method or modification will control the pest.

Troup Independent School District is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 United States Code 136 et seq.), the Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration as well as state and local regulations.

Troup Independent School District is responsible for informing the students and staff when a pesticide application is to be performed. Pesticide applications may only be applied to school buildings or on school property during periods in which students are not expected to be present for regular instruction or school activities for at least 12 hours after the application. Notifications will be posted at designated locations throughout campus areas that are to receive pesticides treatments. Upon request students may also be given notices to take home to parents who also wish to be informed in advance of pesticide treatments.

The storage and disposal of pesticides will be performed by EPA registered label instructions and state regulations. Efforts should be made to limit pesticides purchases to amounts that can be used in a twelve month period. All pesticides will be stored in secured and locked areas that are inaccessible to students and other unauthorized persons.

Up to date records that are the requirements of the state will be kept on the use, monitoring and disposal of pesticides. Monitoring data will be kept in order to track pest populations, control pest populations and the need for treatment.

AU personnel who supervise or apply pesticides must follow all state requirements and label instructions. The District's approved Integrated Pest Management Policy and program will be followed by any personnel who supervise or apply pesticides.

**ERI Consulting, Inc.**

**MEMORANDUM**

**TO:** Staff, Parent-Teacher Organization and Patrons  
Troup Independent School District

**FROM:** Superintendent

**DATE:** February 8, 2006

**SUBJECT: MANDATORY THREE-YEAR AHERA REINSPECTION REPORT  
AND  
MANAGEMENT PLAN REVISIONS**

ERI Consulting, Inc., Tyler, Texas, completed the three-year reinspection and periodic surveillance of identified asbestos-containing materials in the facilities of the Troup Independent School District. This reinspection was done in accordance with Section 763.85 of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR, Section 763. There were no significant changes in the condition of the identified asbestos-containing materials from the initial inspection.

The management plan has also been updated in accordance with the Asbestos Hazard Emergency Response Act.

Copies of the reinspection report and management plan update are available for inspection at the superintendent's office during business hours.

2.

**ERI Consulting, Inc.**

In accordance with Section 763.84 of the Asbestos Hazard Emergency Response Act (AHERA), the undersigned designated person has been designated by the local education agency to ensure that the requirements mandated under AHERA are properly implemented. The Troup Independent School District has selected Mr. Dewayne Brown as the LEA designated person. By signing below, the designated person certifies that the general LEA responsibilities under Section 763.84 and Section 763.93 of the Asbestos Hazard Emergency Response Act have been met.

1. Ensure that the activities of any person(s) who perform inspection, reinspection, periodic surveillance, develop and update management plans, and develop and implement response actions, including operations and maintenance, are carried out in accordance with the AHERA regulations.
3. Ensure that all custodial and maintenance employees are properly trained as required by AHERA and other applicable federal and/or state regulations.
3. Ensure that workers and building occupants or their legal guardians are informed at least once each school year about inspections, response actions, and post response action activities, including periodic inspection and surveillance activities that are planned or in progress.
4. Ensure that short-term workers who may come in contact with asbestos in a school are provided information regarding locations of the ACBM and assumed ACBM.
5. Ensure that warning labels are posted in accordance with 763.95 of the AHERA regulations.
6. Ensure that management plans are available for inspection and that notification of such availability has been provided as specified in the management plan under 763.93 of the AHERA regulations.
7. Ensure that no conflict of interest may arise from the interrelationship among accredited personnel which might influence the selection of accredited personnel to perform activities under the AHERA regulations.



Mr. Wayne Brown  
Troup Independent School District

