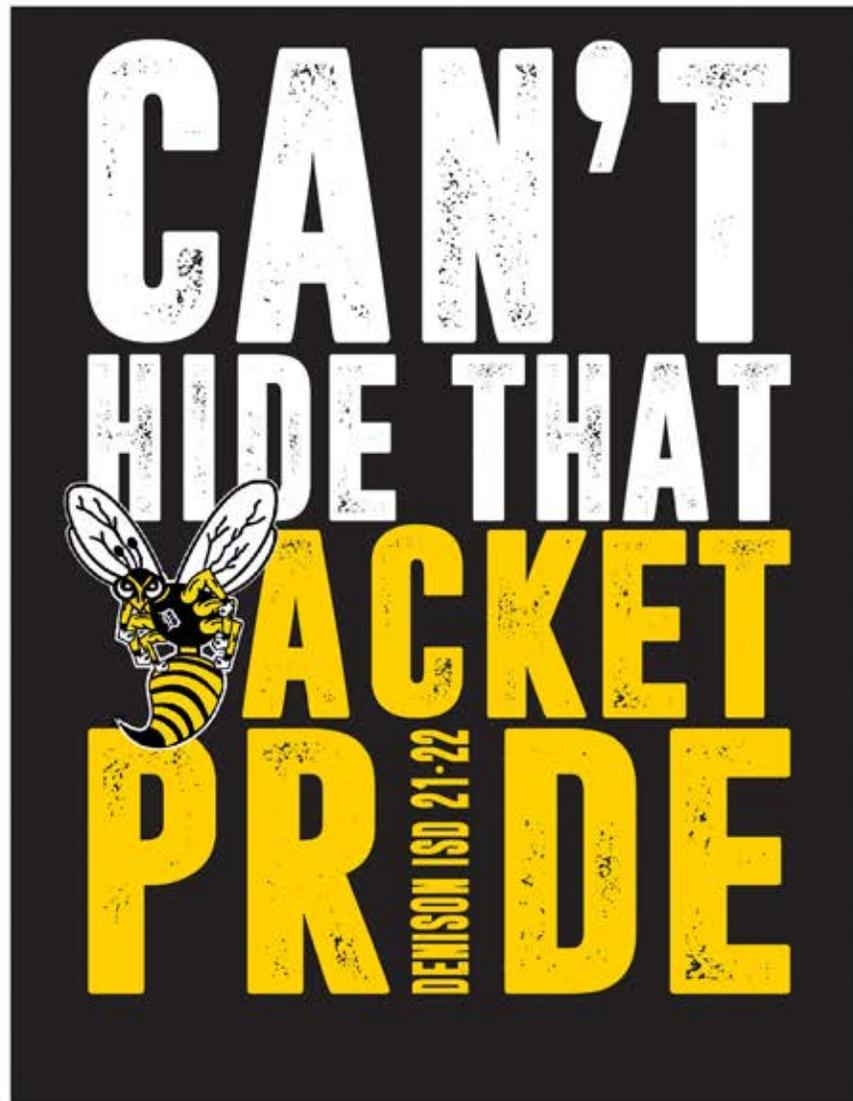


2021-2022 PreK-8th Grade
Student Handbook



DENISON
INDEPENDENT SCHOOL DISTRICT

1201 S. RUSK, DENISON, TEXAS 75020



DENISON INDEPENDENT SCHOOL DISTRICT

1201 South Rusk Avenue
Denison, Texas 75020

Phone: (903)462-7000
Fax: (903)462 7002

"It's Great To Be A Yellow Jacket!"

Henry Scott, Ed.D.
Superintendent of Schools

Dear Patrons:

On behalf of the staff of Denison ISD, I thank you for entrusting your children to our care. We take that responsibility very seriously, and I can promise you that we will do our very best to give them an excellent education.

Every member of our staff is a part of the Denison ISD team whose goal is to provide a safe and encouraging environment for our students. As parents, guardians, and community members, you too have a big role in making sure that the future is the best it can be for these children. I truly believe that success depends on us all working together and I thank you for all you do.

Sincerely,

Henry Scott, Ed.D.
Superintendent of Schools

Greater Together: One Town - One School - One Family



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1201 South Rusk Avenue
Denison, Texas 75020

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August 2021

Parents / Guardians:

Over the course of a school year, it may be necessary to communicate important information to parents on short and / or unexpected notice (school closures, delayed starts, early dismissals, etc.) It is important that our parents and community receive accurate and timely information.

Denison ISD will be communicating information, when necessary, through the following sources: *DISD Web Site, Blackboard Connect, and Twitter*. Information disseminated through these sources should be considered accurate, current, and reliable. Specific information regarding these sources of communication is on the reverse side of this letter and can also be accessed through the district web site (www.denisonisd.net).

DISD cannot be responsible for any information communicated through sources not approved by DISD. Please refer to the DISD approved sources of information mentioned above to verify any information being communicated through non-approved sources, including social media.

Your careful consideration of this communication will help minimize any potential confusion or disruption to our instructional program due to the distribution of misinformation.

Sincerely,

David Kirkbride, Ed.D.
Assistant Superintendent for Administration



DENISON INDEPENDENT SCHOOL DISTRICT

1201 South Rusk Avenue
Denison, Texas 75020

Phone: (903)462-7000
Fax: (903)462 7002

"It's Great To Be A Yellow Jacket!"

Dear Parent/Guardian:

The 84th Texas Legislature passed legislation that requires each school district to inform parents of current truancy laws. In order to comply with the legislature's requirement Denison ISD is notifying you that if a student is absent from school ten or more days or parts of days within a six-month period in the same school year, the parent is subject to prosecution under Section 25.095 of the legislation. Additionally, a warning notice will be sent to a parent/guardian if a student is absent without excuse on three days or parts of days within a four-week period.

Regular attendance is vital to the academic success of each student. Please have your child at school every day. It is very important for parents to work with school officials to verify any student absence. Parental involvement in his or her child's education is another vital factor in the success of every student. You are welcome and encouraged to visit your child's school and to become an active part of the educational process.

If you have questions about discipline or student conduct, the Student Code of Conduct may be viewed on the district's web site at www.denisonisd.net. Or, you can receive a copy of the Student Code of Conduct by contacting the office of the school where your children attend.

Sincerely,

David Kirkbride, Ed.D.
Assistant Superintendent

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DIRECTORY INFORMATION

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

NOTICE TO PARENTS:

Directory information will be released to anyone who follows procedures for requesting it **UNLESS** a parent makes a written request to prevent the release of directory information within 10 days of receiving this notice. (The written request should be submitted to the campus principal.)

Dress Code

Denison ISD PK-8 School Dress Code:

- Students should wear clothing that doesn't create a disruption in the classroom or on campus.
- Clothing shall not have holes or tears.
- Backless tops or dresses, bare midriffs, see-through blouses and strapless clothing are not allowed (example: no halter tops, tube tops, short t-shirts, one-strap or strapless shirts or dresses).
- No tank tops are allowed
- All tops must have at least one-inch straps for girls.
- No spaghetti straps allowed (dresses or tops)
- No exposed cleavage allowed.
- All clothing worn by students must be free of slogans advertising tobacco, alcoholic beverages or illegal substances and will not display anything derogatory, controversial or vulgar.
- T-shirts and sweat shirts must have sleeves.
- Shorts, skirts, and dresses must extend below fingertips when arms and shoulders are relaxed. (They MUST be appropriate when standing, sitting, stooping and bending).
- Shirts worn with leggings must extend below fingertips when arms and shoulders are relaxed. (Shirts MUST be appropriate when standing, sitting, stooping and bending).
- No exposed undergarments (undergarments must be worn).
- No sagging of pants. Pants must be worn at the natural waist line.
- No unnatural hair colors or extreme hair styles (spikes, mohawks or any other inappropriate styles).
- Appropriate footwear must be worn (no roller skate shoes or house shoes).
- Caps and hats are not allowed in the buildings.
- No body piercing other than in ears. Extreme piercings, even in the ear (spacers, gauges, or other piercings deemed inappropriate) are prohibited.
- Non-prescription sunglasses are not allowed in DISD buildings.
- Tennis shoes must be worn in the gym.
- Pajamas are not allowed
- Headphones, ear buds, earphones or other devices intended to listen to audio devices are prohibited.
- No backpacks or string bags are allowed at school. **(B McDaniel and Henry Scott ONLY)**
- Beards must be clean and neatly trimmed. **(Henry Scott Middle School)**
- Shorts, skirts, and dresses must be no more than 3 inches above the knee. Shirts worn with leggings must be no more than 3 inches above the knee. (MUST be appropriate when standing, sitting, stooping and bending with or without tights, leotards, spandex, etc.). **(Henry Scott ONLY)**

The campus administration's decision is final in all dress code matters.

The principal has the authority to regulate any other attire or fashion trends, which are deemed to be inappropriate or disruptive. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. POLICY FNCA (LOCAL)

Illness Protocol - Denison Independent School District

Note: Please see the Denison ISD Return to School Plan for COVID-19 related symptoms.

Fever	Should be free of fever 24 hours before returning to school. Temperature of 100.0 or greater will be sent home from school.
Diarrhea	Remain at home until diarrhea subsides. If diarrhea occurs after arriving at school, the student will be sent home. (2 or more incidents may constitute school exclusion)
Vomiting	If vomiting occurs before school, keep the child at home. If it occurs at school, the student will be sent home. (2 or more incidents within 24hrs constitutes school exclusion)
Impetigo	Must have adequate treatment. Consult your child's physician. School exclusion required if blisters can't be contained and covered by a bandage.
Pink Eye (Conjunctivitis)	Must have adequate treatment. Consult your child's physician. School exclusion will be required until symptom free or physician clearance is provided.
Ringworm (Body or Scalp)	Must have adequate treatment. School exclusion required if lesion can't be covered by clothing or a bandage.
Scabies (Body Lice)	Must have adequate treatment. Contact your child's physician. Student may return 24 hours after application of prescription medication.
Streptococcal Infection (Strep Throat / Scarlet Fever)	Must have adequate treatment. Consult your child's physician. The student may return to school 24 hours after antibiotic therapy has begun and fever free for 24 hours.-

If your child is absent due to illness, please send a written note to the school office upon returning to school. If your child has been seen by a physician for an illness, please ask the physician for a "Return to School Note."

Denison ISD follows exclusion recommendations set forth by the Texas Department of State Health Services. If you have questions regarding illnesses above or any other infectious illness, call the nurse at your child's school.

Houston Elementary	Hyde Park Elementary	Lamar Elementary	Mayes Elementary	Terrell Elementary
903-462-7415	903-462-7448	903-462-7476	903-462-7554	903-462-7602

B McDaniel Intermediate
903-462-7236

Henry School Middle
903-462-7947



educating Texas...one child at a time!

If you suspect an infant, child or young adult of having a development delay or disability, your school can open a window of hope for a brighter future. Services **at no cost to the family** are available to all eligible individuals from 3 through 21 years of age (starting at birth for auditory and/or visual impairments) regardless of the severity of their disability.

Special services are available to eligible infants, children and young adults identified with a disability who may be experiencing difficulties in one or more of the following areas:

- Auditory Impairment
- Autism
- Deaf-Blindness
- Emotional Disturbance
- Intellectual Disability
- Orthopedic Impairment
- Specific Learning disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment
- Other Health Impairment

CONTACT YOUR SCHOOL FOR MORE INFORMATION:



This information is provided by Region 10 Education Service Center (www.region10.org). Funds made available through IDEA Individuals with Disabilities Education Improvement Act of 2004.

It is the policy of Region 10 Education Service Center not to discriminate on the basis of race, color, national origin, gender 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 503 and 504 of the Rehabilitation Act of 1973, as amended. Region 10 Education Service Center will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational programs and services.

Preface

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions are communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

Nondiscrimination

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

Denison Independent School District 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.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. David Kirkbride at 903-462-7000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. David Kirkbride at 903-462-7000.

ADMISSIONS AND ATTENDANCE

Boundaries and Attendance Zones

Students must live in the boundaries of the Denison Independent School District in order to attend one of the district schools. The Board of Trustees establishes attendance zones for each school. Each student is required to attend the school in the attendance zone in which the student's family resides. No nonresident students shall be permitted to attend district schools.

Exceptions:

The Board delegates to the Superintendent the authority to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin. A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent or designee by May 1 prior to the school year for which the transfer is requested. Any other requests shall be considered by the Superintendent on a case-by-case basis. [see FDA Local]

Enrollment

A student may be enrolled in the district who lives within the school district boundaries and is over five and younger than 21 years of age on September 1 of the school year. (Education Code 25.001) A child must be enrolled by the child's parent, legal guardian, or other person with legal control under a court order. (Education Code 25.002) The person enrolling the student must present driver's license or suitable identification. The district will require evidence that the student lives within the district and may withdraw the student who ceases to be a resident. [see FD Local] Required identification and records must be provided to the school to enroll a student. It is a criminal offense under Penal Code 37.10 to present false information or false records at enrollment. A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be liable to the district and may be charged the maximum tuition fee. EDUCATION CODE 25.002

Changing Schools within the District - Withdrawal

If a family moves during the school year from one attendance zone to another within the district, the principal will decide if the student may continue to attend their current school for the remainder of the school year. If the principal allows the student to stay in the school served by the previous residence, all transfer rules are in effect. Following the expiration of the school year, the student will attend the school in the new school zone for the following school year. No transportation will be provided to the student if the principal allows the student to remain at the school outside his/her area of residence for the remainder of the school year. If students move out of the district, parents are asked to call the school a day or two ahead of time so that records will be in order the day the student leaves. If a school is designated unsafe by TEA, parents have the right to request a transfer. [see FDE Legal]

Age Requirements

The state of Texas requires children to attend school who are at least six years old and who have not yet reached their 18th birthday. Denison ISD also requires that a child be five years old on or before September 1 to enroll in kindergarten and 6 years old on or before September 1 to enroll in first grade. In order to meet this requirement, parents must provide a copy of the child's birth certificate when first enrolling the student in the district. [see FD and FEA Legal/Local]

School Attendance

At Scott Middle School the instructional day begins at 8:30 a.m. At B. McDaniel Intermediate School and all elementary schools, the instructional day begins at 8:15 a.m.

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 that of the previous day, and to grow as an individual.

Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from any class, from required special programs, such as accelerated (additional special) instruction assigned by the grade placement committee and basic skills for ninth graders, or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-age student deliberately not attending school may also result in assessment of penalties by a court of law against the student's parents. A complaint may be filed in the appropriate court if the student is:

- Absent from school on ten (10) 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.
- Leaving early from school is considered a tardy due to missing a part of the school day.

NOTE: All absences, both excused and unexcused, count against the 90% attendance rule and for exemption purposes. Tardies are considered parts of days.

Attendance for Credit

In order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days class is offered regardless of whether the student's absences are excused [see FEA] or unexcused. Atty. Gen. Op. JC-0398 (2001)

90 Percent Rule

Except as provided below, a student in any grade level from kindergarten through grade 12 shall not be given credit or a final grade for a class unless the student is in attendance 90 percent of the days the class is offered. This restriction does not affect a student's right to excused absences to observe religious holy days [see FEA] and does not apply to a student who receives credit by examination for a class as provided by Education Code 28.023. [See EHDC]

Principal's Plan

A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. However, a student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case.

Extenuating Circumstances

An attendance committee may give class credit or a final grade to a student because of extenuating circumstances. The Board shall establish guidelines for determining what constitutes extenuating circumstances.

The Board shall adopt policies that establish alternative ways for students to make up work or regain credit or a final grade lost because of absences. The alternative ways must include at least one option that does not require a student to pay a fee. The availability of such option must be substantially the same as the availability of the educational program for which the District may charge a fee. [See FP]

Attendance Committee

The Board shall appoint one or more attendance committees to hear petitions for class credit or a final grade by students who have not met the 90 percent rule and have not earned class credit or a final grade by completing a principal's plan. Classroom teachers shall comprise a majority of the attendance committee.

Appeal

If the committee denies a student credit or a final grade, the student may appeal the decision to the Board. The Board's decision may be appealed to the district court of the county in which the District's central administrative office is located.

Attendance for Promotion

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than

30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

When a student's absence for personal illness exceeds five consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Guidelines on Extenuating Circumstances

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for this purpose. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]
2. A transfer or migrant student incurs absences only after his or her enrollment in the District.
3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.
4. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.
5. The committee shall consider whether the absences were for reasons out of the student's or parent's control.
6. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student or parent shall be given an opportunity to present any information to the committee about the

absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program
6. Attending summer school.

In all cases, the student must also earn a passing grade in order to receive credit.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with [see FNG Local] beginning at Level Three.

Reporting Absences

When a student must be absent from school, the parent or guardian should call the campus office or attendance clerk by 8:30 a.m. Upon returning to school the student should bring a note signed by the parent describing the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Phone calls, emails and written notes are acceptable forms of reporting absences to the school office.

Denison ISD Student Attendance Policy

1. Absences are considered either excused or unexcused.
2. Excused absences are those in which the student either missed school or checked out of school through the office for one of the following reasons:
 - a. Personal Sickness
 - b. Death in the Family
 - c. Quarantine, hazardous weather or dangerous road conditions.
 - d. Other emergency causes that may be considered for approval by the principal.
 - e. Approved college visits (Seniors ONLY).
 - f. Other trips approved one week in advance by the principal.
3. Unexcused absences are those absences that:
 - a. Occur for reasons other than those listed above, or
 - b. Occur without the parent's knowledge, or
 - c. Occur when the student leaves school without checking through the office. If a student leaves the campus without checking out, his/her absence cannot be excused even if the reason is approved by the parent.
4. In order to receive an excused absence, the student must bring a written statement signed by the parent or guardian verifying one of the excused reasons on the day

the student returns to school. The student must also have checked out through the office if he/she left school after reporting to the first class of the day in order for the absence to be considered excused.

5. Make-up assignments or tests shall be made available to students after any absence in order to assure the opportunity to master the subject matter.
6. In all cases, the student must also earn a passing grade in order to receive credit.
7. In grades Pre-K through 8, days of attendance in both semesters shall be combined for credit purposes so that a student shall not be subject to loss of credit for the course or grade level unless he/she has less than 90 percent attendance for the school year.

BULLYING

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements below and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school; and
5. Includes cyberbullying. Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The aforementioned provisions apply to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - a. Interferes with a student's educational opportunities; or

- b. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee [see FFI].

The procedure for reporting bullying is posted on the District's internet web site at www.denisonisd.net.

CHARACTER EDUCATION

Denison ISD has a student-centered approach to education that systematically applies the principles of total quality to the classroom and school management. It is based on partnerships among individual schools, local business sponsors, parents, and community members.

Through this process, our goal is to create an environment that fosters enthusiasm for learning, a sense of responsibility and healthy self-esteem, an aptitude for problem solving, and a habit of excellence in all students. Parents are encouraged to participate and have the right to view instructional materials used in character education programs.

CAFETERIA SERVICES

The District participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Hot meals are provided in the cafeteria, or students may bring their meal, and if they desire, they may purchase milk and other items.

The D.I.S.D. Food Service Department uses the Point of Sale (P.O.S.) system in the school cafeteria. This is a computerized system that allows every student in the district to have his or her own personal account. Money used to purchase a meal ticket is deposited into the student's individual account. As a courtesy, the cafeteria manager usually will send notices home with each child when the student's account is low. However, it is the responsibility of the student and parent to be aware of the status of the student's meal account balance at all times. Student online meal accounts may be established and monitored at myschoolbucks.com.

Typically, a student's household must meet income eligibility requirements to qualify for free or reduced-price meals. However, the USDA issued guidance that allows schools to offer meals to all students at no cost for the 2021-22 school year. While no application or eligibility determination is required for your student to receive free meals this year, income eligibility requirements will likely resume in the 2022-2023 school year. As such, to establish eligibility for free or reduced-price meals for the 2022-2023 school year (the first 30 days), please complete an application for free or reduced-price meals this school year ONLY IF you have a student 7th- 12th grade (the application

is NOT needed for PK-6th grade). Please also note that **establishing free or reduced-price eligibility this school year could qualify your 7th – 12th grade child for P-EBT if it is offered in the upcoming year.** Free or reduced-price meal applications are available at the Food Service Office in the DISD Administration Building, 1201 S. Rusk Avenue or by calling 903-462-7047. Information about a student's participation is confidential.

Meal Prices: For the 2021-2022 school year, the US Department of Agriculture is providing free meals to all students in grades PK – 12.

	Daily	Weekly
PK-6 Student Breakfast	FREE	FREE
Secondary Student Breakfast	FREE	FREE
Elementary Student Lunch	FREE	FREE
Secondary Student Lunch	FREE	FREE

Food Allergies

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergies and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district’s food allergy management plan can be accessed at FFAF (REGULATION).

TEXAS PUBLIC SCHOOL NUTRITION POLICY

Bringing in food

Parents or Guardians are the only adults allowed to physically bring food to students during the school day. Students and parents/guardians may not share their food with other children.

Competitive Foods and Snacks

A PK-8 school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class. This does not pertain to food items made available by the school food service department.

PK-8 classrooms may allow one nutritious snack per day under the teacher’s supervision. The snack may be in the morning or afternoon but may not be at the same time as the regular meal periods for that class. The snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students. The snack may not consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.) Decisions regarding the serving of daily snacks will be made at the campus level.

For the complete Texas Public School Nutrition Policy visit www.agr.state.tx.us.

Meal Service

DISD Child Nutrition personnel prepare nutritious

breakfasts and lunches daily. All meals are analyzed for essential nutrients and meet the dietary guidelines for each grade level. Students may also bring a lunch from home and buy milk or snacks. Menus are posted in each school and on the Denison ISD web page. Child Nutrition staff will provide alternatives for special diets classified as disabilities with documentation from a doctor. Other allergies may, but are not required, to be accommodated.

Parents and relatives may have lunch with students. In these cases, parents/relatives may only provide lunch for their students. Please remember that all guests should sign in at the school office.

The district participates in the National School Breakfast and Lunch Programs. Free and reduced priced meals are available based on financial need upon application completion. Applications are available in the school office or in the Child Nutrition Administration Office. Parents may also securely complete an application online at www.SchoolLunchApp.com.

COMPLAINTS BY STUDENTS/PARENTS

Usually a telephone call or a conference with the teacher can address student or parent complaints or concerns.

For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at policy code FNG. In general, a parent or student would 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 processes for complaints. The student will have the right at any level of resolution to be accompanied and assisted in the presentation of the complaint by parent(s) or guardian. [see FNG Legal/Local]

FEES and MATERIALS

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

- Costs for materials for a class project that the student will keep.
- Voluntarily purchased pictures, publications, etc.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books.

Distribution of School Materials and Non-School Materials

All school publications are under the supervision of the teacher, sponsor, and principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on the school campus by a student

or a non-student without the prior approval of the central office administration. Materials displayed without this approval will be removed.

HEALTH-RELATED MATTERS

Please visit www.denisonisd.net for COVID related information.

The District will make available for public inspection a statement of the policy adopted to ensure that students in grades PK-8 engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding student physical activity requirements, please see the principal.

The District's School Health Advisory Council (SHAC) has regularly scheduled meetings throughout the year. The School Health Advisory Council met four times during the previous school year. Information regarding vending machines in District facilities and student access to the machines is available from the principal. [see CO Legal and COC Local]

The District and its staff strictly enforce prohibitions against the use of tobacco products or electronic (ecigs) cigarettes by students and others on school property or at school-sponsored or school-related activities.

Telehealth:

Denison ISD and Children's Medical Center are excited to offer students onsite (at the school) medical care for many of the day-to-day illnesses that children suffer, including: cuts, coughs, low grade fever, ear aches, pink eye, and rashes. All that is required for your child to be seen in a telehealth conference with a Children's Medical Center physician is for the parent to complete the online enrollment form. If you have commercial insurance or Medicaid, Children's HealthSM will collect and verify coverage information. If you don't have insurance or if your insurance provider does not cover Telehealth visits, we encourage you to continue to use Telehealth, and Children's HealthSM will send you an invoice of no more than \$50 after your child's visit. For more information call 844-4TELEMED, Option 1 or go to www.denisonisd.net.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or **reasons of conscience** the student will not be immunized. **For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District.**

A student may be provisionally admitted if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible. Any student transferring from another Texas school district may be enrolled for 30 days pending transfer of immunization records. A student who is not fully

immunized and has not begun the required immunizations may not attend school. The immunizations required are: diphtheria, tetanus, pertussis (DPT), measles, mumps, rubella (MMR), Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, pneumococcal conjugate, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc.

Therefore, parents are asked each year to complete an emergency care consent form. Parents must keep emergency care information up-to-date. Please contact the school to update any information.

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, an 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 through the athletic office.

Medicine at School

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees, in accordance with policy, and:
 - If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
 - If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
 - If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

When the parent has previously provided written consent to emergency treatment on the district's form, a student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

Communicable Diseases/Conditions

To protect other students from contagious illnesses or conditions, students infected with certain diseases or conditions are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease or condition should phone the school nurse or principal so that other students who might have been exposed can be alerted.

Students should be free of fever before returning to school. Students vomiting and/or having diarrhea before school should remain at home.

Active infestation of lice must be treated with medicated shampoo or lotion. Students are allowed only 24 hours excused attendance for head lice. Denison ISD's policy regarding lice follows the recommended procedures of the Texas Department of Health Services and the Denison ISD School Health Advisory Committee (SHAC).

If a student becomes ill at school, every effort will be made to contact the parent. In no case will a student be allowed to go home if there is no one at home.

Bacterial Meningitis

State law requires the District to provide the following information:

What Is Meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious.

Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

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

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

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

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

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

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

How Can Bacterial Meningitis Be Prevented? Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What Should You Do If You Think You or A Friend Might Have Bacterial Meningitis? You should seek prompt medical attention.

Where Can You Get More Information? Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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/>.

OFFICE PROCEDURES

Hours - The school office will be open from 7:45 A.M. until 4:00 P.M. daily.

Visitors to the school are requested to make their presence known in the main office upon arrival. Visitors will be given a Visitor's tag.

Parents and others are welcome to visit Denison ISD schools. For the safety of those within the school, all visitors must first report to the main office.

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

Denison ISD will not allow students from other schools to visit friends or relatives in the classroom during the school day. This prohibition is necessary to insure that distraction within the classroom is held to a minimum each day.

Telephone

The school telephone is used for official business only. Telephone messages should not be left for students at school except in emergencies. Students must get permission before using the telephone.

Arrangements should be made for inclement weather to avoid unnecessary telephone calls.

Release of Students from School

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

A student will not be released from school at times other than at the end of the school day except with permission from 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. 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 day should, with the teacher's permission, report to the school nurse or the office. The nurse will decide whether the student should be sent home and will notify the student's parents.

Withdrawal of Student

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library

record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

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

Gifts and Deliveries

The delivery of gifts (flowers, balloons, candy, etc.) to a student at school is not permitted and will not be accepted at DISD schools. Students are not allowed to wear corsages, boutonnieres, etc. during the school day. A productive learning environment is necessary for learning to take place. The items mentioned above distract, restrict and disrupt the learning climate.

School Closing

If it becomes necessary to close school for any reason, notification will be on the following:

- Local television and radio stations
- District-wide telephone alert system
- www.denisonisd.net on the main page
- Social media; Twitter and Facebook

The decision to close school will be made before 6:00 A.M.

Lost and Found Articles

If an article is lost or found the student should report this immediately to his or her homeroom teacher. It is strongly recommended that each student's property, such as coats, sweaters, etc. be marked with his/her name in ink, paint, colored thread, or any permanent marking. Several students often have similar or identical items. The owner may recover items that are turned in to the office upon identification.

Note: Any personal belongings brought to school are at the student's own risk. It is the responsibility of the student to secure his/her belongings. The district will not be held responsible if an item is lost, stolen or misplaced.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Denison ISD Parent Involvement Policy

Good communication and a strong partnership between home and school fosters a positive learning environment for students. Denison ISD encourages parent input and/or participation in all areas of the educational process. Parents will be informed about student progress in a timely manner and will have opportunities to attend meetings, serve as volunteers, confer with teachers, and participate in campus parent organizations.

- Parents of children identified for participation in special programs will be informed of their child's eligibility via phone or written notice.
- Parents will receive progress reports during the fourth week of each 9-week period (grades K-4) or the third week of each 6-week period (grades 5-8.)
- An Advisory Committee will meet at least two times per year for planning and evaluation. Parents may serve

on the committee or attend the meetings for informational purposes and/or to provide input.

- Each Title I campus will develop and annually update a parent-student compact. This compact explains how students, parents/caregivers and staff will share responsibility for promoting student achievement. Parents are encouraged to:
 - Participate in the design and implementation of policies that impact their children.
 - Volunteer on campus.
 - Participate in parent-teacher conferences.
 - Assist with and participate in parties and field trips.
 - Serve on all committees including Site-based Decision Making (SBDM), Health Advisory, Federal & Compensatory Programs, etc.
 - Complete campus and district surveys.
 - Participate in evaluating the District's parent involvement program.
 - Contact the campus principal, for information about available training and/or volunteer opportunities.

Note: For the safety of our students, all volunteers who have direct contact with students will be required to pass a criminal background check.

Roles and Responsibilities

Everyone involved in a student's school program, including each student, has one or more areas of responsibility for student success.

Parents have the responsibility to:

- Make every effort to provide for the physical needs of the child.
- Teach the child to pay attention and obey the rules.
- Be sure their child attends school regularly and promptly report and explain absences and tardies to the school.
- Encourage and lead the child to develop proper study habits at home.
- Participate in parent-teacher conferences to discuss their child's school progress and welfare.
- Keep informed of school policies and academic requirements of school programs.
- Be sure their child is appropriately dressed at school and school-related activities.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Be sure their child attends school tutorial when required or as needed.
- Submit a signed statement that they understand and consent to the responsibilities outlined in this plan.
- Cooperate with school administrators and teachers.

Administrators have the responsibility to:

- Respond to discipline problems referred to them by teachers.
- Promote effective training and discipline of all students.
- Encourage parent communication with the school, including participation in required parent-teacher conferences.
- Provide appropriate assistance to students in learning mature self-discipline.
- Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
- Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.
- Cooperate with parents and teachers.

Teachers have the responsibility to:

- Use discipline management techniques developed in the district's discipline management plan.
- Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
- Comply with district and school policies, rules and regulations, and directives.
- Maintain an orderly classroom atmosphere conducive to learning.
- Teach to the standards of performance required by the district.
- Establish rapport and an effective working relationship with parents, students, and other staff members.
- Teach students to strive toward self-discipline.
- Encourage good work habits that will lead to the accomplishment of personal goals.
- Report to the Child Protective Services division of the Texas Department of Protective and Regulatory Services (1-800-252-5400) or any local or state law enforcement agency, incidents of suspected child abuse or neglect, as required by law.
- Serve as appropriate role models for their students in accordance with the standards of the teaching profession.
- Cooperate with parents and administrators.

RESPONSIBILITIES OF STUDENTS ARE LISTED THROUGHOUT THIS PUBLICATION.

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.

- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.
- You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

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

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been 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.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine test that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,

- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

PARTIES

Three parties per year during the school day may be planned at **elementary** schools. Suggested times to schedule parties are Fall Festival, before winter break, and Valentine's Day. Homeroom parents plan activities with teachers and/or the principal.

No other parties will be allowed. If a parent does not want his/her child to participate in a room party, a note should be sent to the teacher to that effect.

Birthday celebrations are not allowed at school. Private

party invitations may be passed out at school as long as every student in the classroom receives an invitation.

PLEDGES, MOMENT OF SILENCE, and PRAYER

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag and that there be a moment of silence each day. Parents have a right to request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag.

The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. 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.

SAFETY/ACCIDENT PREVENTION

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

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

Each campus has developed an Emergency Operation Plan which is reviewed annually. The contact for Safe and Drug Free Schools is: Odis Luper 903-462-7167

Drills: Fire, Tornado, Lockdown and Other Emergencies

Students, teachers, and other district employees will participate in drills of emergency procedures. When an alert is given, students should follow the direction of teachers or other in charge quickly, quietly, and in an orderly manner.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

Pesticide Application Policy—Notification

Pesticides are periodically applied to schools in accordance with the Board Policies, CLB (Legal) and CLB (Local). These policies were established to assure that pesticides are administered according to regulations established for the protection of student and employee health. Information concerning this application may be obtained from the district, Integrated Pest Management Coordinator, at 903-462-7072.

Asbestos Management Plan

The district's Asbestos Management Plan designed to be in compliance with state and federal regulations, is available in the office. If you have any questions, please contact 903-462-7100.

Student Insurance

Information concerning student insurance is forwarded to all parents each year. Insurance is strictly on a voluntary basis, and the school passes this information to parents only as a source of information. Additional information may be obtained from the school office.

SPECIAL PROGRAMS

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

Services for the Homeless and Title I Participants

Other designated staff you may need to contact include: Liaison for Homeless Children and Youths, who coordinates services for homeless students: 903-462-7035. If your family lives in any of the following situations, you may qualify for assistance with transportation, tutoring, or other services:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145. Parent Involvement Coordinator, who works with parents of students participating in Title I programs: 903-462-7035.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to

all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

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

Special Education Referrals:

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

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

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

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

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

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

Contact Person for Special Education Referrals:

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

Contact Person: Kerry Kaai
Phone Number: 903-462-7020

Section 504 Referrals:

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

Contact Person for 504 Referrals:

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

Contact Person: Dr. David Kirkbride
Phone Number: 903-462-7030

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

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

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

Dyslexia Program

Denison ISD offers a program for students with Dyslexia and related disorders by providing identification, intervention, and placement in a timely manner in compliance with the program descriptors defined by the State Board of Education. Diagnostic reading screening administered in Kindergarten, first, second, and third grade classrooms assist in early identification of students who are at-risk for reading difficulties. Each campus provides a teacher trained in instructional strategies that utilize intensive, multi-sensory, phonetic methods along with a

variety of writing and spelling components.

Identification, intervention, and placement begin with the recommendation of a formal and informal evaluation by the campus assessment team. Parents are notified and informed of available options and services provided on each campus. The district dyslexia program employs appropriate instructional strategies including the monitoring of student progress with an annual evaluation and the monitoring of progress after exiting the program with intervention as needed. Dyslexia contact: Tiffany Gantt 903-462-7052.

Gifted and Talented

All identified students who meet the qualification standards will be offered an accelerated academic program with units in math, language arts, social studies, and science. These units are taught in a “pull-out” program from the regular classroom instruction. The amount of time for specific G/T instruction will be determined by grade level and scheduling restraints.

Student Identification:

Students will be screened to determine if additional testing for entrance into the G/T program is recommended. Nominations may be made by parents and/or school employees.

Recommended Standards for Entrance into the Program IQ
= 120 or above

National Standardized Achievement Test

Reading Composite	=	89%ile Math
Composite	=	89%ile
Science/Social Studies	=	89%ile
Complete Battery	=	89%ile
Teacher and Parent Survey		

Teachers will be employed to deliver G/T curriculum to students in the Denison elementary schools. The program will consist of several components: (1) G/T instruction for all identified G/T students in the four core academic areas, and (2) “Opportunity to Participate” in the accelerated program for students who score high but do not qualify for G/T identification. Opportunity to Participate: Where class size allows, students who do not qualify for the G/T program, but show a strong interest or aptitude in one or more of the core academic areas may be allowed to participate in the sessions that pertain to their area of strength. Placement will be based on test data, teacher recommendation, and space availability.

G/T contact: Director of Instruction 903-462-7019.

ESL (English as a Second Language)

An English as a second language (ESL) program shall be taught to enable limited English proficient (LEP) students to become competent in the comprehension, speaking, reading, and composition of the English language. The program shall emphasize mastery of English language skills as well as mathematics, science, and social studies, as integral parts of the academic goals for all students to enable LEP students to participate equitably in school. The ESL program shall be an integral part of the total school program. This program shall

use instructional approaches designed to meet the special needs of LEP students and the basic curriculum content of the programs shall be based on the state essential knowledge and skills. 19 TAC 89.1201(b)-(d) [see Policy EABE Legal/Local]

Bilingual Education/One-Way Dual Language Education

This is a full-time instructional program offered Pre-k through 5th grades in which both English and Spanish are used for instruction within the regular curriculum. The student’s native language (Spanish) is maintained and utilized to enable students of limited English proficiency to have an equal opportunity to master grade level essential knowledge, skills and objectives while attaining proficiency in all areas of the English language.

Testing

Students at certain grade levels will take state assessment tests (such as STAAR) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–8, Algebra I
- Reading, annually in grades 3–8, English I & II
- Writing, including spelling and grammar, in grades 4 & 7
- Science in grades 5, 8, & Biology
- Social Studies grade 8 and US History

Certain students - some with disabilities and some with limited English proficiency - may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education teacher.

Counseling

The school counselor is available to assist students with a wide range of academic and personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should make the request through his/her teacher or the principal.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

STUDENT CONDUCT

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

The Denison Independent School District Student Code of Conduct is available for viewing on the Denison ISD web site at www.denisonisd.net. A copy of the Student Code of Conduct is available upon request from any Denison ISD school office.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Student responsibilities for achieving a positive learning environment at school or school-sponsored activities will include:

1. Attending all classes daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting an attitude of respect toward others.
5. Conducting one's self in a responsible manner.
6. Refraining from violation of the Code of Student Conduct.
7. Obeying all school rules.
8. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels. (See Student Code of Conduct and Discipline Management Plan)

Students found to be in violation of any of the policies will be subject to appropriate disciplinary action.

Student conduct is observed in all areas of the school. It is expected that students will enjoy school, but the amount of freedom and privilege will depend upon the student's ability to accept the responsibility.

The principal is the chief disciplinarian in the school. He/she delegates the authority to each teacher to handle discipline problems within his/her class or with any other student not in his/her class at any time he/she feels that school rules and regulations are being violated.

Academic Dishonesty/Cheating/Plagiarism Academic dishonesty-cheating or plagiarism-is not acceptable. Cheating includes the copying of another student's work-homework, class work, test answers, etc.-as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

A student removed from the regular classroom to in-school suspension or another setting, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, distance learning, or summer school.

Students and their parents are encouraged to discuss the options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

Disruptions

Conduct by students either in or out of class which for any reason whether because of time, place, or manner of behavior materially disrupts class work, or involves substantial disorder or invasion of the rights of others is prohibited.

Radios, Cell Phones, and other Electronic Devices and Games

Denison schools, Pre-Kindergarten-8, prohibit students from using cellular phone and/or other electronic devices during the school day or after-school tutoring activities without teacher permission. If a child chooses to carry a cell phone or other electronic device, the device must remain off and kept in the child's backpack/binder or other teacher approved location.

Parents should not call or send text messages to their children during the school day. If a student is found using a cell phone/electronic device (or if the device becomes audible) during school hours without permission from a staff member, it may be confiscated.

B. McDaniel Intermediate Only: If a phone is confiscated, a recovery fee of \$15 will be assessed, or the phone will be held by the campus administration for 30 days.

The Disciplinary Code of Conduct may be implemented for repeated offenses.

Note: Students bring phones and any other electronic devices at their own risk. It is the responsibility of the student to secure his/her belongings. The district will not be held responsible if a phone or electronic device is lost, stolen or misplaced.

Corporal Punishment

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

Disciplinary Record

A disciplinary record will be maintained and will contain the name of the student, the type of misconduct, and previous disciplinary actions. The type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment will be recorded. POLICY FO (Legal/Local)

STUDENT INFORMATION

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Denison students is considered "directory information" and will be released to anyone who follows procedures for requesting it. "Directory information" means information contained in an education record of a student that would not

generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year.

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

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 inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation

of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office. The parent's or eligible student's right of access to, and copies of, student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

STUDENT PROGRESS

Homework

Homework is an integral part of the learning process to support, enrich, or reinforce topics covered in class. Students shall be able to see the purpose of homework and clearly understand requirements. Homework may be assigned on a daily basis with prior notification for major projects or tests. The teacher's responsibility is to assign effective, well-planned homework assignments that aid the student in the mastery of the course's essential elements. This includes providing the student with ample notice of impending homework assignments. The student's responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class. Parents are responsible for ensuring that their child does the homework assigned each day. Regular monitoring of the homework provides a good overview of how and what the student is doing in various subjects. Homework provides a regular channel of communication between the parent and the teacher.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the Texas Essential Knowledge and Skills for each subject or grade level. To be promoted in grades 3-8, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Senate Bill 1697 gives parents or guardians the right to opt for their child to: 1) repeat prekindergarten, 2) repeat kindergarten, 3) for grades 1-3, repeat the grade the student was enrolled in the previous year, or 4) for grade 4-8 for the 2021-22 school year only, parents or guardians have the right to opt for their child to repeat the grade the student was enrolled in during the 2020-21 school year.

Accelerated Instruction Requirements

Per HB 4545, any student who did not pass STAAR grades 3-8 or EOC assessments, accelerated instruction must be delivered in the following school year (starting in fall 2021) or subsequent summer. Accelerated instruction entails either 1) assigning a classroom teacher who is a certified master, exemplary, or recognized teacher, or 2) delivering supplemental instruction (e.g., tutoring) before or after school, or embedded in the school day.

Accelerated learning committees (ALCs) must be established for students who did not pass the STAAR test in grades 3, 5, or 8 math or reading. The accelerated learning committee must be comprised of:

- The principal or the principal's designee
- The student's parent or guardian, and
- The teacher of the subject of an assessment on which the student failed to pass.

Report Cards, Progress Reports, and Conferences

Teachers follow grading guidelines approved by the superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. [See EIA]

Written reports of absences and student grades or performance in each class or subject are issued to parents in at least once every nine weeks.

In grades 5-8 semester grades shall be the average of the three six-week grades. Final course grades shall be the average of the two semester grades.

In grades 3-4 semester grades shall be the average of the two nine-week grades. Final course grades shall be the average of the two semester grades.

For each report card period, the minimum number of grades to be used in calculating the average for each core subject and/or course is as follows:

Grades 3-4: A minimum of 10 grades per subject with three being major/test/project grades.

At the end of the first grading period, parents are given written notice if the student's performance in English language arts, mathematics, science or social studies is near or below 75. If a student receives a grade of less than 70 in

any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject.

Report cards are issued to students the week following the close of each six-week or nine-week period during the school year. At the close of each school year, the final report card is issued at a time and in a manner designated by each school principal. Parents must sign report cards, with the exception to the end of the year report card, and unsatisfactory progress reports and return to the school within three days.

Explanation of grading symbols:

Grades 3-12

- | | |
|----------------|-----------------------|
| (A) 90 – 100 | (E) Excellent |
| (B) 80 – 89 | (S) Satisfactory |
| (C) 70 – 79 | (N) Needs Improvement |
| (F) 69 & Below | (U) Unsatisfactory |
| | (INC) Unsatisfactory |

Grades K-2

Denison ISD reports student performance for Kindergarten, 1st and 2nd grade students using a standards-based report card. Standards-based report cards are designed to give parents a clearer picture of the strengths and weaknesses of their child's learning. Instead of number grades, students receive marks that show how well they have mastered a set of age-appropriate skills and where they need to improve.

The marks on a standards-based report card do not include effort, attitude, or work habits. These will be recorded in a separate section. The new grading format more accurately reflects how children are learning under the state's standards-based academic system.

Student may not meet all the year's goals at the beginning of the year. Standards-based report cards keep teachers and parents focused on each student's learning goals throughout the school year.

Conduct grades are to be given each grading period based on behavior habits. Conduct grades are not based on the TEKS, but may include personal responsibility such as returning report cards on time, bringing materials to class, and other work habits.

Teachers shall not use grades for disciplinary purposes other than as permitted by District policy regarding cheating.

Conferences

Each teacher has a conference planning period. Parents are encouraged to hold periodic conferences with teachers. These conferences should be scheduled ahead of time to be sure the teacher does not already have a conference scheduled. Arrangements may be made through the principal's office or with the teacher. Teachers will not be called from their classroom for a conference.

Parents who wish to pick up books, make-up work, homework, etc. for students that are at home ill, should make arrangements ahead of pick-up time.

TECHNOLOGY GUIDELINES

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 purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. To view the DISD Acceptable Use Policy (AUP), go to www.denisonisd.net, click on Administration, then Codes and Policies.

The Ethics of General Technology Use

Computers and network systems put enormous power at the fingertips of all users; however, they also place responsibilities on all users. Ethical questions surrounding computers and the networks are no different than those in other spheres of our lives. DISD staff members shall report to the principal any incidents of unauthorized or unacceptable access or use, including names of those responsible, if known.

The following ten statements of computer ethics are to be adhered to by all technology users in DISD, including students and district employees:

1. All files and programs belong to someone. Users shall not erase, rename, or make unusable anyone else's files or programs.
2. Users shall not authorize anyone else to use their name, login, password, or files for any reason.
3. Users shall not use DISD computer or network systems for any purposes other than legitimate learning purposes. Users also must not use a computer for unlawful purposes, such as the illegal copying, installation, or storage of software.
4. Users shall not attempt to discover another user's password, either at DISD locally or at a remote location.
5. Users shall not copy, change, or transfer any software provided by DISD, teachers, or another student without permission from a DISD administrator/designee.
6. Users shall not illegally copy copyrighted software provided by DISD, an instructor, or any other source. Note that, except as noted in the Copyright Notice at the end of any software document, it is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
7. Users shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computers memory, file system, or software. Such software is often called a bug, virus, worm, or some similar name.
8. Users shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Users also shall not deliberately access any unacceptable, obscene, or objectionable information, language, or images.
9. Users shall not intentionally damage the system, intentionally damage information not belonging to them, intentionally misuse system sources, or allow others to misuse system resources.
10. Users shall not tamper with the computers, networks, printers or other associated equipment except as directed by the teacher.

Computer Network System Rules

The purpose of installing Local Area Networks (LANs), setting up the Wide Area Network (WAN), and providing access to the Internet is to advance and promote education in the Denison Independent School District. The WAN with its access to Internet is intended to assist in the collaboration and exchange of information between and among schools, offices, parents, regional education service centers, and other world-wide educational entities.

1. DISD expects users to have consideration for the personal and material rights of others. In other words, bullying/harassing others, destroying property, and stealing from others are totally unacceptable behaviors. Obtaining a password or rights to another's directory or electronic messages on the network is considered a form of theft just as real as using a stolen key to enter someone's home. Taking advantage of a student who inadvertently leaves a computer without logging out is comparable to entering an unlocked room and stealing, reading a personal letter, or destroying their property.

Another issue is the use and transfer of stolen (some call it 'pirated') software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. Students may expect this to be handled as a disciplinary matter, much as shoplifting from a local store might be handled.

2. DISD expects users to be honest with others in what they do and say. While most important issues are addressed by the first rule, it is worth remembering that honesty in dealing with each other is one of the most important rules of conduct. Writing an electronic message masquerading as another is a most offensive form of dishonesty and will be treated accordingly.
3. DISD provided email is for educational use only. The software and hardware that provides email has been publicly funded. For that reason, it should not be considered a private, personal form of communication. The content of any communication of this type would be governed by the Open Records Act.

Students are not issued individual email accounts.

4. DISD will monitor the use of the network. Electronic communication, computer files, and Internet usage by students and employees shall not be considered confidential. Any inappropriate use may warrant monitoring at any time by District staff, approved by the Superintendent or designee, to ensure appropriate use for educational or administrative purposes.

General Guidelines for the Use of the Internet

DISD faculty and students have access to the Internet, including electronic messages (faculty only), and the ability to access computers at other locations. The Internet is intended as an educational resource to enrich school experiences for all DISD faculties and students. In order for users to benefit from this resource, it is necessary that they learn acceptable use of the Internet. All students who use the Internet must have received instruction of appropriate uses and acceptable Internet behavior. DISD staff will hold students accountable for their behavior when accessing the Internet. With this in mind, it shall be the policy of DISD that all teachers who expect their classes to use the Internet, will be required to have a minimum of six (6) hours of training before their students are allowed to use the Internet.

When using the Internet through DISD's connection, users are representatives of DISD. In that role, users must conduct themselves in a way that is not hurtful to others or their property. It is not permissible to post harassing messages on public spaces or in private electronic mail. It is not permissible to use DISD connection to attempt to circumvent the security provisions of another computer on the Internet. It is not permissible to send messages under the name of another or anonymously. It is not permissible to access or use any unacceptable, obscene, or objectionable information language, or images. In short, all of the restrictions described in the Ten Statements of Technology Ethics and the Computer/Network Rules also apply to the use of computers and electronic messages across the Internet. Violations of these rules may result in suspension of network privileges.

There are risks involved as well. Among the millions of Internet users, just as among the millions who live in a city, there are people who are dangerous. There have been cases of criminals who have identified potential victims using the Internet and then proceeded to approach and injure them. Therefore, DISD strongly suggests that all Internet users not give out personal information to other users on bulletin boards, chat boards, or other systems, just as one would not give out his/her address to a stranger on the street. Many benefits can be gained through the Internet. Faculty and students have access to great resources and information, and will advance their own education. Guidelines concerning Internet access are intended to assist in maintaining and improving on this record.

All of the above policies and procedures for acceptable use of computers and network systems are intended to make the computers and network systems more reliable and consistent for the users who depend upon them daily. They are also intended to minimize the burden of administrating the network system, so that more time can be spent enhancing services. If there is any doubt concerning the acceptable use of computers and the network system, contact the DISD Technology Department at (903) 462-7001.

If there are genuine needs that cannot be met by following these rules, please let a DISD administrator know.

Internet Safety

It is the policy of DISD to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification of minors; and
4. Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and USC 254(h)].

To the extent practical, technology protection measures, including an Internet filter, will be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Blocking, as required by the CIPA, shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. This software will also be used to monitor Internet use.

To the extent practical, steps will be taken to promote the safety and security of users of the DISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Prevention of inappropriate network usage, as required by the CIPA, includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It is the responsibility of all members of the DISD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures are the responsibility of Director of Technology.

Consequences

Violation of DISD's policies and procedures concerning the use of computers and the network system will result in the same disciplinary actions that would result from similar violations in other areas of DISD life. Any or all of the following consequences may be employed:

1. Loss of computer privileges/Internet access, with length of time to be determined by the building administrator.
2. Any campus based disciplinary consequences, including suspension from school as deemed appropriate by the building administrator.
3. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or in instances when students have used the DISD Internet access to violate the law or to compromise another computer network. Any violations that fall into this category must first be reviewed by a committee chaired by the DISD Technology Director.

TEXTBOOKS

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

TRANSPORTATION

Bus Transportation

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the District website. Further information may be obtained by calling 903-462-7100.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, and other objects out of the aisle. Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

Videotaping of Students

For safety purposes, video/audio equipment will be used to monitor student behavior on buses. Students will not be told when the equipment is being used. The Director of Transportation, principal, and/or another district administrator 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 of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.