

Patton Springs
Independent School District
2021-2022
Student Handbook



Reviewed by the Patton Springs ISD Board of Trustees
August 9th, 2021

TABLE OF CONTENTS

Purpose and Organization	4
Acknowledgement.....	5
Required Legal Notices	6
Directory Information	9
General Information	16
2021-2022 School Calendar.....	17
Student's Legal Name.....	18
Admission, Release, Withdrawal.....	18
Attendance Zones	20
Certain Transfers—Victims of Bullying and Sexual Assault or Students Who Have Engaged in Bullying.....	20
Release During the School Day	20
Withdrawing from School	21
Attendance Requirements.....	21
Attendance and Credit.....	25
Conduct and Discipline	25
Dress and Grooming Code.....	26
Harassment or Bullying of Students	29
Searches of Students, Lockers, and Vehicles on School Property.....	34
Questioning Students at School	35
Pledges, Minute of Silence, Prayer, and Meditation	36
Curriculum and Programs.....	36
General Curriculum Information	36
Structured Physical Activity.....	37
Special Programs	37
Counseling Programs and Services.....	39
Testing and Assessment Programs	39

Grading and Report Cards.....	40
Promotion, Retention, Award of Credit	40
Library Facilities, Hours, and Access	41
Educational Technology and Acceptable Use	41
Virtual Instruction	43
Of Special Interest to Students.....	43
Extracurricular Activities	43
Student Publications/Distribution of Materials	44
Parking/Driving at School.....	45
Graduation Plans.....	45
Graduation Honors/Class Ranking	47
Graduation Exercises	49
FAFSA Prerequisite to Graduation.....	49
Of Special Interest to Parents.....	50
Parent Rights.....	50
Visiting School	52
Complaint Process.....	53
Student Health Concerns.....	54
Physical and Mental Health Resources	54
Student Illness or Injury at School.....	55
Administering Medicine at School	56
Lost, Damaged, or Stolen Personal Items.....	57
Telephone Use	57
Parent Organizations/Volunteer Opportunities	58
Transportation Program.....	58
Authorized Fees	58
Food Service/Free and Reduced-Price Food Program.....	59

PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Patton Springs ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized into the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Patton Springs ISD a positive educational experience.

The Student Handbook has been developed by school district administrators with the assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

ACKNOWLEDGEMENT

Dear Student and Parent:

The Patton Springs Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools. You are required under Texas law to provide the District with the contact information requested below within the first two weeks of the start of each school year. If this information changes at any time during the school year, you must update the information no later than two weeks after the date of the change.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator.

The student and parent should each sign this page on the space provided below, then return the page to the student's school. Thank you.



We acknowledge that we have received the Patton Springs ISD Student Handbook for the 2021-2022 school year, and that we are responsible for reading and understanding the information contained here.

Student's Name: _____
(Please print)

Student's Signature: _____ Date: _____

Parent's Name: _____
(Please print)

Parent's Signature: _____ Date: _____

Parent's Address: _____

Parent's Email: _____ Parent's Phone #: _____

School: _____ Grade Level: _____

REQUIRED LEGAL NOTICES

Nondiscrimination: Patton Springs ISD does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex or gender (including pregnancy), race, religion, color, national origin, or disability. The district complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Bryan White, whose office is located at 1261 FM 193 Afton, Tx and who can be reached by telephone at 806-689-2220.

The Section 504 Coordinator for the school district is Jason Lihou, whose office is located at 1261 FM 193 Afton, Tx and who can be reached by telephone at 806-689-2220

Homeless Liaison and Title I Participants

Sandra Ramirez is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Sandra Ramirez at 806-689-2220.

Sandra Ramirez is our Parent Involvement Coordinator who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Sandra Ramirez at 806-689-2220

Career and Technical Education Methods of Administration (MOA):

Patton Springs ISD offers career and technical education programs in Computer Technology and AG sciences. Admission to these programs is based on grade level.

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

It is the policy of Patton Springs ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Patton Springs ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator and or Section 504 Coordinator, (Bryan White), at (1261 FM 193), (806-689-2220 ext. 2222).

Family Educational Rights and Privacy Act: The school district creates and keeps education records for all students enrolled in district schools. Those records are confidential and generally are accessible only to parents and school personnel or other people who are acting on behalf of the school district. When we say “parents” have a right of access to all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides and who is acting as a parent in the absence of the child’s parent or legal guardian.

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches age 18, he or she controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to inspect and review his or her child’s education records, he or she should contact the principal of the child’s school if the child is currently enrolled. The district may request that such a request be reduced to writing. If the child has withdrawn or graduated, parents should contact the Patton Springs Main Office for access to records. Records can be inspected and reviewed within 45 days following the district’s receipt of a request in the administrative offices during regular office hours, from 8 a.m. to 3 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from an administrator’s office. Copies may be provided to parents if required by law after parents have made a written request for copies. In such cases, parents will be provided the requested copies within 45 days following the district’s receipt of a request. If copies are provided, parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced-price lunches and the parents cannot come to school to review the records, the school will provide one set of the requested records at no charge.

If you believe some information in your child’s records is inaccurate, misleading, or violates your child’s rights, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you

believe the record should be corrected. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record commenting on your disagreement. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district's control related to the use of the records, and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to "school officials," meaning any employees, trustees, or agents of the district, including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents or students serving on official committees, and the district's legal counsel, who have a "legitimate educational interest" in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the district, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating district programs.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. You may also view or download the policy (coded FL (LEGAL) and (LOCAL)) from the district's online policy manual. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office.

DIRECTORY INFORMATION

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.

If you do not want Patton Springs ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 1, 2021.

Patton Springs ISD has designated the following information about your child as directory information:

FL (Local) Board Policy:

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials. A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District. This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent.

☐ If you DO NOT want us to release ANY information about your child without your written consent, check this box and return the form by September 1, 2021.

We have designated the following categories of information as pertinent to limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, a school yearbook, or official school publications including the school's website and programs for school-sponsored events.

<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> School electronic mail address
<input type="checkbox"/> Photographs or videos open to the public	<input type="checkbox"/> Degrees, honors, awards received
<input type="checkbox"/> Grade level	<input type="checkbox"/> Most recent school attended
<input type="checkbox"/> Participation in officially recognized activities and sports or those events open to the public	<input type="checkbox"/> Height & weight of members of athletic teams

- ☐ If you CONSENT to the use of all of the above-listed items for limited school-sponsored purposes ONLY, check this box and return this form to us by September __, 2021.
- ☐ If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us by September ____, 2021.

Patton Springs ISD receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent. Please note that you may not selectively withhold this information from military recruiters but provide it to institutions of higher education.

☐ If you DO NOT want us to release your secondary school (grades 7-12) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box.

Student's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian's Signature

Date

Protection of Pupil Rights Amendment: We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law, to determine program eligibility.

Invasive Examinations or Screenings: We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

Teacher Qualifications: You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services:

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

At any time, a parent is entitled to request an evaluation for special education services. The district must respond within 15 school days by either (a) providing the parent an opportunity to give written consent to the evaluation or (b) providing the parent with notice of its refusal to conduct an evaluation. The district must complete the evaluation and the report within 45 school days of the date of the district receives the written consent, except that if a student has been absent from school during that period on three or more school days, that period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents or Students with Disabilities*. Additional information regarding the IDEA is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

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

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

Contact Person: Sandra Ramirez or Jason Lihou

Phone Number: 806-689-2220

Bacterial Meningitis Information: What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis: - *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness - *Neisseria meningitidis*—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

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, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

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, such as deafness, blindness, amputations or brain damage (resulting in intellectual disability or paralysis) even with prompt treatment.

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. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes 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. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

For 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: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Pest Control: Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

Asbestos Management Plan: The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may be have been used in district facilities, is available in the Superintendent's office during regular business hours, 8 a.m. to 3 p.m., Monday through Thursday. If you have any questions, please contact Bryan White, at 806-689-2220 ext. 2222.

COVID-19 or Other Widespread Illness or Epidemic: The district will adhere to all orders of local, state, and federal authorities and governmental officials with respect to school closure and social distancing as a result of a widespread illness or epidemic such as COVID-19. In addition, the district will follow the guidance of the Texas Department of State Health Services (TDSHS), the Centers for Disease Control and Prevention (CDC), and any other appropriate federal, state, or local health authorities when determining the standards for admittance to school after exposure to, symptoms of, and/or infection with COVID-19 or other widespread illness or epidemic; for sending home students who have been exposed to or are displaying symptoms of COVID-19 or other widespread illness or epidemic; for excluding students from school attendance with COVID-19 or other widespread illness or epidemic exposure, symptoms, or diagnoses; for holding campus-based instruction and district-sponsored activities and events; and for any other recommendations pertaining to and/or affecting school district operations and student health and safety.

GENERAL INFORMATION

2021-2022 SCHOOL CALENDAR



Bryan White, Superintendent x2222
E-Mail: whiteb@pattonsprings.net

Sandra Ramirez, Principal x2228
E-Mail: ramirezs@pattonsprings.net

Becky Hodges, Business Manager x2224
E-Mail: hodgesb@pattonsprings.net
Bus Off Fax: (806) 689-2253

School Board Members
Gary Bridge, President
Clayt Bridge, Vice-President
Dave Keith, Sec/Tre
Ernest Ramirez

August 2021

S	M	T	W	T	F	S
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September 2021

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October 2021

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31						

November 2021

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December 2021

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19	20	21	22	23	24	25
26	27	28	29	30	31	

Working Calendar 2021-2022

Staff Work Days	4
Staff Development Days	4
Instructional Days	155
Total	163

INSTRUCTIONAL DAYS

Sem	Cycle	Days	Minutes
1	1st	26	13,125
	2nd	26	13,170
	3rd	23	11,685
		75	37,980
2	4th	28	14,280
	5th	24	12,240
	6th	28	14,025
		80	40,545

Total Days/Minutes	155	78,525
Required Minutes		75,600
Banked Minutes		2,925

KEY

 	Staff Work Day
 	Staff Development Day
 	Holiday
 	Early Release
 	Emergency Makeup Day
 	STAAR Test Date
 	Emergency Closing
 	Fridays Off
 	Required Fridays
 	Begin Cycle
 	End Cycle



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January 2022

S	M	T	W	T	F	S
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February 2022

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March 2022

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April 2022

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May 2022

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30	31					

Approved 5/24/21

Student's Legal Name

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Admission, Release, Withdrawal

[\(Admission Application Questions and Residency Power of Attorney forms available\)](#)

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student's parents lives in the district, even if the student does not live with that parent.
 - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and, subject to district policy at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian or adult caregiver who has accepted responsibility for the child by an Authorization Agreement in compliance with Texas Family Code section 34.002. The school district has Power of Attorney forms to be completed by both the parent and the person with whom the student lives.
3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. "Substantial amount of after-school care" means the grandparent provides after-school care for the student at least four days each school week.
4. The student resides with a parent or guardian who is an active member of the U.S. armed forces stationed in a military installation in or adjacent to the district's attendance zone.
5. The student resides with a parent on a residential homestead that is located on a parcel of property with any part of the parcel being located in the school district.
6. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who

are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.

7. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
8. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

We do not ordinarily admit overage students to school. However, a student who is under 21 years of age on September 1 of the current school year will be admitted.

The district shall not admit into its public schools any person age 21 or older unless otherwise required by law.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

At the time of enrollment, we will request that you disclose whether your child has a food allergy or a severe food allergy (including the food to which the child is allergic and the nature of the allergic reaction) that, in your judgment, should be disclosed so that district officials may take necessary precautions regarding the child's safety. This information is confidential and will be disclosed only to those employees who need the information to appropriately care for your child.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Attendance Zones

The Board of Trustees has established geographic boundaries for each school, and students generally must attend the schools in the zone for their street address. You can make a written request for your child to attend a particular school and will have a chance to explain to the superintendent why you think your request should be granted. Contact the superintendent for further information if you are not satisfied with the decision.

Certain Transfers—Victims of Bullying and Sexual Assault or Students Who Have Engaged in Bullying

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus or to another campus within the school district. If we verify that your child is the victim of bullying, the transfer will be made. If the transfer is to another campus, we will not provide transportation to that campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If your child is determined to have engaged in bullying of any other student, he or she may be transferred to another classroom at the same campus or to another campus. We will consult with you about the transfer before it occurs.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district, and the request will be granted. We will not provide transportation to the new campus. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

Release During the School Day

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher

will send the child to the principal's office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks and instructional technology issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 19 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 19 is required to attend school. A student who is at least 19 years old and under the age of 21 will be required to attend school until the end of the school year.

If a 19-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the rest of the school year, but will not take such action on a day when the student is physically present at school. We will issue a warning notice to the student after the third unexcused absence that enrollment may be revoked for

the remainder of the school year if the student has more than five unexcused absences in a semester.

If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a significant factor in the amount of state financial aid the district is entitled to receive. In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, all attendance policies will apply to virtual learning on remote platforms and all other forms of distance learning as they would during classroom instruction.

School officials aggressively enforce the state compulsory attendance laws. If your child, age 12 or older, is absent three or more days or partial days during a four-week period, but has not had absences that would require a referral to truancy court, we will implement truancy prevention measures in hope of minimizing the need to refer your child to truancy court. If your child age 12 or older is absent from school on 10 or more days or partial days within a six-month period in the same school year, you will be referred for prosecution for contributing to truancy and your child will be referred to truancy court, unless the truancy is a result of your child's pregnancy, assignment to a state foster program, homelessness, or being the principal income earner for your family.

You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused.

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 19. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

Doctor and Dental Appointments: Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy. This provision also applies to excuse the absences of students who are parents and are absent to take the student's child for a medical appointment.

Serious or Life-Threatening Illness: Absences resulting from a serious or life-threatening illness or related treatment causing a student's attendance infeasible shall be excused upon presentation of a written certification from a physician licensed to practice medicine in this state specifying the student's illness and the anticipated period of absence. Students who become truant as a result of a serious or life-threatening illness shall not be referred to truancy court but will instead be offered additional counseling.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances: Absences for required court appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's appearance in court.

Foster Care Activities: Absences for court-required activities attendant to the student's being in foster care will be classified as excused absences upon

presentation to the campus attendance official of a copy of the document requiring the student's attendance at the activities, provided it is not practicable to schedule the activity outside of school hours. Absences are also excused if they are required under a foster care service plan.

Sounding "Taps" at a Veteran's Funeral: Absences by students in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with military honors may be excused upon verification that the student provided the service noted.

Citizenship/Naturalization Activities: Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

Enlistment in Armed Services or National Guard: No more than four absences in the period a student is enrolled in high school will be excused for a student who is 17 years of age or older in order for the student to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard. The absences need not be consecutive. The absence will be excused upon verification that the student did pursue such enlistment.

Military Deployment: No more than five absences in a school year for visiting with a student's parent, stepparent, or legal guardian who is on active duty and who is called to duty for, on leave from, or immediately returned from a continuous deployment of at least four months away from the person's regular residence will be excused. The absences must occur not earlier than 60 days before the date of deployment or 30 days after the date of return from deployment.

Election Clerk Activities: Students who are serving as election clerks or early voting clerks may receive a maximum of two excused absences in a school year for such activities.

Obtaining a Driver's License: Students aged 15 and older may receive a maximum of one excused absence to visit a driver's license office to obtain a driver's license and up to one excused absence to obtain a learner license. Absences will be excused upon presenting verification of their visit to the campus attendance official.

Attendance and Credit

Separate and apart from the compulsory attendance requirements, students in all grade levels K-12 must attend school a certain amount of time in order to get credit or a final grade for a class. State law generally requires students to be “in attendance” for at least 90 percent of the days or minutes a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance requirements for credit or a final grade.

Students who are in attendance in a class at least 75% of the days or minutes but less than 90% are eligible to receive credit or a final grade if they complete a plan approved by the principal providing for the student to meet the instructional requirements for the class. Students who are under the jurisdiction of a court in a criminal or juvenile justice proceeding must also obtain the court’s consent before credit may be granted.

In the 2021-2022 school year, we require students to be in a class for 67 days in the Fall Semester and 72 days in the Spring Semester to meet the 90% attendance for credit requirements. Due to Patton Springs ISD block schedule this would be no more than 4 absences each semester in each class. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal’s plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course. We offer a Saturday school program as one-way students can make up time and ordinarily will charge a fee for participating in that program. Fee will be waived if it creates a financial hardship. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child’s situation.

Conduct and Discipline

Along with this Student Handbook, your child has also received a copy of the Patton Springs ISD Student Code of Conduct. The Code of Conduct contains the school district’s requirements for student conduct and behavior while at school or under the school’s jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and

the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

A student age 21 or older who has been admitted to district schools to complete the requirements for a high school diploma will not be placed in the district's DAEP or a JJAEP in which the district participates for violations of the Code of Conduct. Instead, the district will revoke the student's admission to the district.

Dress and Grooming Code

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. We do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, all dress and grooming policies will apply to virtual learning on remote platforms as they would during classroom instruction.

APPROPRIATE ATTIRE	Male students must wear clean clothing (shirt, slacks, jeans, trousers, shorts) that is not torn or damaged. Female students must wear clean clothing (dress, blouse, shirt, skirt, slacks, jeans, shorts) that is not torn or damaged. Pants must be worn with the waist at waist level, and shirts or blouses must be buttoned. All students must wear shoes and appropriate undergarments. *
APPROPRIATE GROOMING	<p>All students will exemplify grooming standards that project a positive image for the student, school, and District. Hair must be clean and neatly groomed and worn in a style that does not cover the eyes or eyebrows.</p> <p>Male students' hair must be neatly trimmed and worn in a style above the eyebrows that exposes the earlobes and has a length above the top of the collar of a button-up shirt or crew-neck tee-shirt. Male students must be free from facial hair. Sideburns may extend no lower than the bottom of the</p>

INAPPROPRIATE
GROOMING

ear and must be trimmed in a straight line without flares at the bottom.

The following hair styles or colorings are inappropriate grooming for any student at school or a school-related or – sanctioned activity:

Spikes or other sculptured hair styles.

Neon or other hair colorings or bleaching, whether permanent or temporary, in a shade or tone that the principal determines to be unnatural, such as neon orange, neon pink, magenta, any shade of blue, any shade of green, violet, purple, white.

Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between sections of individual strands of hair or areas of hair on the head.

Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between the student's natural and original hair color and the colored or bleached color, shade, or tone.

Patterns or designs shaved or cut into the hair, e.g., "mohawks," partially shaved heads, etc.

INAPPROPRIATE OR
UNACCEPTABLE
ATTIRE

The following clothing and accessories are inappropriate attire for any student at school or a school-related or – sanctioned activity:

Shorts or skirts shorter than the length of all fingertips, unless the student is in a primary grade (K-3).

Pants worn below the natural waistline or sagging, baggy, or extremely loose pants.

Shirts or blouses that reveal undergarments or cleavage, midriff length tops that leave exposed skin, or halter tops.

Exposed undergarments.

Bedtime attire, pajamas, undershirts, or undergarments worn as outerwear, e.g., boxer shorts.

Clothing made of any see-through material, fish net, or very loosely-woven fabric, unless other clothing is worn underneath.

Shirts or blouses that are split up the side such that the vent or split is unfinished or extends above the natural waistline.

CLOTHING WITH WORDS OR PICTURES	<p>Unhemmed or cut-off clothing of any kind.</p> <p>Muscle shirts, shirts with oversized armholes, or backless shirts, blouses, or tops.</p> <p>Any clothing made of Spandex or similar body-hugging fabric or material.</p> <p>Thongs, slippers, or house shoes.</p> <p>Sunglasses, hats, or caps worn inside a school building.</p> <p>Hair rollers, hair curlers, plastic hair bags, and other similar grooming items worn inside a school building.</p> <p>Clothing worn at school or school-related or-sanctioned activities may not display printed statements or pictures:</p> <ol style="list-style-type: none"> 1. that are vulgar or obscene; 2. that are related to or depict sexual activity; 3. that promote hate or violence in general or are directed at any specific person or group of persons; or 4. that are related to or depict the use of drugs, alcohol, or tobacco.
JEWELRY, TATTOOS, BODY PIERCING	<p>Students may not wear on the outside of their clothing any jewelry or similar artifacts that are obscene or distracting or that are likely to cause disruption to the educational environment.</p> <p>Students may not wear facial jewelry of any kind, other than non-distracting earrings worn on the earlobe. Male students may not wear earrings at all.</p> <p>Any body piercings or tattoos, including temporary tattoos, must be covered at all times while students are under the school's jurisdiction.</p>
GANG ATTIRE AND GROOMING	<p>Clothing, grooming, or any attire that identifies or connects a student with a gang [There is a definition in the EWHPM Code of Conduct.] is prohibited. The principal will maintain and regularly update a list of clothing, grooming, and other attire that has been identified as gang-related and will make the list available to teachers and parents for review.</p>

PRINCIPAL'S
AUTHORITY

The principal will determine if clothing or attire not addressed in this policy creates a distraction to the educational process and may prohibit that clothing or attire for his or her campus. Administrators have the discretion to determine the appropriateness of dress and grooming and to make exceptions, including for religious or medical reasons.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will promptly return to regular classes.

Harassment or Bullying of Students

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone's race, color, religion, gender (including pregnancy), national origin, or disability. Likewise, we prohibit students from bullying each other. Engaging in harassment or in bullying, including cyberbullying, is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of "harassment" and possible disciplinary consequences.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment or bullying, contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment or bullying. We will listen to your concern and conduct a prompt investigation, if warranted based on the allegations. You may report instances of bullying anonymously. We also will look into reports that other students have been making sexual or other harassing comments or engaging in bullying or sexual or other inappropriate conduct. Harassment may ultimately be reported to law enforcement.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act) protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If

the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrongdoing on the employee's part.

Copies of the complete policies and procedures addressing prohibited bullying, harassment, or retaliation and the process for making reports or complaints related to alleged harassment or retaliation are included in the appendix of this handbook.

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

Statement of Nondiscrimination The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process set out in this policy is a violation of District policy and is prohibited.

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

Prohibited Harassment Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Sexual Harassment Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:
By an Employee

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:

- a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
- b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Necessary or permissible physical contact by an employee or other student such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Dating Violence Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Retaliation	The District prohibits retaliation against a student who claims to have experienced discrimination or harassment, as defined in this policy, or another student who, in good faith, makes a report of discrimination or harassment experienced by another student serves as a witness in any investigation under this policy, or otherwise participates in an investigation under this policy.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment under this policy is subject to appropriate discipline.
Prohibited Conduct	In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy even if the conduct does not rise to the level of "unlawful" conduct.
Reporting Procedures	Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, professional employee, or the appropriate District official listed in this policy.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.
Definition of District Officials Title IX Coordinator	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
	Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
ADA / Section 504 Coordinator Superintendent	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
Alternative Reporting Procedures	A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.
	A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall take action at a properly posted Board meeting that includes an agenda item related to a complaint against the Superintendent to appoint an appropriate person, who need not be a District employee to conduct an investigation.
Timely Reporting	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate.

Notice to Parents	The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult. [For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]
Notice to Other Officials	If the alleged perpetrator is not a District employee or other adult over whom the District can exercise any jurisdiction, the District official shall also promptly notify appropriate law enforcement or Child Protective Services if the official has reason to believe that the child has been or may be neglected or abused.
Investigation of the Report	The District may request, but shall not require, a written complaint or report of alleged prohibited conduct. If a report is made orally, the District official shall prepare a written report from the oral information.
Initial Assessment	Upon receipt or notice of the report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct, as defined by this policy. If so, the District official shall promptly authorize or undertake an investigation, except as provided below at Criminal Investigation. If no investigation is warranted under this policy, the District official shall make a determination under FFI, Freedom from Bullying, whether the alleged conduct would constitute bullying rather than discrimination, harassment, or retaliation. If so, the matter shall be referred to be handled under FFI. If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFI, the District official shall so notify the complainant/reporter in writing and dismiss the complaint.
Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District official shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.
District Investigation	The investigation may be conducted by a District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.
Criminal Investigation	If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.
Concluding the Investigation	Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

<i>Notification of Outcome</i>	Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.
District Action	In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.
Prohibited Conduct	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
Bullying	If the results of the investigation indicate bullying occurred, the official shall refer to FFI for appropriate notice to parents and District action and to FDB for applicable transfer provisions.
Improper Conduct	If the investigation reveals improper conduct that was neither “prohibited conduct” nor “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.
Confidentiality	To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom a complaint is filed, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level, and shall also have the right to file a complaint with the United States Department of Education Office for Civil Rights.
Records Retention	The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District’s records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]
Access to Policy	Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District’s website; a copy may also be obtained at each campus and the District’s administrative offices.

Searches of Students, Lockers, and Vehicles on School Property

The principal or other school administrator can search a student’s outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school’s control at all times. Lockers can be searched at any time. Students are responsible for any contraband that is found in their lockers and will be disciplined accordingly. Therefore, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have another reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to law enforcement. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but we will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (“CPS,” or also known as the Department of Family and Protective Services) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

Pledges, Minute of Silence, Prayer, and Meditation

Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

CURRICULUM AND PROGRAMS

General Curriculum Information

Patton Springs ISD operates a Pre-K—12 program that meets all state curriculum requirements. We are one school one campus district.

A free full day pre-kindergarten program is available for children who are at least three and four years old on September 1 and who are eligible because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;
3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty;
6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding;
7. is the child of a person eligible for the Star of Texas award (seriously injured in the line of duty) as:
 - a) a peace officer under Section 3106.002, Government Code;
 - b) a firefighter under Section 3106.003, Government Code; or
 - c) an emergency medical first responder under Section 3106.004, Government Code.

If you think your child or children are eligible, please contact the principal.

Structured Physical Activity

In accordance with state law, we have the following policies in place to ensure that all students in elementary school, middle school, and junior high school engage in the amount and level of physical activity required by the State Board of Education:

Physical Activity	The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]
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The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.
2. The District shall make appropriate training and other activities available to District employees in order to promote enjoyable, lifelong physical activity for District employees and students.
3. The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Special Education: Patton Springs ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. Please contact Jason Lihou, Special Education Director at Patton Springs, or your principal to receive full information about our special education programs. See also the required Notice at the beginning of this Handbook.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for Section 504 services is:

Contact Person Jason Lihou or Sandra Ramirez

Phone Number 806-689-2220

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your child for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Gifted and Talented Students: Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

We will not remove your child from a regularly scheduled class in order to provide remedial tutoring or test preparation if that removal would cause the student to miss the regularly scheduled class more than 10 percent of class time, unless you

provide written consent for removal from the class for remedial tutoring or test preparation.

In addition to the circumstances listed above, accelerated instruction will be required during the 2021-2022 school year or subsequent summer 2022 for any student who did not pass STAAR grades 3-8 or EOC assessments. In this case, we will not remove your student from foundation curriculum, recess, or any other physical activity in which your student is participating.

Counseling Programs and Services

The district has a developmental counseling and guidance program. Each secondary campus has one or more school counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained school counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and school counselors can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or school counselor.

Testing and Assessment Programs

The statewide assessment program continues to change, most recently to reduce the number of state assessments required of students. Students and parents will be informed of changes in the program affecting them as those changes are implemented. Secondary students in core curriculum courses will take and generally must pass five end-of-course examinations; students who are unsuccessful on no more than two of those assessments may graduate under a plan established by an Individual Graduation Committee. Students in grades 3-8 will continue to be assessed using the State of Texas Assessment of Academic Readiness ("STAAR"), but the frequency of testing will be reduced somewhat.

Results of the state examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and federal accountability systems. There is no available option under Texas law for students to opt-out of a STAAR exam for any grade level. Please make every effort to have your

children at school on state test administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), and the American College Test (ACT) from the school counselor at the high school.

As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

Grading and Report Cards

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teacher is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child's campus under the state's Student Achievement Indicator System, along with a definition and explanation of each performance rating.

Promotion, Retention, Award of Credit

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the STAAR examination in the fifth and eighth grades—or pass an alternate test if he or she does not pass after three tries on the STAAR—in order to be promoted to the sixth and ninth grades. Students in the fifth or eighth grade who are taking courses above the student's grade level will substitute subject tests appropriate to the

grade level, which may include end-of-course examinations in courses for which the student may receive high school graduation credit. If your child does not pass the STAAR after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL).

For grades PK-3, parents may elect in writing for their student to repeat the grade the student was enrolled in during the previous year. Effective only during the 2021-2022 school year and for grades 4-8, parents may elect for their student to repeat the grade the student was enrolled in the previous year. During the 2021-2022 school year, parents may also elect for their student to repeat any course the student was enrolled in during the previous school year, with the exception that parents may not elect for their student to repeat a course if the District determines that the student has met all of the requirements for graduation. If the District disagrees with the parent's election to retain their student in any grade or course, the District shall convene a retention committee meeting to discuss the election. Your student will not be retained if you do not attend the retention committee meeting.

In the event of a temporary school closure due to a widespread illness or an epidemic, such as COVID-19, the Board of Trustees may amend policies for grading and promotion, retention, and award of credit as necessary.

Library Facilities, Hours, and Access

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a certified librarian/library aide. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

Educational Technology and Acceptable Use

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These Electronics are for school use only. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational

technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating district software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (See EFE)
2. Viewing, posting or distributing messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, threatening to others, or illegal, because a significant part of the district's educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position, measure, or proposition. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the district.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer or electronic device whether within the district's network or outside it.
7. Attempting to change, disable, or destroy district equipment, files, or data or any other user's data or files, including introducing computer viruses into the district's system by any means.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of e-mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

Virtual Instruction

In the event the District provides notice of its intent to offer only virtual instruction for more than one grading period during the regular school year, you may transfer your student to another district that provides in-person instruction during the same school year. Such a transfer is contingent upon the receiving district's acceptance of the student as a transfer.

You have the right to view materials used during your child's participation in virtual or remote instruction, as well as a limited right to observe virtual remote instruction in which your child is participating.

[\(Parent Information and Authorization and Student User Agreement forms available\)](#)

OF SPECIAL INTEREST TO STUDENTS

Extracurricular Activities

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as FFA and UIL, are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the academic, athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the Marching Band, cheerleading, and drill team or pep squad. Although most extracurricular activities are designed for secondary students, those in grades 7 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug testing program. At the time your child expresses an interest in participation in an activity subject to the drug-testing program, you and your child will receive complete information about the program, which is a requirement for participation in extracurricular activities. Please contact the high school principal if you would like more information about this program or see policy FNF (LOCAL).

Students who participate in UIL athletic activities will be subject to random testing for the presence of illegal steroids as required by UIL rules and regulations.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings.

The following groups, activities, and organizations are authorized extracurricular activities in Patton Springs ISD. Students can miss an unlimited number of times to participate in an approved extracurricular activity. If a student advances to a post-district competition level, she or he is allowed up to five additional absences.

Student Publications/Distribution of Materials

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where nonschool publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute nonschool publications or materials in the classroom or hallways.

Before nonschool materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

Parking/Driving at School

Students driving cars to school are subject to all state and local traffic laws and regulations while they are on school property and must practice courteous and safe driving habits around school. The principal will establish student parking areas, and students must park only in those designated areas. Cars parked in unauthorized areas will be towed away at the owner's expense.

Graduation Plans

Graduation exercises are held at the end of the school year and will be held at the end of a Fall semester if we have students completing course requirements. With one legally required exception, only those students who have completed all state and local requirements for receiving a diploma, including passing the requisite number of end-of-course examinations or fulfilling requirements established by an Individual Graduation Committee, are eligible to participate in graduation exercises. All regular education students at Patton Springs must complete all requirements in the Recommended Program or the Foundation High School Program to graduate (permission to pursue the Minimum Plan or the Foundation only Plan will be made in extenuating circumstances; permission must be obtained from both parents and administration). For details on the Recommended Program, the Foundation High School Program and the Distinguished Achievement Program contact Mr. White.

Starting in 2014-2015, the State of Texas has created a new graduation plan. The Foundation plan, the Foundation Plan with Endorsements and the Distinguished Plan. All students starting high school in 2014-2015 and beyond will graduate on the new plan and they will also be required to choose an Endorsement. For more information contact Bryan White. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in the graduation exercise. Students who finish their graduation requirements after the May graduation exercises will receive a diploma and will be part of their senior composite but will not be allowed to participate in the following May graduation exercises.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed from the ceremony. Sr. Sponsors and administration will discuss, early in the school year, expectations for graduating student dress, grooming, and conduct standards. Graduating students who were assigned to the district's Disciplinary Alternative Education Program through the end of school year and successfully completed their term of assignment in the

DAEP without further disciplinary action may be allowed to take part in graduation ceremonies, All Night Party, and any other activities.

Any student initially assigned to the DAEP during the final grading period of the school year or through to the end of the school year, generally will not be permitted to participate in graduation ceremonies, All Night Party or any other activities. Any decision concerning participation in graduation ceremonies, All Night Party, or any other activities will be made by the student's home campus principal, whose decision is final.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class, which will decide on the basic organization and components of the ceremony, and the administration, which will exercise editorial review and approval of the speeches and other comments to be delivered by the Valedictorian and Salutatorian and any other students.

Early Graduation: Those students wishing to pursue Early Graduation in the Recommended, Foundation or Distinguished Programs must take and pass courses either online or through traditional correspondence through an accredited institution such as Texas Tech, University of Texas, Lubbock ISD, or the Texas Virtual School Network.

Students pursuing the requirements for Early Graduation will remain members of the Jr. class (only eligible Juniors may attempt early graduation); and after completing the requirements, will go through the regular May graduation ceremonies. Students who graduate in December will go through a ceremony on the last day of school in December that morning. Students who finish their graduation requirements after the May graduation exercises will receive a diploma and will be part of their senior composite but will not be allowed to participate in the following May graduation exercises.

Beginning with the 2007-2008 school year, a student entering the 9th grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming 9th grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the 9th grade during the 2009-2010 school year and BEYOND are provided below:

Minimum Program	22 credits
Recommended Program	26 credits
Distinguished Achievement (Advanced) Program	26 credits

Personal Graduation Plan: If your child is in junior high/middle school and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma before the fifth school year following enrollment in the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child's education goals and

will take into consideration your educational expectations for your child. Should a personal graduation plan be appropriate for your child, the school counselor and principal will contact you with more specific information.

Every student entering ninth grade or above shall, in consultation with a school counselor and the student's parent(s), develop, confirm, and sign a personal graduation plan indicating the student's choice of graduation plans and endorsements. Each plan shall identify a course of study that promotes college and workforce readiness and career placement and advancement. For more complete information, please contact the high school principal or school counselor.

Graduation Honors/Class Ranking

Class rankings are calculated for the first time at the end of the sophomore year. Final rank in class for purpose of determining the highest-ranking graduate, valedictorian, salutatorian, and honor graduates is calculated at the end of the fifth six-week grading period of the senior year.

In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, the Board of Trustees and the Patton Springs ISD administration may amend policies for graduation honors and class ranking as necessary. Under state law, students who are ranked in the top 10% of their graduating class are generally eligible for automatic admission to all Texas state colleges and universities. For students eligible to enroll at the University of Texas at Austin through admission for the spring, summer and fall 2021 term, the University will automatically admit all eligible applicants who are within the top 6% of their high school graduating classes. Beginning with the 2019-2020 school year, all valedictorians, regardless of class size, are guaranteed automatic admission to all state-funded universities in Texas. The school counselor will provide more detailed information about this opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the school counselor at any time for information.

Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on your child's official transcript or Academic Achievement Record.

Valedictorian and Salutatorian must attend Patton Springs their junior and senior years and must have attended high school for 4 semesters. Students must complete the recommended high school curriculum, the Foundation with Endorsement curriculum or the Distinguished Achievement graduation curriculum to be considered for Valedictorian and Salutatorian. The valedictorian and salutatorian will be the highest and next highest ranking eligible student in the graduating class. Eligible students who complete all requirements in three years, rather than the usual four years, will be ranked for graduation honors with students who have completed requirements in four years. The highest ranking graduate, who will be eligible to receive a scholarship for exemption from the first year of tuition at a state college or university, will be the person who has the highest rank in class, regardless of eligibility for the honor of valedictorian under our policies.

Final rank in the class is calculated at the end of the fifth six-week grading period of the senior year.

Dual credit courses will have 10 points added per semester. The additional points are used solely for ranking purposes and will not be reflected on your child's official transcript. Patton Springs will not accept PE or local credit course averages on students transferring into the district to determine Valedictorian or Salutatorian. All averages will be taken to the hundredth decimal point. Jr. High Valedictorian and Salutatorian must attend at least 2 years of grades 6-8.

Under state law, students who are ranked in the top 10% of their graduating class are eligible for automatic admission to all Texas state colleges and universities, including Texas Tech University, The University of Texas system, and the Texas A&M University system. The Secondary Principal will provide more detailed information about this opportunity during the student's first year of high school, including information about eligibility for financial aid. Please contact Academic Advisor, Deborah White, any time for information.

*This section will be revised by the Board of Trustees to comply with new state laws.

Eligible students whose class ranking places them in the top ten percent of their graduating class will be recognized as Honor Graduates.

The valedictorian and salutatorian will be the highest and next highest ranking eligible student in the graduating class. Eligible students who complete all requirements in three years, rather than the usual four years, will be ranked for graduation honors with students who have completed requirements in four years. The highest ranking graduate, who will be eligible to receive a scholarship for exemption from the first year of tuition at a state college or university, will be the person who has the highest rank in class, regardless of eligibility for the honor of valedictorian under our policies.

Eligible students whose class ranking places them in the top ten percent of their graduating class will be recognized as Honor Graduates.

Graduation Exercises

Graduation exercises are held at the end of the school year and will be held at the end of a Fall semester if we have students completing course requirements. With one legally required exception, only those students who have completed all state and local requirements for receiving a diploma, including passing the requisite number of end-of-course examinations or fulfilling requirements established by an Individual Graduation Committee, are eligible to participate in graduation exercises. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, the Patton Springs ISD administration may amend procedures for graduation exercises as necessary.

State law requires that we permit a student with disabilities who has completed four years of high school but has not completed all requirements for graduation under the student's individualized program to participate in graduation exercises if he or she wishes. Such students may participate in only one graduation exercise during their high school career.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Graduating students who are assigned to the district's Disciplinary Alternative Education Program through the end of school year and successfully complete their term of assignment in the DAEP without further disciplinary action may be allowed to take part in graduation ceremonies. That decision rests with the principal and cannot be appealed. See the Student Code of Conduct for additional information.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class and the administration.

FAFSA Prerequisite to Graduation

Before a student can graduate from high school, he/she must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA). A student will be exempted from this requirement if the student's parent or other person standing in parental relation submits a signed form indicating that the student is authorized to decline to complete and submit the financial aid application. A school counselor, in his/her own discretion, may exempt a student from this

requirement. A student may also submit a signed form declining completion of the financial aid application if the student is 18 years of age or older or the student's disabilities of minority have been removed for general purposes under Chapter 31 of the Texas Family Code. The district has made available to parents and students a standard form for declining completion of the financial aid application.

OF SPECIAL INTEREST TO PARENTS

Parent Rights

Academic Programs: You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

Records and Other Information: As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all

school activities in which your child is involved. However, as we explained in the section on "Questioning Students at School," we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

Video and Audio Recording: We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction;
- video surveillance of special education settings in accordance with Texas Education Code section 29.022; or
- media coverage of the school.

Psychological Examinations: We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the examination will be used to develop an appropriate individualized program for your child.

Exemption from Instruction: You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child's teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test, including a state assessment, or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

Campus Performance and Accountability: We will keep you annually informed of your children's campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child's report card for the first reporting

period of each year related to the campus performance rating under the state accountability system.

Classroom Celebrations: The campus principal has discretion over whether you or a grandparent may provide a food product of your choice to your child and his or her classmates on the occasion of the child's birthday or for any other school-designated function, such as class parties, bake sales, etc. Such foods may not be consumed in the cafeteria when normal meals are being served due to possible conflicts with federal nutrition guidelines. Please inquire before bringing items to the school or your child's class so that any issues with food allergies or disruption to classroom instruction can be addressed and every effort can be made to ensure a successful, positive experience.

School Marshals: You may request in writing to be informed in writing whether any school employee at your child's campus is currently appointed as a school marshal; however, we will not disclose the identity of that person.

Visiting School

You are welcome to visit your children's schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, Patton Springs ISD may deliver instruction to its students virtually through a remote learning platform. If you wish to view or attend a virtual learning session, you must first obtain approval of such a request from the campus principal. The principal can

limit or restrict the frequency and duration of virtual classroom visits to ensure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court order that specifically limits a parent conservator's access to their child while at school, a parent appointed as a conservator of a child has at all times the right to attend school activities, including, but not limited to, school lunches, performances, and field trips.

Complaint Process

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 business days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within ten business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the board of trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

Student Health Concerns

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines containing foods of minimal nutritional value. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day or to secondary students during any designated meal periods.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco, tobacco products, and e-cigarettes on campuses or at school-sponsored or –related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

Physical and Mental Health Resources

The district's board policies promoting student physical and mental health may be found online at [district's Policy Online URL]. Some of the relevant Board policies include:

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

Parents and students who have physical or mental health concerns may contact the following:

Principal- Sandra Ramirez- 806-689-2220

- The local public health authority, dshs.texas.gov

The district's student health advisory council met 4 times during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child's physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Students with a diagnosed food allergy that places them at risk for anaphylaxis (sudden onset, whole body reaction to an allergen that can involve closing of airways, hives, swelling, irregular heartbeat, wheezing, and other symptoms) shall be cared for in accordance with district policy.

Students are permitted to possess and use over-the-counter sunscreen at school to avoid over-exposure to the sun and over-the-counter insect repellent to prevent mosquito bites, provided that the sunscreen or repellent is not being used for medical treatment of any injury or illness.

Student Illness or Injury at School

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have trained personnel available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

[\(Student Activity Permission and Student Activity and Transportation Permission forms available\)](#)

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Administering Medicine at School

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally, you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

We keep commonly used over-the-counter treatments, such as antacids, antibiotic ointments, and the like in the nurse's office. Nurses or authorized personnel will administer these medications according to the labeled instructions only if you make a

written request to the nurse, providing the same basic information as is required for administering prescription drugs. Parents must provide any other OTC medications such as aspirin, acetaminophen.

If your child has unique medical conditions or any other condition that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

If your child has a food allergy or a severe food allergy that, in your judgment, would require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food to which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary precautions for the child's safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Each campus maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to a local charity.

Telephone Use

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off during instruction. Improper use of a cellular phone or other electronic communication device during the school day will result in the item's being confiscated.

In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, students will not be permitted to use their cell phones during virtual instruction on virtual learning platforms except as necessary to access remote learning materials.

Parent Organizations/Volunteer Opportunities

Every campus in the district has an active Parent-Teacher Association/Parent-Teacher Organization/Parent-Teacher-Student-Organization, and we encourage you to actively participate in the group at your child's or children's campus(es).

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

Transportation Program

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

Authorized Fees

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the district.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.

- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- a fee for vehicle identification for cars regularly parked on school property.
- a fee for student identification cards.
- a fee for school-provided driver training courses.
- a fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- fees, not more than \$50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.
- a reasonable fee for transporting a student to and from school if the student is not an eligible rider and the district does not receive any state funds for a transportation allotment.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

Food Service/Free and Reduced-Price Food Program

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, e.g., no cutting in line. Wearing hats in the

cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, e.g., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the Director of Food Services, Kristin Dockery.

Extra Information about Patton Springs

• ACTIVE SHOOTER PROCEDURES

LOCK DOWN: Upon hearing the lock down signal (continuous bell that doesn't stop) or shots being fired:

- Take note of the two nearest exits.
- If you are in an office/room, stay there and secure the door.
- If you are in a hallway, get into the closest open room and secure the door.
- If you are in the old gym go out exits on either side by the restrooms.
- If in the new gym go out the exits on the north end.
- If in the cafeteria go out the south exit.
- If in the kitchen go out the kitchen exit.
- If outside go to the nearest house away from the school.
- Call 911 when it is safe to do so and alert the police to the shooter's location. If you cannot speak, leave the phone line open and allow the dispatcher to listen.
- If the active shooter is nearby: lock the door, silence your cell phone, turn off any source of noise, hide behind large items (away from the door if possible) and remain quiet.

EVACUATION

Evacuate: (If escape route is accessible)

- Have an escape route in mind.
 - Windows can be broken out and used as an escape route.
 - Go to the nearest shelter away from the school.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.

- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- After evacuating text Bryan, Sandra (both) letting them know you evacuated.

HIDE OUT: (If evacuation is not possible)

- Hiding place should be out of shooter's view.
- Provide protection if shots are fired in your direction.
- Do not trap yourself or restrict your options for movement.
- Lock the door.
- Blockade the door with heavy furniture (if door opens in).
- Do not open the door until the all clear code word is given:
 - The all clear code word will be announced over the intercom or door to door and only by Bryan, or Sandra
 - Check your Active Shooter envelope for the code word.

TAKING ACTION: (Last Resort, imminent danger)

- As a last resort, attempt to take the active shooter down, if armed fire at the shooter.
When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Attempt to disrupt and/or incapacitate the active shooter.
- Act as aggressively as possible against him/her.
- Throwing items and improvising weapons, if not armed.
- Yelling.
- Commit to your actions.

WHEN LAW ENFORCEMENT OFFICERS ARRIVE:

- Remain calm.
- Do exactly as the officers say.
- Keep hands exposed and raised.
- Avoid quick movements towards the officers.

ENDING THE LOCKDOWN

- Ignore all door knocks and fire alarms
- Ignore all verbal commands from outside your room unless the code word is delivered by the administrative staff.
- A known administrative staff member will go to all rooms and announced the code word and announce code clear when the danger has been resolved.

LOCK DOWN ITEMS:

- Flashlight
- Lockdown policy
- Envelope with the all clear code

ACTIVITY PERIOD

A 30 minute time period is allotted for various special school activities. This is a beneficial time period for the students. Activity period can be used for the following:

Activities:

- a. Club/Organization/Group Meetings
(Sponsors will consult the principal prior to scheduling a date.)
- b. Pep Rallies
- c. Honor Roll Assemblies
- d. General Student Assemblies
- e. Topic discussion, Drug-Free activities, and enrichment activities.
- f. Tutoring

ANNOUNCEMENTS

Information or announcements need to be in written form or e-mailed to **the day before** the announcement is to be read in the daily morning announcements.

ASSEMBLIES

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct during an assembly shall be subject to disciplinary action. Most assemblies will be held during activity period.

PATTON SPRINGS SCHOOL PK – 12

SCHOOL SONG

We hail to you, Patton High
You may be sure that we'll stand by:
Our banners waving, red and black
Mean that we'll always fight, fight back

Oh, Patton High we'll all be true:
You'll never ever find us blue.
Win or lose, Patton High, we'll all stand by!

SCHOOL COLORS

Red
Black

MASCOT

Ranger

SCHOOL SPIRIT DAY

Wear Red and Black!

BASKETBALL (HOME) GAME RULES

1. When you arrive on campus, come directly inside.
2. Once you are inside, you MAY NOT go outside (unless accompanied by your parent/guardian).
3. Limit your bathroom/water/concession stand trips to the end of the quarters and half times.
4. NO playing in the halls (it is dangerous for you and our senior citizen guests).
5. ALWAYS show good sportsmanship by being courteous and polite to the officials and visitors.
6. Players, coaches, and administrators are the only ones allowed on the gym floor before, during and after the ball game.

FOOTBALL (HOME) GAME RULES

1. Football games are a school function and all school rules apply.
2. No ball throwing on the side lines is allowed due to the possibility of hitting a car, infant, or person returning from the concession stand.
3. If you are going to play in front of vehicles be sure you don't block the view of others, especially our many senior citizens.
4. Patton Springs students are not allowed past the restroom area.
5. No alcohol, tobacco or firearms are allowed on school property.
6. Show good sportsmanship at all times.

BELL SCHEDULE
2021-2022

Monday/Wednesday

First Bell	7:45 am
Breakfast	7:45 – 8:10
1 st Period	8:15 – 9:55
3 rd Period	10:00 – 11:40
Lunch	11:40 – 12:10
Activity Period	12:15 – 12:45
5 th Period	12:50 – 2:30
7 th Period	2:35 – 4:15

Tuesday/Thursday

First Bell	7:45 am
Breakfast	7:45 – 8:10
2 nd Period	8:15 – 9:55
4 th Period	10:00 – 11:40
Lunch	11:40 – 12:10
Activity Period	12:15 – 12:45
6 th Period	12:50 – 2:30
8 th Period	2:35 – 4:15

Friday

First Bell	7:45 am
Breakfast	7:45 – 8:10
1 st Period	8:15 – 9:00
2 nd Period	9:03 – 9:48
3 rd Period	9:51 – 10:36
4 th Period	10:39 – 11:24
5 th Period	11:27 – 12:12
Lunch	12: 12 – 12:42
6 th Period	12:45 – 1:30
7 th Period	1:33 – 2:18
8 th Period	2:21 – 3:06
Activity	3:06- 3:30

Early Out

Breakfast	7:45- 8:10
1	8:15- 8:36
2	8:39-9:00
3	9:03-9:25
4	9:28-9:49
5	9:52-10:13
6	10:16-10:38
7	10:41-11:02
Elem Lunch	10:50-11:20, PK 5 min earlier
8	11:05- 11:30
HS Lunch	11:30-12:00

BUSES

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. When students ride in a District suburban, van or pickup truck, seat belts must be used at all times.

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

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall keep books, sports equipment, bags, feet, and other objects out of the aisle of the bus.
4. Passengers shall not deface the bus and/or its equipment.
5. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
6. Passengers shall not smoke or use any form of tobacco.
7. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
8. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

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

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

CAFETERIA

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free meals are provided for all the students of Patton Springs. Students are expected to behave in an orderly fashion in the lunchroom, both in line and at the tables and should leave their areas clean and picked up. Due to lack of space, students should leave the cafeteria as soon as they are finished. Any rules made by the lunchroom manager will be followed by the students.

CHEATING AND PLAGIARISM

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent on the date of occurrence. Plagiarism consists of using another person's original ideas or writing as one's own without giving credit to the author. Plagiarism will be considered cheating and the student shall be subject to receiving a zero for the academic work.

CLOSED CAMPUS

Grades PK-12 operate under a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal. Leaving the campus grounds without permission from the office will be considered skipping school.

DUAL CREDIT/COLLEGE COURSEWORK

Students classified as juniors or seniors may be granted credit for college course(s) taken in approved institutions to fulfill units for high school graduation under the following provisions:

1. The student makes written request to the principal that credit be given for a college course. The course(s) may be taken concurrently with high school courses or during the summer or evening.
2. The parent(s) or guardian(s) affirms in writing to the principal that the student has parental permission to take the college course(s).
3. Credit for successfully completed college course(s) shall be earned in one-half unit increments.
4. The student pays all costs associated with taking the college course(s) during the summer or evening and provides the District with an official college transcript showing the grade received. The grade must be a minimum of "C" to qualify for high school credit.
5. Courses taken by the student during the normal school day will have their costs associated with the course paid by their class funds. Any student that drops or fails a course will be required to reimburse the class for all fees associated with the course.

6. The student must have passed the English I and II EOC STAAR tests to be eligible to enroll in a Dual Credit Course for English and must pass the Algebra I EOC STAR test to be eligible to enroll in a Dual Credit math class.
7. All students interested in taking a Dual Credit course must first pass the PAA and TSI Assessments.

In accordance with Student Attendance Accounting Handbook, students classified as sophomores may be eligible to enroll in Dual Credit class with permission of the Principal and the corresponding college. They must also pass the PAA and TSI Assessments.

EDUCATIONAL TECHNOLOGY AND ACCEPTABLE USE

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (See EFE)
2. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, threatening to others, or illegal, because a significant part of the District's educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position, measure, or proposition. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's data or files, including introducing computer viruses into the District's system by any means.
8. Any use that would be unlawful under state or federal law.

9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

CODE OF CONDUCT

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

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

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Showing respect toward others.
5. Behaving in a responsible way.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

See the separate document, Student Code of Conduct, for a complete and detailed explanation of the school's behavior expectations, prohibited conduct and disciplinary consequences.

CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress.

A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the teacher or principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

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

COUNSELING

The district's school academic counseling will be available with Bryan White and Curriculum Director Deborah White. They will be available to help students with questions about planning, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We encourage students to seek the assistance of Mr. White whenever the need arises, and/or he can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require written consent for the student's participation. For full information, please contact Sandra Ramirez, Principal.

DISCIPLINE

Students who violate the District's Student Code of Conduct shall be subject to disciplinary action.

The principal or other appropriate administrator will continue to be authorized to consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense.
2. The student's age.
3. The frequency of misconduct.
4. The student's attitude.
5. The potential effect of the misconduct on the school environment.
6. For transfer student, revocation of transfer.

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

1. The student is told of the reason corporal punishment is being given.
2. Corporal punishment may be given by an administrator with parent consent.

3. The instrument to be used shall be approved by the principal.
4. Corporal punishment shall be done in the presence of one other district professional employee out of view of other students.

A record shall be maintained of each incident of corporal punishment.

DISRUPTIONS

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, disruption, riot, sit-in, walk-out, blocking of entrances, etc. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action.

DRILLS FOR EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow direction of teachers or others in charge quickly, quietly, and in an orderly manner.

EXAMINATIONS FOR ACCELERATION/CREDIT BY EXAMINATION

Prior Formal Instruction

A student who has had sufficient prior formal instruction as determined by the District on the basis of a review of the student's educational records (and who has failed a course with a grade no less than 60) may gain credit for the course by passing a proficiency examination on the Texas essential knowledge and skills (TEKS) defined for the course or subject. To receive credit, a student must score 70 on the examination. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.

HOMEWORK AND ASSIGNMENTS

Homework is a vital part of each student's education. Students are encouraged to complete and hand in on time each assignment given by a teacher. The teacher will explain the consequences for failure to do assigned work.

HONOR ROLLS

Honor Rolls will be compiled after each six weeks. The various honor rolls will be as follows:

- “A” Honor Roll - All grades 90 and above
- “B” Honor Roll - All grades 80 and above
- “Attendance” Honor Roll - No absences

An Awards Assembly will be held after every six weeks during the year (Patton Pride).

LOCKERS

All students in grades 1-12 are issued a locker at the start of school. All lockers are the property of Patton Springs I.S.D. and access can be obtained by school personnel when deemed necessary. Locks should be used to secure your lockers, and it is the student's responsibility to buy the lock. A spare key or combination should be left in the office. Periodic locker clean-outs will occur each six weeks to ensure neat and clean lockers. A time will be allotted for this purpose. Searches of lockers may be conducted at any time if there is reasonable cause to do so, whether or not a student is present. Locker decorations must be secured with magnets only, no adhesives.

LOST, DAMAGED, OR STOLEN PERSONAL ITEMS

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the day. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

MISSION STATEMENT

Patton Springs ISD believes that all children can learn. Our mission is to create a supportive learning environment that nurtures positive self-esteem and physical well-being while enabling students to reach their fullest academic and social potential. The district accepts the responsibility for preparing students to be productive citizens and lifelong learners in a changing world.

PARTIES/ SOCIAL EVENTS

Student parties for special occasions are allowed with the principal's permission. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted. The student handbook and code of conduct will be in effect at all school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

SITE-BASED MANAGEMENT TEAM

The district site-based management team consists of all teachers, administrators, 2 parents, 2 business persons, 2 community persons, and 1 non-professional staff member.

Administrators: Bryan White

Site-Base Leaders: Sandra Ramirez

Teachers: Cathy Davis, Amber Lemoine, Sandra Ramirez, Jason Lihou, Cassie Valerio, Sonya Dziedzic, Eric Johnson, Jordan Williamson, Cathey Turner, Debbie White.

Parents: Kristin Dockery and Crissy Chandler

Business Persons: Ernest Ramirez

Community Members: Jane Bridge and Monica Ramirez

Non-professional: Lori Castro

Keeper of Minutes: Laurie Bridge

The site-based team will make recommendations to the superintendent in the areas of planning, budgeting, curriculum, staffing, staff development and school organization. The parents, business persons, and community members will serve for 2 years on staggered terms.

The non-professional representative will be elected every 2 years by the non-professional employees.

SMOKING

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

SPECIAL PROGRAMS

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors, and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s) or the campus principal.

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so

we know whether to take additional steps to be sure your child is properly served. **Contact Person: Sonya Dziedzic or Sandra Ramirez**

Gifted and Talented Students: Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunities for these students. Parents and teachers can make nominations in the spring.

Contact Person: Cassie Valerio, GT Director

SPONSORS

ANNUAL- Amber Lemoine and Annie Gressett

CHEERLEADERS:

Jr. High- Amanda Taylor

High School- Laurie Bridge

COACHES- Eric Johnson/Phillip Presson/ Crissy Chandler

GRADE LEVEL SPONSORS:

PK- (Lori Sanchez)

K- (Ruth Zarate)

1- (Annie Freeman)

2- Cathy Davis

3- Cassie Valerio

4- Amber Lemoine

5- Sandra Ramirez

6- Jordan Williamson

7- Stephanie Kidd

8- Jason Lihou and Jamye Moore

9- Sonya Dziedzic

10- Debbie White

11- Cathey Turner

12- Eric Johnson

National Honor Society-

One Act Play (JH)- Eric Johnson

Student Council- Sonya Dziedzic

U.I.L.: H.S.- Deborah White

J.H.- Sonya Dziedzic

Elem.- Cathy Davis

Test Coordinator- Sandra Ramirez

Textbooks- Sandra Ramirez

Book Fair- Cathy Davis

Accelerated Reader- Cathy Davis

HS Curriculum Director- Deborah White

HS Academic Advisor – Deborah White

FFA- Jamye Moore

SPECIAL PROGRAMS CONTACT PERSON(S):

Career and Technology Education- Jamye Moore/Deborah White

Dyslexia- Jason Lihou

State Comp. Ed.- Becky Hodges/Bryan White

Title 1- Bryan White

Title 4-(Drug Free): Laurie Bridge

Title 5- Bryan White

G.T.- Cassie Valerio

Migrant- Laurie Bridge

E.S.L.- Sonya Dziedzic/ Sandra Ramirez

Title 2- Bryan White

Sp. Ed.- Jason Lihou

SUPPLIES

Supplies are necessary for all students to complete assignments. Many supplies will be provided by the school. The list of purchases to be made by the parent will be as short as possible. Each secondary teacher will give the students a list of specific supplies needed upon enrollment. Elementary supply lists are mailed home and will be posted on the school website.

TARDY POLICY

A student is tardy if he/she is not in the classroom before the bell starts to ring. During a semester grading period, the following disciplinary actions will be taken:

Anything over 5 in each class will result in the following action:

- next tardy lunch detention

- next tardy, another lunch detention and not eligible for any attendance rewards
- anything after that it will be ISS

TELEPHONE

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices during the school day, but it is up to the individual teachers whether the cellular phone may be brought into class or used during class. Improper use of a cellular phone or other electronic communication device during the school day will result in the item's being confiscated and/or banned from school.

TUTORIALS

A student must attend tutorial sessions as required by the District.

PROGRESS REPORTS & REPORT CARDS 2021-2022

<u>PROGRESS REPORTS Due</u>	<u>REPORT CARDS Due</u>
1. Tues. Sept. 7 4:15 pm.	1. Tues. Sept. 28 4:15 p.m.
2. Tues. Oct. 19 4:15 pm	2. Tues. Nov.9 4:15 p.m.
3. Tues. Nov. 30 4:15 pm.	3. Tue. Jan. 4 4:15 pm.
4. Tues. Jan. 25 4:15 pm	4. Tues. Feb. 22 4:15 pm
5. Tue. Mar. 22 4:15 pm	5. Tues. Apr. 12 4:15 pm

6. Tues. May 3
4:15 pm

6. Fri. May 27
4:15 pm

TESTING SCHEDULE

Each year, we administer the statewide assessment program, State of Texas Assessment of Academic Readiness (“STAAR”) (3-8), end-of-course. These tests are coordinated with the Texas Essential Knowledge and Skills (TEKS) that form the basic curriculum in all state-required subjects. Results of these examinations are used to assess individual student progress, as well as being a significant factor in the district ratings under the statewide accountability system.

Below is a link to the 2021-2022 Texas Testing Calendar:

www.tea.state.tx.us/student.assessment/calendars

Important Testing Dates for STAAR:

STAAR EOC RETESTS

Tuesday, Dec. 7	English I retake
Thursday, Dec 9	English II retake
Dec. 7-10 th	Assessment Window for Alg.I, Biology, U.S. History retake

STAAR TESTS

Tuesday, Apr. 5	STAAR English I
Thursday, Apr. 7	STAAR English II
Friday, Apr. 8	STAAR Make-up session
Wednesday, May 4	STAAR Grade 8 Social Studies
Thursday, May 5	STAAR Grade 8 Science
Tuesday, May 10	STAAR Grade 3-8 Math
Wednesday, May 11	STAAR Grade 3-8 Reading
Thursday, May 12	STAAR Grade 5 Science
May 3 – May 6	Window for EOC Algebra 1, Biology and U.S. History.

Test schedule is subject to change, check the calendar on the school website.

Student Scores

Reporting of student scores on State testing will be released in compliance to state guidelines. Paper copies of results (Confidential Student Report) will be mailed to parents as well as be accessible to parents from the state Student Portal.

The Student Portal is available through the Texas Assessment Management System. The portal provides students and their parent's access to student scores on the Texas English Language Proficiency Assessment System (TELPAS), State of Texas Assessments of Academic Readiness (STAAR), STAAR-M, and End of Course (EOC).

The assessment data in the secure Student Portal can be viewed using a unique access code as provided on the student's most recent Confidential Student Report.

<http://www.TexasAssessment.com/students>

TEXTBOOKS

State approved textbooks are issued to students free of charge. However, fees for lost or damaged books will be levied. If a book is lost, it must be paid for before another book is issued. If it is later found, a refund will be issued. If the book has suffered more than normal wear and tear, fees will be collected when the books are returned. By state law, all textbooks are to be completely covered at all times.

VISITORS

Parents and other visitors are welcome to visit Patton Springs ISD. For the safety of the school and those within it, **ALL** visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. We do not tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents (or any visitors) who create a disruption or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive. Students may not have visitors on campus (unless approved earlier by the principal). If they are not enrolled, they are not to be on our campus. Any outsider observed on school property should be reported to the office immediately.

WEATHER-CLOSING INFORMATION

When school will not be held because of bad weather or when normal schedule is altered (i.e., opening late), announcements will be made as follows:

1. Mr. White will start the Telephone Contact List.
2. Mrs. Ramirez will send out a Mass Text message.
3. Dickens Law Enforcement authorities will be called.

4. Lubbock television stations KCBD-TV Channel 11, KLBB-TV Channel 13, KMAC-TV Channel 28, and FOX 34 will be notified as well as Childress radio 96.1 KCTX.
5. If appropriate, CapRock TV will be alerted.

WHAT TO DO IF...

...**You're Tardy**—At the beginning of the school day report to the principal's office to get a pass. If it is between classes report to class immediately. For disciplinary action on tardies, please see the Tardy Policy in this handbook.

...**You're Absent**—Upon returning to school present a written statement signed by a parent or guardian with a telephone number to the office.

...**You Need to Leave School**—Check out through the office and before leaving for any reason. Upon returning to campus, you must obtain an admit slip from the office.

...**You Become Ill at School**—The office will contact your parent.

...**You Lose a Book**—Get the book number from your teacher, and then pay for the book in the business office. This must be done in order to obtain a replacement book.