

*HANDBOOK FOR STUDENTS*

*AND PARENTS*

*SANTO ELEMENTARY SCHOOL*

2020-21

Please sign and return forms 1, 2, 3, 4, 5, and 6 from back of handbook.



Superintendent  
Elementary Principal

**School Personnel**

Greg Gilbert  
Cathy Longley

(940) 769-2835  
(940) 769-3215

**Board Members**

President  
Vice-President  
Secretary  
Member  
Member  
Member  
Member

Amy Bryan  
Michael Price  
Daina Wofford  
Donny Herring  
Rhea Watts  
Philip Colvin  
Cori Lee Rice

If you have difficulty accessing the information in this document because of disability, please contact the district at 940-769-3215.

Santo Elementary's Student Handbook  
**ELEMENTARY STUDENT HANDBOOK**  
**TABLE OF CONTENTS**

Welcome/Mission Statement/Working Together	Page 2
Nondiscrimination Statement	Page 3
Participation in Surveys	Page 3
Right to Records	Pages 3-6
Responsibilities of Guardians/Students	Pages 6/7
Qualifications/Accountability	Page 7
Admissions	Pages 7/8
Attendance	Pages 8-10
Bullying/Hazing	Pages 10/11
Bus Regulations	Page 11
Cafeteria Services	Pages 11/12
Complaints/Concerns/Conferences	Page 12
Health Related Matters	Pages 12/13
Discipline	Page 14
Emergency Procedures	Page 15
Food Allergies	Page 16
Governmental Authorities	Page 16
Grading Policy	Page 17
Limited English Proficient	Page 17
Pledge/Prayer	Page 18
Promotion/Retention	Pages 18/19
Special Programs	Page 20
Student Assistance	Page 21
Student Dress Code	Page 21
Testing	Page 22
COVID-19 Updates	Page 23
Child Abuse/Sex Trafficking/Maltreatment of Children	Pages 24/25
Acceptable Use Policy	Pages 25-27
Forms	Pages 28-37

SANTO ELEMENTARY SCHOOL

Welcome

Welcome to the 2020-21 school year. Education is a team effort and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The Santo Elementary Student Handbook has been written for students and parents. Its purpose is to try to answer some frequently asked questions about the day-to-day operations at school. It is, of course, impossible to cover every situation. An attempt has been made to provide information that can be useful to students and parents. Please become familiar with the information within this handbook. Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. We hope this information will prove helpful to you. Both students and parents should become familiar with the Santo ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district's Web site at [www.santoisd.net](http://www.santoisd.net) or obtained in the principal's office. If you or your child has questions about any of the material in this handbook, please contact a teacher, the school counselor, or the principal.

MISSION STATEMENT

C.A.T.S.

Caring About Today's Students

At Santo Elementary, **our mission** is to ensure that all students have equal opportunity to achieve academic success in a safe, secure climate based on mutual respect in order to become productive citizens and lifelong learners. We will strive to build and strengthen relationships with kids, parents, and the community in order to create a culture of student centered learning. We pledge, to work as a professional learning community to help each child achieve his or her academic potential by focusing on continuous improvement for students at Santo Elementary.

Parent and Family Engagement

Working Together

- Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:
- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at [phone number] for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer
  - Participating in campus parent organizations. Parent organizations include: Campus Improvement Committee/Parent, Family engagement LPAC, **WILDCAT PARENT Association**
  - Title I Annual Meeting
  - Attending board meetings to learn more about district operations

**Santo ISD Core Beliefs**

**Schools Impacting Community**  
Community spirit and school success are mutually dependent and foster a sense of belonging

**Evaluation and Continuous Improvement**  
A relevant, challenging curriculum and sustained student engagement build a culture that inspires all to excel and produces ready graduates

**Parents as Partners**  
Parents are valued as partners in the education of students in Santo ISD

**Balanced Programs**  
Balance in all decisions.....fiscal, curricular, and extra-curricular develops a well-rounded graduate

**High Quality Staff**  
The foundation of student achievement originates from a high quality, caring, and collaborative staff

- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction.

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the Principal at 940-769-3215.

- See BQ series in the district's policy manual for campus district and only has a district-level reference to policy "BQB."
- For further information, see policies at BDF

**NONDISCRIMINATION STATEMENT (All Grade Levels)**

In its efforts to promote nondiscrimination and as required by law, Santo ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Junior High Principal, 940-769-3847
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Elementary Principal, 940-769-3215
- All other concerns regarding discrimination: See the superintendent at 940-769-2895

[See policies FB(LOCAL) and FFH(LOCAL).]

**Participation in Third-Party Surveys**

**Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

The district will not provide a mental health care service to a student except as permitted by law. (TEC 37.115(g)) You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

[For further information, see policy EF(LEGAL).]

**"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions

are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS**

### **Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

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

### **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **Student Records**

#### Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

#### Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information**

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

**Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.**

**Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals. FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:**

- **When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. A person appointed to serve on a school committee to support the district's safe and supportive school program. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.**
- **To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.**
- **To individuals or entities granted access in response to a subpoena or court order.**
- **To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.**
- **In connection with financial aid for which a student has applied or which the student has received**
- **To accrediting organizations to carry out accrediting functions.**
- **To organizations conducting studies for, or on behalf of, the school, to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.**
- **To appropriate officials in connection with a health or safety emergency.**
- **When the district discloses information, it has designated as directory**
- **Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.**

The Principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 406 Hwy 2201 Santo TX 76472. The address (es) of the principals' offices are: 406 Hwy 2201 Santo, TX 76472. A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended because of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the

information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on and **Complaints and Concerns** for an overview of the process.] The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office [or on the district's website at [www.santoisd.net](http://www.santoisd.net)]. The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student. The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the students currently reside in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter. FL(LEGAL)(LOCAL)

## **RESPONSIBILITIES OF THE SCHOOL COMMUNITY**

### **Parents and/or Guardians:**

1. Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to school.
2. Assist their child in being properly attired.
3. Take an active interest in the overall school program.
4. Communicate regularly with the school concerning their child's conduct and progress.
5. Discuss report cards and work assignments with their child.
6. Bring to the attention of school authorities any problems or conditions that affect their child.
7. Maintain an up-to-date list of persons allowed to pick up their child at school.
8. Maintain up-to-date home, work, and emergency telephone numbers at school.
9. Cooperate with school administration and teachers in their efforts to achieve and maintain a quality school.

### **Students:**

1. Attend school daily and on time.
2. Be prepared for school with appropriate materials and assignments.
3. Be properly attired.
4. Exhibit an attitude of pride and respect toward individuals and property and conduct themselves in a responsible manner.
5. Refrain from making profane, insulting, threatening or inflammatory remarks, encouraging disruptive conduct, or cheating.
6. Obey all school rules. (Read Student Code of Conduct)

## **RESPONSIBILITY OF STUDENTS**

Santo ISD has adopted a Student Code of Conduct. The code explains the rights and duties of students and the kinds of actions that may be taken when students violate its provisions. Following is a general summary of certain provisions of the code. Details can be found in the complete Student Code of Conduct.

Students are prohibited from:

1. Vandalizing or otherwise damaging or destroying school property.
2. Possessing weapons, such as knives or guns on school property or at school events.
3. Assaulting a student or school employee.
4. Using tobacco products, such as cigarettes, snuff at school or school events.
5. Possessing or being under the influence of alcohol, marijuana, amphetamines, barbiturates, and other drugs prohibited by district policy at school or school events.
6. Cheating or copying the work of another student.
7. Using profanity, vulgar language, or obscene gestures.
8. Engaging in verbal abuse, such as name-calling, racial or ethnic slurs, or derogatory statements toward others.
9. Posting or distributing newspapers, leaflets, and similar materials on school grounds, except as allowed by school policy.
10. Committing or attempting to commit theft, extortion, or blackmail, i.e.: obtaining or attempting to obtain something of value from an unwilling person.
11. Fighting
12. Engaging in unruly, disruptive, or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn.
13. Hazing.
14. Bring a paging device or telephone to school or any school-related activity.

In the event of violation of any of the rules set forth by the Board in the Student Code of Conduct, school personnel may use any of the following discipline management techniques.

1. Counseling by teacher, special services, or administrative personnel.
2. Parent-teacher conference.

3. Cooling-off time or time-out.
4. Behavioral contracts.
5. Assigned school duties other than class tasks.
6. Verbal correction.
7. Withdrawal of privileges, including participation in field trips, or extra-curricular activities.
8. Sending the student to the office or other assigned areas.
9. In-school suspension.
10. Detention/Study Hall
11. Probation.
12. Rewards or demerits.
13. Corporal punishment.
14. Referral to an outside agency of authority.
15. Temporary confiscation of items that disrupt the education process.
16. Short suspension.
17. Expulsion.
18. Alternative Education Placement (AEP)
- 19.

### **Teacher and Staff Professional Qualifications**

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

### **ACCOUNTABILITY UNDER STATE AND FEDERAL LAW**

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings.
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings.
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.
- This information can be found on the district's website at [www.santoisd.net](http://www.santoisd.net). Hard copies of any reports are available upon request to the district's administration office.
- TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

### **ADMISSION**

A student (or the student's parent) seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, private school, or home school should contact the building principal. Students entering the District that have been homeschooled will be tested and placed appropriately.

### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, or a final grade lost because of absences. [See policy FEC.]

### **Compulsory Attendance**

#### **Age 19 and Older**

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's

enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

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

Pre-Kindergarten and Kindergarten

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

**Exemptions to Compulsory Attendance**

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in activities outside of school hours.

**Failure to Comply with Compulsory Attendance**

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Between Ages 6 and 19

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

If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator. The truancy prevention facilitator for the campus is Cathy Longley at 940-769-3215.

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

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

[See policy FEA(LEGAL).]

## Santo Elementary's Student Handbook

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

### **Please Note:**

1. In those rare circumstances when a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. Parents should call the school secretary to relay information about a student's absence.
2. A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade penalty for the assignment.
3. Students who are consistently tardy to class will receive disciplinary action which may include study hall.
4. Absences of more than 3 consecutive days will require a doctor or "official" statement.
5. Parents/Guardians will receive periodic written communication indicating the number of student absences. Excessive absences will receive a warning letter and may be referred to proper agencies for violation of the Compulsory Attendance Law.
6. The attendance committee has determined that all students with excessive absences must provide a doctor's note for *any* absences exceeding 10, for the absence to be excused. In addition, all make-up work will be completed in Study Hall, so that students will not fall behind and can have assistance with concepts missed due to the absence.

### **Military Families**

As listed in Section I at Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Additional information for Military Families can be found at: **Military Family Resources at the Texas Education Agency.**

### **Students with Disabilities**

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

### **Attendance for Perfect and Satisfactory Attendance Awards**

Students are required to be attendance from 8:05 a.m. until 2:30 p.m. to be considered present. Official attendance is taken every day at 9:30 am as required by state law. A student will be recognized as having perfect attendance if he/she is not absent during the school year of 180 days. A student will be recognized as having satisfactory attendance if he/she has no more than three absences during the school year. Medical excuses do not qualify a student for perfect/satisfactory attendance.

The following absences will not be counted in determining perfect and satisfactory attendance: School Trips

### **Students eligible to attend Santo Elementary are:**

1. Those who reside within the District.
2. Those who will not be over twenty-one years of age on, or before September 1<sup>st</sup>, of the 2020-2021 school year.

## Santo Elementary's Student Handbook

3. Only those students who have established their eligibility by living in the Santo Independent School District are eligible to attend Santo Public School. Any student who uses a false address as a means of attending the Santo Public School must face the possibility of his/her earned credits being placed in jeopardy.
4. Those students living outside the district who have established their eligibility in the SISD for two consecutive years.
5. Students of full-time employees.
6. Those accepted by means of the District's transfer policy

### **BULLYING**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that: Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment. for a student, Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or □ Infringes on the rights of the victim at school. Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. The district is required to adopt policies and procedures regarding:

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

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment. for a student; A student may anonymously report an alleged incident of bullying by going to [www.santoisd.com](http://www.santoisd.com) and clicking on the stop bullying link. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. See Safety Transfers/Assignments A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

### **HAZING**

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

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

### **BUS REGULATIONS**

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Any student who fails to comply with this Code or established rules of conduct while on the bus transportation services may be denied transportation services and shall be subject to disciplinary action. The following rules will be enforced on all buses:

1. The driver is in full charge of the bus and shall always maintain safety standards and discipline .
2. Students shall meet the bus on time.
3. Students are not to stand or move about while the bus is in motion.
4. Students are not to extend hands, arms, or heads out of the bus windows.
5. Students are not to throw any object from the bus.
6. Students are not to push or crowd to get on or off the bus.
7. Students are not to carry any weapons or objects on the bus that might cause injury to anyone.
8. Students are not to cause any damage to any school vehicle and will be required to pay the full replacement or repair cost for any such damage.
9. Bus drivers may assign seats at any time.
10. Repeated misconduct on a bus may result in the suspension of the riding privilege.
11. Students are to observe the same regulations on school-sponsored trips as during regular school hours.
12. Students shall not carry food or drinks onto the school bus.
13. Passengers shall not smoke or use any form of tobacco

In case of serious misconduct that endangers the safety of other passengers or the driver, the Santo ISD shall have the authority to put the student off the bus or call for law enforcement assistance.

For an elementary student to ride a different bus or to get on or off at a different place, the student must have a note signed by the parent/legal guardian, then signed by the principal. The district makes school bus transportation available to all students living two or more miles from school and any students who are homeless. CNA(LOCAL)

### **Food Nutrition Services**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with the standards set forth in state and federal law. Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The district may share information such as student's name, eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. Participating students will be offered the same meal options as their peers and will not be treated differently from their peers. See Cafeteria Manager at, 940-769-3215 to apply for free or reduced-price meal services. Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to 3 days or \$10, whichever occurs first, and the district will present the parent with a schedule of repayment for any outstanding account balance. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal.

### **COMPLAINTS AND CONCERNS**

If you have a concern or a problem, following the proper channels will help resolve this more quickly. First, contact the person with whom you have a concern or problem. Many concerns can be resolved at this level. If it is not resolved at this point, then you should contact the building Principal, Superintendent, and the School Board in that order. For those complaints that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(Local). A copy of the complaint forms may be obtained in the superintendent's office or on the district's website at [www.santoisd.net](http://www.santoisd.net).

### **CONFERENCES**

A parent who wishes to confer with a teacher may call the Elementary Office at 940-769-3215, for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period, or at another mutually convenient. We are immensely proud of our school and encourage parents to visit classes. All visitors must first report to the building principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the building principal and teacher. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Parent-conferences will be scheduled at least once during the year at a time that will allow all parents the opportunity to attend.

### **Health-Related Matters/Student Illness**

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. If your child has a fever over 100 degrees, he she must stay out of school until fever free for 24 hours without fever-reducing medications. A full list of conditions for which the school must exclude children can be obtained from the school nurse. If a student becomes ill during the

school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent. Certain communicable diseases or illnesses must be reported to the TDSHS or local health authority.

### **MEDICATION/SICKNESS**

For the protection of all students, the following procedures have been established and will always be followed as closely as possible .

A student will be sent home with:

- 1) Fever of 100 degrees or higher.
- 2) Suspected of a contagious disease.
- 3) Persistent vomiting.
- 4) Diarrhea.
- 5) Feels too badly to remain at school.
- 6) Evidence of head lice or nits in hair. (\*\*See nurse for complete school policy concerning lice)

No student will ever be sent home without the permission of the parent/guardian and/or the person listed on the student's emergency care card.

### **MEDICINE AT SCHOOL**

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medications, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student can do so safely. At the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse. Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider [and to the school nurse] the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the [school nurse or] principal. In accordance with a student's individual health plan for the management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the [school nurse or] principal for information. [See policy FFAC(LEGAL).]

### **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. If a student should not

be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition. [For further information, see policy FFAB(LEGAL) and the TDSHS website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

### **Examinations and Screenings by Nurse**

Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures. **Spinal Screening Program**-School based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. All students will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

### **School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council (SHAC) held 3 meetings. Additional information regarding the district's SHAC is available in the nurse's office.

The duties of the SHAC include:

Making recommendations regarding physical and mental health curriculum.

Developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, substance abuse prevention, and employee wellness Making recommendations for increasing parents' awareness of warning signs of suicide and mental health risks and community mental health and suicide prevention services.

[See policies at BDF and EHAA. BDF(LEGAL)]

### **Seizures**

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

### **Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

**Asbestos Management Plan** The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan, is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Greg Gilbert the district's designated asbestos coordinator, at 940-769-3215.

**Pest Management Plan** The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Greg Gilbert, the district's IPM coordinator, at 940-769-2835.

### **COMPUTER ACCEPTABLE USE POLICY**

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

### **COUNSELING**

Certified personnel are available to assist students with a wide range of personal concerns. If your child has experienced trauma, contact the school counselor for more information. FFBA(LOCAL)

### **CREDIT BY EXAM**

A student who has received prior instruction in a grade but failed the grade with a grade of no less than 60—may be permitted by the District to earn credit and be promoted by passing an examination on the essential knowledge and skills defined for the grade in the subjects failed. To be promoted a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to be promoted by passing an examination. Student Success Initiative guidelines must also be met in grades 3 & 5. A student will be permitted to take an examination to advance to a higher grade for which there has been no prior instruction in Grades K-5 if the following requirements are met:

1. The student scores 90 percent or above on the criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies.
2. A District representative recommends that the student be accelerated; and
3. The student's parent or guardian gives written approval of the acceleration.

### **Discipline**

A student who violates a school policy or violates the right of another student can expect to find himself subject to one or more various disciplinary measures. School discipline has as its purpose the correction of unacceptable behavior within a social group. With this in mind, the student who is unwilling to conform to an accepted standard of behavior will be counseled by one or more of the school faculty/administration in an effort to correct the questionable behavior and prevent its recurrence.

Students at Santo Elementary will be expected to abide by the School Wide Discipline Program. Teachers will provide parents with details about the program and parents will receive weekly reports about student behavior. Students in violation of the rules set forth in the program may be subject to the discipline management techniques as listed on page 3. Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district's policy manual. By law each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at [www.santoisd.net](http://www.santoisd.net). For any questions, contact the Principal at 940-769-3215

### **Prohibiting the Use of Corporal Punishment**

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

If you do not want corporal punishment to be administered to your child as a method of student discipline, please submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

### **Drills: Fire, Tornado, and Other 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 the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Cell Phone Policy**

Displaying, turning on, or using a cellular telephone, paging device or other telecommunications device on school property during the school day (8:10-3:25) is prohibited at Santo Elementary. If a student is found to be displaying, turning on, or using one of these devices during a prohibited time or place, the device will be taken to the office and returned only to the student's parent or legal guardian. (Exceptions will be made for planned activities by teacher).

### **EARLY DISMISSAL**

Parents picking up their children before the school day is over must check in at the office, sign them out, and pick up a release pass to give to the teacher, verifying permission to pick up the child. District Early Dismissal days are posted on the school calendar and web site.

### **EMERGENCY MEDICAL TREATMENT**

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

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

### **EMERGENCY SCHOOL CLOSING**

#### **Communications—Automated**

##### **Emergency**

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

##### **Non-Emergency**

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

### **Extracurricular Activities, Clubs, and Organizations, (All Grade Levels)**

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

Participation in some of these activities may result in events that occur off campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events.

Exceptions to this may only be made with the approval of the activity's coach or sponsor. \*For school sponsored field trips—only students and staff are permitted to ride on school transportation.

### **FEES**

Materials that are part of the basic educational program with state and local funds are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks, etc. and may be expected to pay certain other fees or deposits, including, but not all inclusive, of the following:

1. Voluntarily purchased school pictures.
2. Maintenance and repair of musical instruments provided by the school.
3. Lost or damaged library and textbooks.
4. Voluntarily purchased student accident insurance.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the building principal.

### **Food Allergies**

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

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis." The district's management plan which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for

anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed in the nurse's office. Also see policy FFAF. The complete text of the "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" can be found on the DSHS website at Allergies and Anaphylaxis.

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

### **GANG-FREE ZONES**

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

### **GOVERNMENTAL AUTHORITIES**

#### **Questioning of Students**

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

1. The principal will verify and record the identity of the officer and ask for an explanation of the need to question or interview the student.
2. The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
3. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
4. If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

#### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student engaged in delinquent conduct or conduct in need of supervision.
4. By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
5. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
6. By a probation officer if there is probable cause to believe the student violated a condition of probation imposed by the juvenile court.
7. To comply with a properly issued directive from a juvenile court to take a student into custody.
8. By an authorized representative of Child Protective Services (CPS), Texas Department of Protective and Regulatory Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

### **HONOR ROLL/CITIZENSHIP**

All subjects count for honor roll. For a student to be on the "A" Honor Roll, a student must have no grade below an A for the six-weeks. "A-B" Honor Roll must have no grade below a B for the six-weeks.

Citizenship shall not keep a student off the honor roll. Citizenship grades will be as follows:

E – Excellent    S – Satisfactory    N – Need Improvement    U – Unsatisfactory

For a student to be on the "Citizenship Honor Roll", he/she must have an "E" in conduct for the six-weeks in all subjects.

## **GRADING POLICY**

In determining six-week grades for academic subjects in Grades 1-5, emphasis will be placed on the accomplishment of defined educational objectives. Numerical scores from 0-100 will be used to evaluate student progress in all subjects.

- A minimum of two (2) grades per week in Language Arts and Math should be used to calculate six-week grades. Science, Social Studies, and Health should be averaged using a minimum of 4 grades per six-weeks.
- If a student receives a grade of below 70, the teacher will re-teach concepts in which a student has exhibited weakness. It is the teachers' decision to determine work that can be corrected for a higher grade. Work that is not turned in by the third day after it is due will receive a zero. The highest grade that could be earned on late work before the third day is 70.
- In an effort to maximize learning, any student who is failing a subject, or has incomplete homework assignments will be considered At-Risk of failing and will be required to attend a study hall.

## **LIMITED ENGLISH PROFICIENT STUDENTS**

- A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.
- In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.
- The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.
- If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **Lockers/Desks/Technology**

Desks, lockers, district provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property. Students are responsible for any items--found in district property provided to the students--that is prohibited by law, district policy, or the Student Code of Conduct. Locks may not be placed on lockers in the Elementary building.

## **LOST AND FOUND**

Every student is encouraged to have their belongings, especially clothing, marked with his/her name. Each child is expected to be responsible for his/her possessions. Students are encouraged to check the lost and found box located on the stage. At the end of each semester unclaimed items are sent to charitable organizations.

## **PHYSICAL EDUCATION**

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students in grades K-5 will participate in Physical Education. Gym Shoes must be worn to PE daily along with clothing that allows full participation in PE program.

Physical education students will be graded on participation, cooperation, and suiting out (**wearing proper athletic shoes**). Disciplinary actions may also be taken for students not dressing appropriately.

Students may not be totally excused from physical education due to a physical impairment. Students with a physical impairment shall be classified as:

1. Restricted- excludes the more vigorous activities.
2. Permanent- A doctor shall provide written documentation to the school as to the nature of the impairment and the expectations for physical activity of the student.
3. Temporary-- Students may be restricted from physical activity in the physical

education class. A doctor shall provide written documentation to the school as to the nature of the temporary impairment and the expected amount of time for recovery.

During recovery time, the student shall continue to learn the concepts of the lesson, but shall not actively participate in the skill demonstrations.

### **Physical Fitness Assessment (Grades 3–12)**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded.

### **MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

State law requires that one minute of silence following recitation of the pledge. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

### **PRAYER**

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

### **Reciting a Portion of the Declaration of Independence in Grades 3–12**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **Reciting the Pledge to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

### **Religious or Moral Beliefs**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

### **PROMOTION/RETENTION**

**The following is a list of guidelines for promotion of Elementary students. While retention may be considered, participation in a Summer/Tutoring program may also be required in PreK-5 grades.**

In grades 1-2 to be promoted a student shall meet all of the following criteria:

- Attain for the year an overall average of 70 or above, which is derived by averaging the final numerical grade for Reading, Language Arts, Math, Social Studies and Science
- Attain an average of 70 or above in Reading and Math
- Be in attendance 90% of total school days
- MAP Diagnostics

In addition students in grades 1-2 shall meet 3 of the 4 following criteria:

#### **First Grade**

- Reading on grade level at 60-90 words per minute
- 80% mastery on end of year reading assessment
- No lower than one grade, below grade level placement on a state approved achievement test or TPRI
- Math Diagnostics
- MAP Diagnostics

#### **Second Grade**

- Reading on grade level at 70-120 words per minute
- 80% mastery on end of year reading assessment
- No lower than one grade, below grade level placement on a state approved achievement test, or TPRI
- Math Diagnostics
- MAP Diagnostics

### **Third, Fourth and Fifth Grade:**

Students in grades 3, 4, and 5 must meet the following criteria:

- Attain for the year an over- all average of 70 or above, which is derived by averaging the final numerical grade for Reading, Language Arts, Math, Social Studies and Science
- Attain an average of 70 or above in the following: Reading, Math
- Be in attendance 90% of total school days
- The following will also be considered: local grades, attendance, Reading level, Math Diagnostics, MAP Diagnostic, STAAR, and teacher recommendation

#### **PROMOTION AND RETENTION**

- A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.
- In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.
- **Elementary and Middle/Junior High-Grade Levels**
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.
- If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.
- If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.
- A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous, and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]
- Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.
- Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

### **REPORTING TO PARENTS**

At the end of the first three weeks of a grading period, parents are notified of a student's progress. If a student receives a grade of less than 70 in any subject during a grading period, the parent may be requested to schedule a conference with the teacher. The report card or progress report will state whether tutorials are required for a student who receives a grade below 70 in that subject.

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

If you prefer that your child not join such electronic media groups, please contact the elementary principal. Elementary Staff are not permitted to communicate one-to-one electronically with Elementary students.

### **SCHEDULE**

The pupil day at Santo Elementary is from 8:05 a.m. to 3:35 p.m. **\*\*STUDENTS ARE TARDY AFTER 8:10 A.M.** Students arriving before class starts should go to their locker, then directly to the cafeteria or the playground.

### **School Choice**

#### **As a Parent you may:**

- Request the transfer of your child to another classroom, campus, or a neighboring district if your child has been determined by the district to have been a victim of bullying, **which includes cyberbullying** as is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the [superintendent or designee] for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance. [See Bullying policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another campus [or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

For information about transfers from a persistently dangerous school refer to School Policy *Local FDD* available on-line at Santoisd.net

### **SCHOOL INSURANCE**

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying the premium (if coverage is desired). The District shall not be responsible for the cost of treating injuries or assume liability for any other costs associated with the injury.

#### **Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity. The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

#### **Substance Abuse and Intervention**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>

#### **Special Programs**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English learners, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission's Talking Book Program, which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities. EHB(LEGAL) Santo Elementary will follow the guidelines set forth by the state (TEA Dyslexia Handbook 2018) concerning screening for Dyslexia and Dyslexia programs. A student or parent with questions about these programs should contact the Principal at 940-769-3215.

#### **STAAR (State of Texas Assessments of Academic Readiness)**

Successful performance on the reading and math assessments in grades 5 and 8 is required by law **in order for the student to be promoted to the next grade level**, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. **Exceptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student's individual education plan (IEP).** [See **Promotion and Retention** ] STAAR **Alternate 2** is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee. **STAAR Spanish** is available for **eligible students for whom** a Spanish version of STAAR is **the most appropriate measure of their academic progress.**

### **STUDENT ASSISTANCE**

#### **Students Who Have Learning Difficulties or Who Need Special Education Services**

If a **student** is experiencing learning difficulties, **his or her** parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation. If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the

district must respond no later than 15 school days after receiving the request. A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation. If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more schooldays, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent. There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families: Texas Project First, at <http://www.texasprojectfirst.org> or Partners Resource Network, at <http://www.partnerstx.org>. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the Elementary Principal at 940-769-3215. **The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.**

#### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).

#### **Students with Physical or Mental Impairments Protected Under Section 504**

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protection under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. [see policy FB.] See also Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services on page 18 for more information.]

#### **STUDENT DRESS CODE**

Students are expected to come to school looking clean and neat, with grooming that will not be a health or safety hazard to the student or others. The District prohibits pictures, emblems, or writing on clothing that are lewd, offensive, vulgar, or obscene, and any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of, or interference with, the normal school operation.

1. Items that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance are prohibited.
2. Biking shorts may not be worn unless under other clothing.
3. Shorts and dresses must be appropriate for the classroom or activity.
4. Hair shall be kept clean and well-groomed. Boys' hair shall be out of the eyes, no lower than the bottom of the earlobe on the sides, and to the base of the neck in the back. **Mohawk type haircuts will not be permitted.**
5. Boys shall not braid their hair or wear ponytails.
6. **Hair color shall be limited to a natural human color**
7. Boys shall not wear ear jewelry.
8. Visible body piercing is not acceptable.
9. No visible tattoos will be permitted.
10. No tank tops shall be worn in upper grades. **(This includes shirts with spaghetti straps)**
11. **Roller shoes or Cleats are not to be worn at any time during the school day!**
12. **Due to safety precautions students may not wear flip flop type shoes on the playground or in gym.**
13. Pajamas may not be worn to school, except on special days designated by Principal

The student and parents may decide the students' personal dress and grooming, if they comply with the general guidelines set forth in the District's Dress Code for Students.

#### **STUDENTS IN FOSTER CARE**

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

Please contact the school with any questions.

**TARDINESS**

Being on time with necessary materials is essential to being a successful student. If a student is late to school, a written excuse or telephone call from the parent/guardian is necessary. Students that receive more than 3 tardies within a six-week period will be assigned to study hall.

**SCHOOL FACILITIES**

The cafeteria area is open to students before school, beginning at 7:30 a.m. Students will not be permitted to go to another area of the building or campus.

**TESTING**

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

- MAP K-5
- STAAR Reading and Math Grades 3-5
- STAAR Writing Grade 4
- STAAR Science Grade 5
- Benchmarks Grades K-5
- PreK Assessment Pre-K
- 6 Weeks Test Pre-K-5

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

**TEXTBOOKS**

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

**Title I**

**Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the Principal and may be contacted at 940-769-3215

**TRANSFERS:** For information contact Santo Elementary Office

**VIDEO CAMERAS**

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

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

**VISITORS TO THE SCHOOL**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

**WEAPONS**

No student may bring onto school property any firearms or other instruments that might reasonably be considered dangerous to the students, the possessor, school personnel, or school property. Specifically, a student may not knowingly possess, handle, or transmit any object that can be considered a weapon in the following areas:

1. On school grounds or buses, anytime.
2. Off school grounds at any school activity or event.

**WITHDRAWALS**

When a student withdraws from Santo School to enroll in another school or to be homeschooled, parents must sign a request to the principal stating the reason for the withdrawal and the effective date. The withdrawal form will be completed with all required information from the student's teacher, librarian, and lunchroom monitor. The teacher will post grades, and inform the building principal of any unclear records. The student's permanent records will be copied and sent to the receiving school on request from that school.

### **COVID Updates**

During the 2020-21 school year, remote learners are not eligible to participate or attend UIL events held on campus facilities before or after school. (Including games)

For all COVID-19 school updates, please visit [santoisd.net](http://santoisd.net).

### **Mental Health Support**

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

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.
- Classroom lessons taught by school counselor from the 'Ultimate School Counseling Classroom'
- Recovery Resource Council Life Skills Training (5<sup>th</sup> Grade Only)

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

### **Physical and Mental Health Resources**

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources: The campus full-time nurse, counselor, or principal at 940-769-3215.

### **Consent to Provide a Mental Health Care Service**

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

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention. The mental health liaison, Elementary Principal, can be reached at 940-769-3215 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus

**Bacterial Meningitis** Please see the following website at <https://www.dshs.state.tx.us/immunize/school/meningitis-information-forstudents---parents/> for information regarding meningitis.

**CHILD SEXUAL ABUSE, SEX TRAFFICKING, & MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse, sex trafficking, and other maltreatment of children, which may be accessed at [www.santoisd.net](http://www.santoisd.net). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Possible physical, behavioral, and emotional warning signs of sexual abuse include:

- Difficulty sitting or walking;
- Pain in the genital areas;
- Claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children;
- Fear of being alone with adults of a particular gender;
- Sexually suggestive behavior;
- Withdrawal;
- Depression;
- Sleeping and eating disorders; and
- Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

**Warning Signs of Sex Trafficking**

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

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

**Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children**

A person has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and sex trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. FFG(LEGAL) Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.] Reports of abuse, trafficking, or neglect may be made to: The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website).

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

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Office of the Texas Governor's Child Sex Trafficking Team
- Human Trafficking of School-aged Children

**Acceptable Use Policy**  
**Santo ISD Electronic Communications System**  
**Acceptable Use Procedures And Regulations**

**Regulations and Guidelines**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited. The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use procedures and regulations. All training in the use of the District's system will emphasize the ethical use of this resource. Access to the District's electronic communications systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District. The Santo Independent School District and all users of the District's electronic communications systems must comply with existing rules and Acceptable Use Procedures and Regulations incorporated into this document.

**COPYRIGHT CONSENT REQUIREMENTS**

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system. Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Therefore, no original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student and the student's parent, or employee who created the work. Students shall retain all rights to work they create using the District's electronic communications system. Before posting student-generated work, schools must take reasonable care that the student created the content of the work. Plagiarism in any form is not permitted.

**SYSTEM ACCESS**

System access will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system
2. Users will be required to maintain password confidentiality by not sharing the password with others.
3. Students completing required course work on the system would have first priority for use of District equipment after school hours.
4. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

**FILTERING**

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

**TECHNOLOGY COORDINATOR RESPONSIBILITIES**

The Technology Coordinator for the District's electronic communications system will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use procedures and regulations for the District's system.
1. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal or supervisor's office.
2. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
3. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure appropriate use of the system.
4. Set limits for data storage within the District's system, as needed.

5. Deny, revoke, or suspend specific user accounts, with or without cause or notice, for violations of network regulations, or as a result of other disciplinary actions against the user.

### **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the District's electronic information/communications systems:

#### **ON-LINE CONDUCT**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use and for keeping their password secure from other users.
2. Users shall not use Santo ISD computers or networks for any non-instructional or non-administrative purpose (e.g. non-educational games, chat, instant messaging, or activities for personal profit). District personnel shall be permitted limited personal use.
3. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
4. Media from outside sources are prohibited unless approved by the Technology Coordinator.
5. System users may not use another person's system account or try to discover or use another user's password.
6. Students may not distribute personal information about themselves or others by means of the electronic communication system.
7. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
8. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
9. Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.
10. Monitoring of student Internet access will be the responsibility of all district staff. No student will be allowed to use a computer without the physical presence of a staff member in the classroom or office.

#### **VANDALISM PROHIBITED**

Any malicious attempt to harm, modify, or destroy District equipment or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs as well as other appropriate consequences.

#### **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

#### **INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that the use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension of access and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the District policies.

#### **DEVELOPMENT OF WEB PAGES**

The District has established an Internet Web site and develops Web pages that will present information about the District. The Webmaster will be responsible for maintaining the District Website. Any designated person or group, including campuses, classes and student organizations, may submit additions to the District Web pages to the Webmaster. The web page content becomes the property of Santo ISD when the web pages are posted to the District web server. No personally identifiable information about District students will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy. Schools need the permission of parents to publish student pictures on the World Wide Web. A permission form is required for parents to indicate whether they do or do not agree to the publication online

of their children's images. Also, the image of a student shall not be published without the direct permission of the student in that image.

### **RESPONSIBILITIES OF THE SCHOOL**

The Campus Principal shall review any complaints from students, teachers, administrators, other school staff, or members of the community concerning published work on school Web pages. The Campus Principal, or their designee, will review and approve all pages written by school employees and students and will make decisions about the appropriateness of content and links before the pages are posted to a Web server. Should there be inappropriate material, the Campus Principal will ask for that material to be deleted or changed as quickly as possible.

### **TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT**

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use. Termination of an employee's account or of a student's access for violation of District policies or regulations will be effective on the date the Principal or Technology Coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **DISCLAIMER**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

### **Use of Student Work/Image in District Publications**

Occasionally, the Santo ISD wishes to display or publish student artwork, photos taken by the student or of the student, or other original work on the district's Web site, a Website affiliated or sponsored by the district, such as a campus or classroom Website, classroom social media pages, and in district publications. The district agrees to only use these student projects in this manner. If you do not want your child's work or image posted to the above mentioned sites, please go to campus office to fill out form reflecting your decision to opt out of on-line sites.

### **Unauthorized Persons**

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

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection. Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See also Student Code of Conduct.]

**Form 1**

**Santo Elementary  
Field Trip Transportation Form**

We give our child, \_\_\_\_\_,  
permission to participate in extracurricular and co-curricular activities throughout the 2020-21 year offered through Santo Elementary. I understand that my child will travel to and from the location on a bus/van driven by school personnel. I understand that the school and its representative or sponsors are released from legal liability and responsibility for these activities.

---

Parent Signature

---

Date

**Form 2**

**2020-2021 ACKNOWLEDGMENT**

**Notice Regarding Directory Information and  
Parent's Response Regarding Release of Student Information**

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Santo ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district within 10 days of your child's first day of instruction.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 7 in the Santo ISD Student Handbook for more information.]

For the following school-sponsored purposes: all District publications and announcements, Santo ISD has designated the following information as directory information: Student's name, Address, Telephone listing, Email address, Photograph, Date and place of birth, Degrees, honors, and awards received, Dates of attendance, Grade level, Most recent school previously attended, Participation in officially recognized activities and sports, Weight and height, if a member of an athletic team, Enrollment status, Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

- **For all other purposes, Santo ISD has designated the following information as directory information: Student's name, address, and grade level.**

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

**Form 3**

**Santo Elementary School 2020-21  
Bring Your Own Technology (BYOT) Policies**

Santo ISD will allow 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students to bring reading technology devices to school. Students will be able to bring their own technology devices (Nooks, Kindles, other e-reader tablets) for use in the school setting. Smart phone/cell phones will not be allowed during the school day. Each teacher will set their own policies regarding technology use in their classrooms...some may allow it freely, some may allow it at certain times and some may not allow it at all. Students are expected to adhere to each teacher's individual policy regarding technology use. The BYOT guidelines for all students are listed below.

1. When using any technology at Santo ISD (school-owned or student-owned), students are expected to abide at all times by the "Santo ISD Electronic Communications System Acceptable Use Agreement".
2. Students will follow each teacher's BYOT policy while in their classroom. Failure to do so could result in disciplinary action.
3. Students will not take any pictures or videos anywhere in the building or on school grounds unless given permission by the teacher or principal.
4. The District will prohibit any student use of technology that in the building principal's judgment is considered to be inappropriate or may reasonably be expected to interfere with normal school operations. The principal (or designee) may ban students from the BYOT program if they are non-compliant with this policy and/or classroom policies.
5. The District is not responsible for any lost, damaged or stolen property.
6. The District is not responsible for any data plan charges students incur during their use of the BYOT program. The District provides wireless internet service to all students for them to use at their option.

*I have read these guidelines and agree to abide by their provisions. I understand that violation of these guidelines may result in disciplinary actions and revocation of BYOT privileges.*

Student Name (Printed) \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Santo Elementary's Student Handbook

Dear Parents:

Your child has an opportunity to be given access to the District's technology resources, meaning electronic communication systems and electronic equipment, and needs your permission to do so.

With this educational opportunity comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. If you have questions or need help understanding these materials, please contact the Principal at 940-769-3215. Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege to use these educational tools, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

As a user of the District's technology resources, your child will be able to access:

An unlimited number of databases, libraries, and resources;

The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and

Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

Please return the attached agreement form indicating your permission or denial of permission for your child to access the District's technology resources.

If your child is being issued a District technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Sincerely,

Santo Elementary

## **STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES**

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment.

With this educational opportunity comes responsibility. It is important that you read the applicable District policy, administrative regulations, and agreement form and contact the Principal of Santo Elementary at 940-769-3215 if you have questions. Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege to use these resources and may result in suspension or revocation of the privilege to use this educational tool, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. If you are being issued a District technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

### **RULES FOR APPROPRIATE USE**

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- Remember that people who receive email from you with a school address might think your message represents the school's point of view.
- You will always be held responsible for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USES**

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."
- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses and phone numbers.
- Responding to requests for personally identifying information or contact from unknown individuals.

## Santo Elementary's Student Handbook

- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.
- Posting or transmitting pictures of other students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

### **REPORTING VIOLATIONS**

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher or the technology coordinator.
- You must report any requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to a supervising teacher or the technology coordinator.

**The student agreement must be renewed each school year.**

**Form 4**

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE  
DISTRICT'S TECHNOLOGY RESOURCES 2020-21**

**STUDENT**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT**

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

\_\_\_ I give permission for my child to access the District's technology resources and certify that the information contained on this form is correct.

or

\_\_\_ I do not give permission for my child to access the District's technology resources. This means that my child will not be able to use any computer or related technology while at school, which could result in hardships related to completing required classroom assignments.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN TO SCHOOL

**ADDENDUM ADDRESSING STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES WHILE ON CAMPUS**

**(This applies only to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, grade elementary students & only e-reader devices such as Kindles, Nooks or Tablets with reading Apps. Elementary Students may not use cell phones during the school day).**

The District permits use of electronic devices by students for instructional purposes while on campus.

---

**RULES FOR APPROPRIATE USE**

- When using the device for instructional purposes while on campus, the District encourages the use of the District's wireless Internet services, not the student's personal wireless service. The District's wireless network system is expected to be disconnected from the device when the device is not being used for instructional purposes.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.
- When not using the device for instructional purposes while on campus, you must follow the Bring Your Own Technology Guidelines as published in the student handbook.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.
- The District is not responsible for damage to or loss of devices brought from home.

**The student agreement must be renewed each school year.**

**ADDENDUM ADDRESSING STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR  
Form 5**

**INSTRUCTIONAL PURPOSES WHILE ON CAMPUS**

*(This applies only to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, grade elementary students & only e-reader devices such as Kindles, Nooks or Tablets with reading Apps. Elementary Students may not use cell phones during the school day).*

**STUDENT**

I wish to bring the following telecommunications or other electronic device(s) to school to use for instructional purposes while on campus:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

I understand that my use of the District's technology resources, including the District's wireless Internet services, is not private and that the District will monitor my activity.

I understand that my personal electronic device may be searched by District administrators in accordance with policy FNF.

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District's technology resources and use of student-owned electronic devices and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or suspension or revocation of permission to use my personal electronic device for instructional purposes while on campus.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**PARENT**

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District's technology resources and use of student-owned electronic devices. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policies and administrative regulations.

\_\_\_ I do not give permission for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus.

**OR**

\_\_\_ I give permission for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus.

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form 6

**Acknowledgment of Electronic Distribution of Student Handbook & Student Code of Conduct**

- My child and I have been offered the option to receive a paper copy of or to electronically access at *www.santoisd.net* → *Students* → *Student Expectation, Handbooks, and Code of Conduct* the **Santo ISD Student Code of Conduct** and the **Santo Elementary Student Handbook** for the 2020–21 school year.
- I accept responsibility for accessing the **Student Code of Conduct** and the **Santo Elementary Student Handbook** by visiting the web address listed above.
- I understand that if I wish to receive a paper copy of the **Student Code of Conduct** and the **Santo Elementary Student Handbook**, I must request a copy from the superintendent's office.
- I understand that the **Student Code of Conduct** contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the **Student Code of Conduct**. If I have any questions regarding this **Code of Conduct** or the **Elementary Handbook**, I will direct those questions to the Assistant Principal.

Student's grade (*print number*): \_\_\_\_\_

Student's name (*print*): \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's name (*print*): \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to the campus office by Friday, August 30.**