

It is the policy of the Sudan Independent School District not to discriminate on the basis of sex, handicap, race, religion, color or national origin in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Sudan ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Any questions pertaining to Section 504 or Title IX proceedings should be directed to:

Hollis Lowrance, Superintendent of Schools  
P.O. Box 249  
Sudan, Texas 79371  
Phone: 806-227-2431 ext. 111

Other designated staffs you may need to contact include:

Roy Willingham 806-227-2431 ext. 114  
Liaison for Homeless Children and Youths, who coordinates services for homeless students

Bo Lance 806-227-2431 ext. 123  
Parent Involvement Coordinator, who works with parents of students participating in Title I programs.

## PREFACE

The purpose of this handbook is to acquaint students, parents, and teachers with the curriculum, activities, regulations and practices of Sudan Elementary School. Students and parents also need to be familiar with the Sudan ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state

law, and is intended to promote school safety and an atmosphere for learning. This document will be a separate document sent home to parents and posted in the elementary library.

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

We have attempted to make the language as straightforward as possible, however, please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Sudan ISD Student Code of conduct, required by state law and intended to promote school safety and an atmosphere for learning. That is a separate document sent home to parents. We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District’s policy manual is available in the school office or online at <http://www.tasb.org/policy/pol/private/140908/>

## THE AMERICAN CREED

I Believe in the United States of America as a government of the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag, and defend it against all enemies.

## PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands - one nation under God, indivisible with liberty and justice for all.

## PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG

Honor the Texas Flag. I pledge allegiance to thee, Texas, one and indivisible.

## THE "HORNET"

The "Hornet" is described as a large wasp, which has a severe and powerful sting. They are social insects, building nests of paper like pulp. Their thick bodies are usually black or brown, marked with brilliant white or yellow, which has earned for some of them the name of "yellow jackets". If their nests are attacked, they show a disposition so irritable and wield a sting so painful that they fully justify the common expression "as mad as a hornet". If left alone however, they are interesting and industrious workers.

## SCHOOL SONG

Oh, Sudan High, we give to you our praise;  
Our goal to be, add honor to your name.  
If we win or lose we will ever choose,  
And our motto we'll proclaim,  
For the black and gold, may our strength unfold,  
And truth shall be our highest aim.  
Through work or play, we pledge this day,  
Forever stand behind the black and gold,  
Forever stand behind the black and gold.

## TO PARENTS

This handbook has been written to provide an explanation to all elementary school students and their parents of what is expected of them, their rights, and responsibilities. Parents are encouraged to share and discuss the handbook with their children.

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

- \* Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- \* Review the information in the student handbook and the Student Code of Conduct with his or her child and sign and return the acknowledgment forms. A parent with questions is encouraged to contact the principal.
- \* Become familiar with all of the child's school activities and with the academic programs offered in the District. Monitor the child's academic progress and contact teachers as needed.
- \* Attend scheduled conferences and request additional conferences as needed.
- \* Becoming a school volunteer. [For further information, see policy GKG and contact your child's teacher
- \* Participating SPIN meetings
- \* Offering to serve 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. [For further information, see policies at BQA and BQB, and/or contact Bo Lance at 227-2431]

- \* Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and School Health Advisory Council on page 20]
- \* Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]
- \* Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child.

Your child will not be required to participate with parental consent in any survey, analysis, or evaluation--funded in whole or in part by the U.S. Department of Education--that concerns (1) political affiliations or beliefs of the student or the student's parent (2) mental or psychological problems of the student or student's family, (3) sexual behavior or attitudes, (4) illegal, antisocial, self-incriminating, or demeaning behavior, (5) critical appraisals of individuals with whom the student has a close family relationship, (6) relationships privileged under law, such as relationships with lawyers, physicians, and ministers, (7) religious practices, affiliations, or beliefs of the student or parents, and (8) income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

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

- \* Any survey concerning the private information listed above

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

**Parents also have a right:**

- \* To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- \* To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- \* To inspect a survey created by a third party before the survey is administered or distributed to your child.
- \* To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- \* To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the

Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. See Pledges of Allegiance and a Minute of Silence on page

- \* To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 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.

## YOUR RIGHTS AND RESPONSIBILITIES

Students have full rights of citizenship as guaranteed in the United States Constitution and its amendments. These rights must not be changed or interrupted except in accordance with due process of law. Education is one of these rights.

You are responsible for attending school regularly, for making a serious effort in your schoolwork and for following school rules. Most importantly, students, teachers and administrators alike share a responsibility for making our schools good places to learn and to be. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

## ADMISSIONS

New students enrolling should provide the report card, book card, immunization record, social security number and address of the previous school. In addition, students in grades K and 1 need to provide their birth certificate.

Kindergarten students must be five years of age on or before September 1, 2004.

## ATHLETICS

Seventh grade students may participate in football, basketball, track and tennis. Students must meet U.I.L. grade requirements to be eligible.

## ATTENDANCE

In Texas, the state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered in violation of the law and subject to disciplinary action. Nonattendance may also result in assessment of penalty by a court of law against the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year, or is absent on three or more days or parts of days within a four-week period.

To receive credit in a class, a student must be in attendance for at least 90% of the school days during a year. Students in attendance for fewer than the required days in a year shall not be given credit for the class unless the absences are the result of extenuating circumstances.

An attendance committee is to be established to review attendance of students who are in attendance for fewer than 90% of the days the class is offered. The district has policies for alternative ways for a student to make up schoolwork missed and attain credit. If the committee finds that there are no extenuating circumstances for the absence or if conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class. A student whose petition for credit is denied may appeal the decision to the Board of Trustees.

State Law requires the district to document verification of absences. Therefore, when students return to school they should bring a note stating the reason they were absent. If the school nurse sent the student home no note is necessary. When a student's absence for personal illness exceeds four consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school.

A student who has been absent for any reason is responsible for making up specific assignments missed. Failure to make up assigned work within the time allotted by the teacher will result in a grade of zero for the assignment. When possible, students should inform teachers if they know they are going to be absent and find out what they will miss.

## AWAY FROM SCHOOL ACTIVITIES

If students go by school transportation to any school sponsored activity they should return the same way unless definite arrangements have been made with the school sponsor.

## CAFETERIA

Students in grades K-7 not qualifying for free or reduced lunches will be charged \$.40 for breakfast and \$.75 for lunch. Students may not leave campus for lunch at home unless their parents pick them up or they have a note from one of their parents on file in the office.

## CHEERLEADERS

Election of cheerleaders from the sixth and seventh grades is held in the spring of each year. Students who wish to enter this election must have an 80 average in their **core subjects** for the six weeks grading period prior to signing up, have permission from their parents, and have not failed **any** class the previous six weeks. The method of election adheres to the following guidelines:

1. Cheerleaders are to be elected from student vote, judges' evaluation, and teachers' evaluation, with the highest combined

scores being the criteria for selection. Each method of election counts equally.

2. The three participants having the highest scores in the seventh grade, and the two participants having the highest scores in the sixth grade will be elected to the squad. If either grade does not have a minimum number of participants then the principal and cheerleading sponsor will determine the course of action.
3. Head cheerleader will be the seventh grader with the highest score.

## **CLUBS AND ORGANIZATIONS**

Student clubs and groups such as the band, choir, and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

## **COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Texas Department of health regarding these diseases.

## **BACTERIAL MENINGITIS**

### **WHAT IS MENINGITIS?**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term

complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

## **WHAT ARE THE SYMPTOMS?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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

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

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

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

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

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

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

### **FOR MORE INFORMATION**

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

### **COMPUTER RESOURCES**

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 purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

Students and parents should be aware that electronic communications -- e-mail--using District computers are not private and may be monitored by District staff.

## CONDUCT

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlines the whole educational structure. Self-discipline is the training that develops character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior-both on and off campus- and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Parents should accept responsibility for helping their children to develop self-discipline.

Student responsibilities for achieving a positive learning environment at school or school-related activities include, but are not limited to:

- \* Attending all classes, regularly and on time.
- \* Being prepared for each class with appropriate materials and assignments.
- \* Being properly dressed.
- \* Showing respect toward others.
- \* Behaving in a responsible manner.
- \* Paying required fees and fines.
- \* Refraining from violations of the code of student conduct.
- \* Obeying all school rules.

For those students who have not yet mastered self-discipline, the following are some of the alternatives that are available:

- \* Counseling - by teacher, counselor or principal to discuss rules, consequences and ways to avoid further disruptive behavior.

- \* Parent Contact - by teacher, counselor or principal
- \* Withdrawal of privileges - can range from minor such as denial of recess time to denial of participation in extracurricular activities.
- \* In-School Suspension - setting students apart from their classmates for a specified period of time. Students may not participate in extracurricular during the time they are in suspension.
- \* Corporal Punishment - Corporal punishment is not administered by campus personnel to abuse or belittle students. In the majority of situations it is used only after other alternatives have been tried and proven unsuccessful. However, parents who feel strongly against the use of corporal punishment may document their wishes for another means of corrective measure to be used and deliver it to the principal's office. Corporal punishment will be limited to spanking or paddling the student and governed by the following conditions:
  1. The student will be told the reason for the corporal punishment.
  2. Corporal punishment may be administered only by the principal or a teacher.
  3. The instrument to be used will be approved by the principal.
  4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students.
  5. A record will be maintained for each instance of corporal punishment.
- \* Other techniques as listed in the Student Code of Conduct.

To achieve the best possible learning environment for all our students, Sudan Elementary rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school sponsored activities. The District has disciplinary authority over a student:

- \* During the regular school day or while a student is going to and from school on District transportation.
- \* During lunch periods in which a student is allowed to leave campus.
- \* Within 300 feet of school property.
- \* While a student is in attendance at any school-related activity, regardless of time or location.
- \* For any school-related misconduct, regardless of time or location.
- \* When a student commits a felony, as described by Texas Education Code 37.006.
- \* When criminal mischief is committed on or off school property or at a school-related event.

## CONFERENCES

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

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

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

Parent Conferences will be scheduled twice during the year by teachers to communicate progress, concerns, etc. The two dates for these conferences will be October 11, 2004 and February 21, 2005.

## CREDIT BY EXAMINATION

A student in any grade (K-7) may use examinations in lieu of course work to advance to a higher grade. Questions regarding these examinations may be discussed with the principal or counselor.

## CURRICULUM - GRADING

For grades 1-7, numerical scores on a scale of 0-100 will be given in all subjects.

## DRESS CODE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under policy FNCF (Local). The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. A student whose clothing violates the dress code shall be assigned to in-school suspension

either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

## **GENERAL GUIDELINES**

- \* No earrings, pony tails or rat tails on male students.
- \* Hair length not to be excessively long as determined by Principal. Hair should be kept neat and well groomed.
- \* Pant length should be below the kneecap.
- \* No bare midriffs.
- \* Dress and skirt length is not to be excessively short, especially in grades 5,6 &7.
- \* Pants will not be allowed to sag or be excessively baggy as determined by the Principal.
- \* Tank tops and/or shirts that have sleeves inappropriately cut out of them are unacceptable unless they are worn under additional clothing.
- \* Shorts may be worn on any day during the first six weeks grading period. Appropriate length and neatness criteria will apply. Short length can be measured by holding the arms straight down the side with the fingers extended. Shorts must be at least as long as the outstretched fingers. Shorts should be loose fitting. No bicycle shorts as a separate entity will be allowed. After the first six weeks grading

period no shorts of any kind may be worn as a separate entity, except those in PE classes.

## ELEMENTARY TRACK MEET

Near the end of the school year one afternoon is taken to allow students in grades K-6 to compete and win ribbons in running and field events. The meet is organized and run off by the high school student council.

## EXTRACURRICULAR ACTIVITIES

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

- \* A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes other than those that are honors or advanced; and (2) completed three weeks of suspension.
- \* A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities approved by the District are subject to these restrictions.
- \* Any disciplinary behavior-related restrictions on participation are set out in the Student Code of Conduct.
- \* A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

## FEES

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

- \* Personal physical education and athletic equipment and apparel.
- \* Voluntary purchases of pictures, publications, etc.
- \* Fees for damaged or lost library books and school-owned equipment.

## FIELD TRIPS

Field trips are sometimes planned during the year. These trips include educational activities and are used as a supplement to the curriculum.

## FIRE DRILLS

Rules of safety and instruction are reviewed by the teachers to develop safety practices that will help students to move quickly and orderly to assigned safety areas during an emergency. Exit plans are located in each room.

### Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

## GUIDANCE AND COUNSELING SERVICE

Sudan ISD is working to establish a Comprehensive School Guidance Program, which includes an overall guidance curriculum, individual planning, responsive services, and system support. Guidance as a program involves the entire school community in a team approach. The

focus is upon helping students through a proactive program where students acquire personal and academic achievements necessary to be successful in future career fields. We seek to help develop lifelong learners with positive interpersonal skills in order to help mold productive citizens.

Students are encouraged to talk with the counselor in the guidance office by making an appointment at any time. The counselor's job is to help you in all school related situations. The services may include assistance in academic and study problems, specialized testing and personal problem counseling.

Parents and teachers may also request counseling services for a student.

## HEALTH-RELATED MATTERS

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

For information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, please see the school nurse. Information regarding vending machines in District facilities and student access to the machines is available from the principal.

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

## IMMUNIZATION REQUIREMENTS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reason, the student will not be immunized. The immunizations required are: *diphtheria, tetanus, hepatitis A, hepatitis B, varicella (Chicken Pox), measles (rubeola), mumps, rubella, and haemophilus influenza type B, and poliomyelitis*. The school

nurse can provide information on age-appropriate doses or on an acceptable physician validated history of illness required by the Texas Department of Health. [For further information, see policy FFAB and the Texas Department of Health Web site:  
[http://www.tdh.state.tx.us/immunize/school\\_info.htm](http://www.tdh.state.tx.us/immunize/school_info.htm).]

## LATE WORK

Students in attendance when assignments are made will be governed by the following guidelines. Students who fail to turn in assignments when they are due will be given from one to three days (depending on the assignment and teacher discretion) to turn in late work. However, before the assignment will be accepted a parent signature and brief note explaining the reason for the late work is required. Ten points will be deducted for each day that the assignment is late. After the third day a zero will be given for the assignment and the student will be sent to detention until the work is completed satisfactorily. A grade no higher than 70 will then be given for the assignment.

## LAW ENFORCEMENT

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

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

- \* The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

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

- \* To comply with an order of the juvenile court.
- \* To comply with the laws of arrest.
- \* By a law enforcement officer if there is probably cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- \* By a probation officer if there is probably cause to believe the student has violated a condition of probation imposed by the juvenile court.
- \* To comply with a properly issued directive to take a student into custody.
- \* By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

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

## LIBRARY

Students should take good care of books and materials that are used. They should follow guidelines established by the librarian. Students losing or damaging books must pay for them before additional books may be checked out.

## LOCKERS

Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, searches may be conducted from time to time or at any time there is reasonable cause to believe that articles or materials prohibited by District policy are present. Searches are conducted without a warrant and as permitted by law.

A student has full responsibility for the security of the locker and is responsible for making certain that it is locked if he/she desires and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's locker.

## MAKE-UP WORK

Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. This is not to be confused with the guidelines for late work. (See LATE WORK)

## MEDICAL CARE

A school nurse is available throughout the day for minor treatment of accidents and illness. Major treatment will be referred to the parent and emergencies will be transported to the hospital and the parent contacted.

## MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- 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 provided by the parent along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the District's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

## PARENTS QUESTIONS

Often parents have questions or concerns about courses their children are taking, particular lessons or activities they are involved in. Usually most concerns can be addressed simply--by a phone call or a conference with the teacher. These meetings should be set up in advance during the teacher's conference period. Most questions are answered in this manner. If the matter cannot be resolved then the parents should go to the principal. If the parents still feel unsatisfied then they should request a conference with the superintendent. If the Superintendents decision is not satisfactory, the student and/or parent may appear before the Board of Trustees, in accordance with Board policy FNG (Local)

## PARTIES

Various parties will be held throughout the year for the different grade levels. The teacher will organize and plan these parties. Parents may be called on to assist.

## PARTY INVITATIONS

Students should not distribute party invitations at school for private parties of any kind. (Birthday parties, etc.)

## PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## PRAYER

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

## PROMOTION, RETENTION, AND PLACEMENT

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. Students in kindergarten shall not be retained without parental consent. In grades 1-7 promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards. If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- \* In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish
- \* In order to be promoted to grade 6, fifth graders in the 2004-05 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.

In addition, students in grades 3 & 5 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the 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; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level. [See policy EIE]

## PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, a District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. [For further information, see policies at FFAC.]

## REPORT CARDS

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

Report cards will be handed out to kindergarten on Wednesday following the end of each six weeks. Report cards for grades 1-7 will be mailed to parents. Progress reports are mailed out at the end of the third week of each six weeks in grades 1-7. Progress reports are sent out on all students who are failing at the end of each third week. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject.

## SAFETY

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

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

## SEXUAL HARASSMENT

The District believes that every student has the right to attend Sudan Schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal, or superintendent, who serves as the District's Title IX coordinator for students.

## SCHOOL BUSES OR OTHER VEHICLES

Students are subject to the following standards when they are on school transportation. Any student who violates these standards of conduct while on school transportation may be denied transportation services and will be disciplined.

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

1. Follow the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.
3. Keep books, band instrument cases, feet, and other objects out of the aisle.
4. Do not deface the bus and/or its equipment.
5. Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

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

## SCHOOL HOURS

Students are asked not to come to school before 7:45. Breakfast is served at 8:00. The first class begins at 8:20. Grades K-7 dismiss at 3:50. Busses will leave at 3:55.

## SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, students with limited English proficiency, dyslexic students, and students with disabilities. A student or parent with questions about these programs

should contact the principal or the coordinator of each program. Tutoring will be available for students who are at-risk and have academic problems. Periodically, the progress of these students will be reviewed to see if they have specialized needs.

Nominations and screening for the Gifted/Talented Program will take place at least once a year for elementary grades. Students will be assessed using a minimum of 3 appropriate criteria that includes both qualitative and quantitative measures. Students that qualify for the program will have learning opportunities that are commensurate with the abilities of gifted/talented students, and that emphasize content in the four core academic areas. Teachers and administrators working in the program will meet the required hours of professional development.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent. If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Bo Lance at 227-2431

## STUDENT INSURANCE

School student insurance is provided for each student. This is a supplemental insurance policy and coverage will apply only while the student is at school or on school sponsored activities. A more comprehensive insurance plan is available for purchase if parents are interested. A plan is sent home with each student shortly after school starts.

## STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. When students enroll in a different school district their educational records are forwarded to that district upon request from school officials.

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

Regarding student records, federal law requires that "directory information" on a student be released by the District to anyone who requests it unless there is a written objection from the parent(s) received by the district within ten school days from the time notification of such is received by the parents. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. The opportunity to exercise such an objection is provided on a form at the end of this handbook

## TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests (TAKS/SDAA)

- \* Reading and mathematics: Each year in grades 3 through 7
- \* Writing: Grades 4 and 7
- \* Science: Grade 5
- \* Any other subject and grade required by federal law

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

## TEXTBOOKS

Textbooks and workbooks are furnished for student use. Students should keep their books covered and take good care of them. The student must pay for books lost or damaged.

## TORNADO DRILLS

The storm shelter is located in the high school. March in an orderly manner to the place designated by the teacher. Maps are posted in each room showing the room to go to in the building.

### Tornado Drill Bells

1 continuous bell                      move quietly but quickly to the designated locations

2 bells                                      return to the classroom

## U.I.L. CONTESTS

Various contests are held each year in the U.I.L. Literary Meet. Students are encouraged to take part in these events.

## WITHDRAWALS

Students withdrawing from school in grades K through the fourth grade will do so through their teacher. Students in grades five, six and seven will check out through the principal's office.

**SUDAN ELEMENTARY  
2004-2005 SCHOOL CALENDAR**

Aug. 17	First Day of School
Sept. 6	School Holiday
Sept. 24	End of First Six-Weeks (28 days)
Sept. 27	Start of Second Six-Weeks
Oct. 11	Student Holiday/Parent Conferences
Nov. 5	End of Second Six-Weeks (29 days)
Nov. 8	Start of Third Six-Weeks
Nov. 25-26	Thanksgiving Holidays
Dec. 21	End of Third Six-Weeks (30 days)
Dec. 23-Jan. 3	Christmas Holidays
Jan. 4	Start of Fourth Six-Weeks
Jan. 21	School Holiday
Feb. 18	End of Fourth Six-Weeks (33 days)
Feb. 21	Student Holiday/Parent Conferences
Feb. 22	Start of Fifth Six-Weeks
Feb. 22	TAKS/SDAA Writing (Grade 4 & 7)
Feb. 23	TAKS Reading (Grade 3 & 5)
March 14-18	Spring Break
March 21-April 8	Reading Proficiency Tests in English
March 28	School Holiday
April 5	TAKS Math (Grade 5)
April 8	End of Fifth Six-Weeks (28 days)
April 11	Start of Sixth Six-Weeks
April 18	School Holiday (Bad Weather Makeup Day)
April 19	TAKS Math (Grades 3,4,6,7)
	SDAA (Grades 3-7)
April 20	TAKS/SDAA Reading (Grades 3,4,6,7)
	TAKS Reading (Grade 3 & 5 Retest)
	SDAA (Grades 3-7)
April 21	TAKS Science (Grade 5)
May 6	School Holiday
May 13	School Holiday (Bad Weather Makeup Day)
May 17	TAKS Math (Grade 5 Retest)
May 26	End of Sixth Six-Weeks (31 days)
May 26	Eighth Grade Graduation - 6:30 P.M.
May 27	High School Graduation - 8 P.M.

**Note: Needs to be signed and returned**

**Receipt of Handbook**

I have received a copy of the Sudan Elementary Student Handbook for 2004-2005. I understand that the handbook contains information that my child and I may need during the school year.

Print names of students in Sudan Elementary:

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\_\_\_\_\_  
Signature of parent:

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

**Request for Discipline Methods Other Than Corporal Punishment**

**Note: This section does not need to be completed and returned unless you wish to request discipline measures other than corporal punishment.**

I do not wish for corporal punishment to be a discipline method used on my child. I request that other discipline measures be used.

Print names of students in Sudan Elementary:

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\_\_\_\_\_  
Signature of parent:

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

**Release of “Directory Information”**

**Note: This page does not need to be completed and returned unless you wish to limit the release of directory information.**

Regarding student records, federal law requires that directory information on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

Print names of students in Sudan Elementary:

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\_\_\_\_\_ Signature of parent:

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

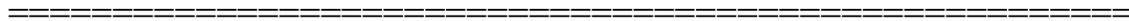
**Note: Needs to be signed and returned**

Sudan Independent School District  
**SCHOOL - PARENT COMPACT**

***As a student of Sudan Elementary I take responsibility for my learning...***

- \* I will treat others with respect because I want to be respected too.
- \* I will show politeness to adults and peers.
- \* I will be responsible by accepting nothing less than my best.

\_\_\_\_\_ Signature \_\_\_\_\_ Date



***As a parent of a student at Sudan Elementary I take responsibility for his/her learning...***

- \* I will support my child's education by frequently explaining to him/her that education is important.
- \* I will praise my child for reaching his/her goals.
- \* I will be responsible for my child's education by giving my child time to do homework, and having him/her rested and ready to learn each day.

\_\_\_\_\_ Signature \_\_\_\_\_ Date



***As a teacher at Sudan Elementary I take responsibility for my students' learning...***

- \* I will hold high expectations for each student and work to help each child achieve his/her goals.
- \* I will work with parents to inform and involve them in their child's education.
- \* I will show respect for each child by treating him/her with dignity and sincerely taking the time to know his/her individual needs.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

