

Dripping Springs Middle School  
2008 – 2009

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# Student Handbook

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## General Information

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### **Arrival and Departure Procedures**

School hours are from 9:00 a.m. to 4:15 p.m. The school building opens to students at 8:15 a.m. and locks at 4:30 p.m. Any student arriving at school before 8:15 a.m. must be registered with Klub KRASH (Kool Reading, Activity/Study Hall) hosted by Dripping Springs Community Education (<http://www.dripping-springs.txed.net/CommunityEd/KlubKRASH>). Klub KRASH will accept students as early as 6:45 a.m. and will release at 8:15 a.m. Bus riders must enter the building through the back doors; drop offs through the front doors only. Only bus riders may exit the building through the back doors in the afternoon.

Parents should make sure students know their afternoon transportation arrangements before arriving at school each day. To insure student safety and prevent confusion and missed rides, parents are urged to maintain a consistent schedule as much as possible. Changes to transportation arrangements during the school day should be limited to emergency situations only. Requests for changes in the afternoon transportation will not be accepted after 12:00 p.m. except in emergency situations. **Students NOT involved in after-school programs must be picked up by 4:30 p.m.**

### **Backpacks and Book Bags**

For safety and logistical reasons, students will be expected to leave backpacks/book bags in their assigned lockers during the entire school day.

### **Character Education**

District-wide Tiger Traits are reinforced through campus level character education activities. Project Wisdom is implemented into the daily announcements that complement the Tiger Traits of the Month: Respect, Honesty, Responsibility, Perseverance, Compassion, Self-Discipline, Tolerance, Loyalty, Integrity/Justice, and Self-Reliance.

### **Complaints**

Please remember that our faculty and staff are working hard to ensure the success of DSMS students. If you have concerns, please contact the appropriate teacher or principal. Unresolved complaints may then be referred according to DSISD, BOT, FNG (Local).

### **Daily Assignment Log**

Students are required to use DSMS Daily Assignment Logs. Lost/replacement logs can be purchased from the office for \$4.00. This is a key form of communication between parent(s) and teacher(s).

### **Deliveries to Students**

Parents are requested to make arrangements for delivery of sports equipment, overnight bags, etc., for after school activities by means other than through the school office. The academic school day will not be interrupted for such purposes. Deliveries of flowers, balloons, or other gifts will not be permitted at school.

### **Emergency Drills**

Procedures for Emergency Drills are posted throughout the facility and in each classroom. When the alarm is sounded, students must follow the direction of teachers or marshals, quickly, quietly, and in an orderly manner.

### **Emergency School Closing Information**

Local radio or television stations will announce the closing of school in the event of emergency situations.

## **Fax Machine Usage**

A charge of \$1.00 per page will be applicable for all personal faxes sent and/or received from the middle school office.

## **Federal Lunch Program**

The district participates in the National School Lunch Program and offers free and reduced price meals based on a student's financial need. Information can be obtained from the cafeteria manager.

## **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, notebooks, required grade level dividers and assignment book, and may be required to pay certain other fees or deposits. Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school principal.

## **Instructional Television**

Through a contract with Whittle Communications, the district provides students with the opportunity to view a twelve-minute educational program on current events/news items, two minutes of which contain commercial advertising. Some classes use the news items as topics for discussion. A parent who prefers that his or her child not view any commercial broadcast at school should notify the principal. An appropriate alternative supervised assignment will be made for the student.

## **Lockers**

Lockers remain under the jurisdiction of the school. Stickers may NOT be placed on lockers. The school reserves the right to inspect all lockers. A student has full responsibility for the contents of his/her locker and is responsible for making certain it is locked 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.

**A student is required to furnish a lock, either key or combination.** A student may provide the front office with an extra key or locker combination (must be in an envelope marked with student's name and grade) for safekeeping. A student is to use only the locker assigned to him or her. **Any changes of locker assignment must be approved and made by an assistant principal.**

## **Lost and Found**

Lost and Found items are maintained in the front office. Articles such as jewelry, purses, wallets, money, *etc.*, found by students are to be turned in to the office immediately. Lost and Found items will be given to a charity periodically throughout the year. **It is recommended that parents ensure personal items (i.e., notebooks, Daily Assignment Log, jackets, shoes, etc.) are properly identified with student's name.**

## **Office Communications**

Please report any change of home and/or work phone numbers or address to the school office.

## **School Buses**

A student being transported in a school bus is required to comply with the Student Code of Conduct. Failure to comply with that code or established rules of conduct while on school transportation may result in denial of transportation services or other disciplinary action. The district Transportation Office telephone number is (512) 858-3004.

## **Student Health Advisory Council**

The district has a Student Health Advisory Council that meets periodically to advise the district on health curriculum, the wellness program, and other related issues. If interested, additional information can be obtained through the district office.

## **Student Records / Directory Information**

A student's school records are confidential and are protected from unauthorized inspection or use. 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.

School officials with legitimate educational interests are the only persons who have general access to a student's records. Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else.

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 Dripping Springs Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten days of the date this handbook was issued to your child. Dripping Springs ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

The Director of the Hays-Blanco Special Education Cooperative is the custodian of Special Education Records. The address is P.O. Box 449, Dripping Springs, Texas, 78620.

## **Teacher Email Addresses**

Individual teachers can be reached by email using their  
**firstname.lastname@dripping-springs.txed.net**

## **Telephone Usage**

There is a telephone in the main office that has been designated for student use. This phone may be used before school, during lunch and after school by students who have a legitimate need to contact their parent or guardian. Students will not be allowed to use the main office phone during any other time of the day without a pass from their teacher.

Students are not allowed to use their cell phones during the school day.

## **Textbooks**

All textbooks are the property of the State of Texas and are required to be covered at ALL times. Please refrain from using book covers with self-adhesive products. State approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damages to the teacher. Any damage of the textbooks may be cause for a fine. Lost textbooks or those turned in without a barcode must be paid for by the parent/guardian.

## **Valuables**

Students are discouraged from bringing to school large sums of money, expensive jewelry, or other valuable items. In the event of lost items, the school is not responsible.

## **Vending Machines**

The district has adopted and enforces policies to ensure that district campuses comply with agency vending machines and food service guidelines for restricting student access to vending machines.

## **Visitors**

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 school office. Photo identification will be required when checking out a student before the end of the school day.

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

Only those visitors with scheduled appointments are permitted in the classroom corridors between 8:15 a.m. and 4:15 p.m. Appointments should be scheduled a minimum of two days in advance of a visit. Unless otherwise approved, visits during instructional time shall be limited to 30 minutes in duration.

Parents are welcomed and encouraged to have lunch in the cafeteria with their child. Lunchtime visits in the cafeteria do not need to be scheduled in advance; however, parents must sign in with the office and wear a visitor's badge while in the building. Parent may bring lunch for their child, but due to state food regulations parents cannot bring food items to share with any other students.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **Web Page**

Dripping Spring Middle School's website is:

[www.dripping-springs.txed.net/ms/index.html](http://www.dripping-springs.txed.net/ms/index.html)

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## **Student Expectations and Behavior**

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### **Conduct**

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity. Detailed disciplinary information can be found in the DSISD Student Code of Conduct. Each teacher will establish classroom expectations in accordance with his/her instructional plan and the campus-wide Discipline Management Plan. Federal law provides that students with disabilities may not be subject to certain disciplinary actions. In addition, there are federally required procedures that the school district must follow prior to disciplining students with disabilities.

DSMS is governed by the four principles of **TIGER PRIDE**:

1. We will give good effort.
2. We will be fair with each other.
3. We will take care of each other.
4. We will accept each other's differences.

Students are expected to exhibit self-discipline by being *Polite, Prepared, Productive, Prompt and Positive*.

## **Bullying or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A report of bullying or taunting should be made in the main office, using the Student Incident Report. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

## **Cell Phones**

Students are not allowed to use cell phones in the school building. Students may use cell phones outside the building before or after school. Should a student disregard this expectation, the phone will be confiscated and held in the front office until a parent picks it up.

## **Detention**

A student may be detained outside of school hours on one or more days for disciplinary purposes. The student's parents will be notified of the reason(s), time(s), and date(s) of detention.

## **Dress Code For All Students**

The district's dress code is established to instill discipline, prevent disruption, avoid safety hazards, and to help prevent unauthorized access to our campus. A student's dress and grooming are the responsibility of the student and his/her parents. A student must dress in such a way that neither interfere with nor disrupt the learning and educational program. It is expected that all students be neat and clean and meet the common community standards of decency and modesty at all times. The student who fails to comply with this code or who in the judgment of the appropriate administrator fails to comply with the requirements of neatness, cleanliness, safety and decency will be disciplined accordingly.

1. Proper footwear must be worn at all times.
2. Clothing or other items depicting pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under district policy is prohibited.
3. Hats, caps or other headwear are not to be worn inside campus buildings at any time.
4. Dark glasses (sun glasses) may not be worn in the building.
5. Revealing, transparent and/or distracting clothing is prohibited. No bare midriffs will be permitted. No spaghetti straps, low cut clothing, undershirts worn as outer wear, or halter tops are to be worn. Straps must be at least 1 ½ inches wide over the shoulder.
6. Shorts, dresses and skirts must be fingertip length with arms fully extended down the student's side or have an inseam no shorter than four inches. Slits in shorts, skirts or dresses shall not be above the fingertips or be of a distracting nature.
7. Visible body piercing and tattoos, other than the piercing of ears, is prohibited.
8. Hair must be clean, neat and reasonably styled. Hair shall not obstruct vision or create a distraction.
9. Facial hair is not permitted. Sideburns shall be no longer than the bottom of the earlobes.
10. Pants should be properly fitting. Sagging is not allowed.

If a student's dress is deemed unacceptable by a faculty member and/or administrator, appropriate consequences will be assigned. The student will be required to change the inappropriate item or correct

the violation. Students who persistently violate the dress code may be subject to more severe consequences on each subsequent referral.

### **Fire Alarms**

Sending a false fire alarm or tampering with fire safety devices is illegal and will be dealt with as a serious Level Three Offense (see Student Code of Conduct).

### **Gum**

Gum chewing is not allowed.

### **Hall Passes**

Students must have hall passes when out of class.

### **Prohibited Items**

Use of electronic devices, which include cell phones, pagers, laser pens, CD players, I-PODs, cameras, *etc.* are prohibited during the instructional day. Skateboards or skates of any kind are prohibited on school property. Prohibited items will be confiscated and held in the main office until a parent picks them up.

### **Searches By Trained Dogs**

To help ensure a drug-free educational environment, DSISD employs the use of a highly trained drug dog. Random searches of lockers, classrooms, buses, and vehicles parked on or within a 500-foot boundary of school grounds may occur during the course of any regular school day. When illegal substances are detected, student's rights and responsibilities regarding searches shall be strictly followed.

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

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

Students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

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

A student who believes he or she has been harassed by another student or by a district employee is encouraged to report the incident to the principal or counselor. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct. All students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

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

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

## **Technology**

All students must adhere to the DSISD Acceptable Use Policy outlined in the Student Code of Conduct.

## **Tobacco Products**

The district has adopted and enforces policies and procedures that prescribe penalties for the use of tobacco products by students and others on school campuses or at school-related activities.

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# **Academics**

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## **Credit By Exam**

Students are permitted to take an exam to earn credit for an academic course in which students have had prior or no prior instruction. Additional information is available in the Counselor's Office.

## **Grading System**

Grades shall be numerical; lowest passing grade is 70, highest possible grade is 100. The grading scale for report cards is as follows:

A .....	100 - 90
B .....	89 - 80
C .....	79 - 70
F .....	69 - 50

## **Late Work**

Late work will be accepted for up to two school days after the due date and will earn a maximum grade of 70%. If not turned in after two days, the grade will be a zero.

For projects and special assignments, late work guidelines will be explained per the assignment's rubric or instructions.

## **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 Counseling Office at 858-3403, to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling 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 an 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*.

## Promotion and Retention

Students must attain a 70 average in core academic courses and have an overall 70 average for all courses taken in order to be promoted. Students who fail only one core course will be required to follow a prescribed summer remediation program or retake the course during the school year in lieu of an elective in order to be promoted.

## Report Cards

Report cards shall be issued at the end of each grading period. Parents will be notified through interim reports if the student's grade average is below 70 or below the expected level of performance. Parents are provided the opportunity to receive **Family Access** training on-line that enables them to access their child's grades throughout the school year. Parents wishing to discuss academic progress are encouraged to contact the teacher. Report cards are distributed to the student during the week following the end of the grading period. The final report card will be mailed if no outstanding debts remain.

See page 15 of this handbook for a calendar of dates for interim progress reports and report cards.

## Tutorials

Tutorials are available before school from 8:30 a.m. – 8:55 a.m. for teacher assistance in any subject area.

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# Attendance

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## General Policy

In Texas, a child between the ages of 6 and 18--depending on when the child's birthday falls--is required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law.

## Procedure to Follow When Absent

**The parent/guardian should call the school before 9:30 a.m. to report a student's absence.** A student who attends fewer than 90% of the days a class is offered cannot receive credit for the class unless the Attendance Committee finds that the absences are the result of extenuating circumstances.

When returning to school, a student must bring a note signed by the parent that describes the reason for the absence to the attendance office; notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. When a student's absence for personal illness exceeds four consecutive days, a doctor's verification must be presented upon return to school. [FDD (Local)]

Parents need to notify the attendance clerk of any out-of-town absences by sending a note prior to the absence. Out-of-town absences are documented as unexcused absences.

## Procedure to Follow When Leaving Early

**A student who must leave school during the day must bring a note from his or her parent to the attendance office that morning.** The person responsible for picking up the student is required to sign the student out at the attendance office. A photo ID is required when picking up any student. Students missing any part of a school day for a doctor's appointment can receive attendance credit if they bring a doctor's note verifying the appointment. The doctor's note must be received in the attendance office either on the day of the absence or on the following day.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. If necessary, the nurse will notify the student's parent.

### **Absence Limitations for Extracurricular Activities**

A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening. Exceptions will be considered by the principal for excused absences only. A student not actually on campus when attendance is taken may be considered in attendance for Foundation School Program purposes if the student has a documented appointment with a health care professional during regular school hours and if that student commences classes or returns to school on that same day. The appointment should be supported by a document such as a note from the health care professional. [FDD (Legal)]

### **Loss of Credit Due to Absences**

If the Attendance Committee finds that there are no extenuating circumstances for the absence(s) or if conditions established by the committee for earning credit are not met, the committee shall deny credit for the class. A student whose petition for credit is denied may appeal the Attendance Committee's decision to the Board of Trustees. A student may be allowed to regain credit by completing make-up work and/or making up time lost during absences.

### **Tardies**

A student late to class is tardy. Repeated instances of tardiness shall result in disciplinary action. A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

### **Making Up Missed Work**

Make-up work is the responsibility of the student. A student who has had an excused absence is expected to obtain and complete assignments missed and/or additional in-depth study assigned by the teacher to meet subject or course requirements. (*See Homework Requests*)

Failure to make up work within an allotted time frame of one day for each day absent may result in academic penalties. Work that was assigned on the student's last day of attendance will be due the day the student returns to class.

### **Homework Requests**

Students who are ill or must miss school for a principal-approved reason and expect to be absent can call **after three or more days** the main office to request assignments. **Twenty-four hours must be allowed for the accumulation of the assignments.**

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## **Student Activities**

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### **Dances**

School dress code and code of conduct shall be observed for all school social events. Only enrolled DSMS students may attend dances. Anyone leaving before the official end of the dance will not be readmitted. Parents are welcome to attend. Students exhibiting inappropriate behavior at dances or other after school events are subject to disciplinary action and restricted attendance at future events.

### **Fund Raising**

Only principal-approved fundraisers are permitted on school property. Students are allowed to sell school-sponsored fund-raising items before school, during lunch, or after school. Independent sales are prohibited.

## **Extracurricular Activities**

A student shall be permitted to participate in extracurricular activities, subject to the following restrictions: Students shall be ineligible from participation when the student receives a grade lower than 70 in any class. The suspension shall continue for three weeks. If at the end of the three-week suspension the student has a 70 in all classes, the student will regain his/her eligibility. The suspended student may practice or rehearse during the suspension but may not compete or perform.

A student is permitted up to ten activity-related absences during a full year course in order to participate in school-related or school-sanctioned activities on or off campus.

Students participating in extracurricular activities will adhere to the Extracurricular Code as defined in the DSISD Student Code of Conduct. Students assigned In School Suspension (ISS), *Out of School Suspension*, or to the District Alternative Education Placement Center (DAEP) may not attend ANY extracurricular activity until assignment is completed.

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## **Counseling and Guidance**

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Students are encouraged to talk with school counselors, teachers, and principals to learn about curriculum, course offerings, and promotion requirements. All students in grades 6-8 and their parents shall be notified annually about the recommended courses for students preparing for the next grade.

A school counselor is available to assist students with a wide range of personal concerns, including social/family/emotional, academic or chemical dependency needs. The counselor may make available information about community resources to address personal concerns.

The counselor is required by state law and his/her own professional code of ethics to report any form of child abuse or endangerment whether to self or others. To the extent possible under legal and ethical guidelines, the counselor protects the privacy rights of children and their families.

The services of the counselor are available to any child unless specifically prohibited by written request from the parent or guardian, or unless they are currently being treated by a licensed professional counselor, a psychologist, a psychiatrist, or other certified/licensed mental health professional outside the school setting. Students who wish to meet with a counselor should contact the counselors' office.

### **Schedule Changes**

Schedule changes for electives will not be made after the first three weeks of instruction. All other schedule changes require principal approval.

### **Section 504**

In compliance with state and federal law, the Dripping Springs Independent School District will provide those accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to each disabled student without discrimination to the student or family. In order to qualify as a disabled student, the child must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. Please contact the counseling office at 858 – 3403 for additional information.

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## Health and Safety

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### **Asbestos**

Dripping Springs ISD has complied with federal law requiring schools to be inspected for asbestos and to develop management plans to address asbestos in schools. As required, each campus houses a copy of the management plan, and a copy of the master plan is housed at the District Service Center, Office of Plant Operations. These copies are available for viewing. All questions concerning the asbestos in schools should be directed to Dan Davis, the asbestos designated person at 512-858-3013.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are to telephone the school so that appropriate measures can be taken. A student with certain diseases is not allowed to come to school while the disease is contagious.

### **Emergency Medical Treatment**

Parents shall complete an emergency care form yearly that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law.

### **Herbals**

School personnel will not be able to administer herbals, home remedies, and/or dietary supplements.

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of such immunization must be on file for every student.

If a student receives notification of immunizations due, please comply promptly. The report is to be turned in to the nurse's office, where it will be entered into school records. We must have 100% compliance with the Texas immunization laws. See the school nurse for additional information.

### **Illness**

If a student becomes ill during the school day, the nurse will evaluate the student and notify a parent if necessary. It is imperative that we have current parent telephone numbers on file at the school in case of an emergency or illness. If a student has a temperature of 100 F or more, please stay at home. Students who come to school ill can cause disease to spread rapidly. We do not have facilities to keep ill students in the clinic.

### **Injury**

If an injury occurs at school, first aid will be given. If further medical attention or evaluation is recommended, a parent will be contacted at the numbers on the Student Information Sheet. If an injury occurs at home, please care for it or seek medical care before returning to school. There is no physician on campus nor do we have x-ray equipment available. All staff is required by law to report suspected cases of child abuse or neglect.

### **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 premiums (if coverage is desired) and for submitting claims. **The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.**

## **Medicine at School**

The following information concerning administering medication is taken from DSISD FFAC (Local): A medication or drug is any product that has a legal written label that recommends its use for a specific medical condition or set of symptoms. All medications, whether prescription or nonprescription, must be provided by the parent, legal guardian, or other person with lawful control of the student, and must be stored in the nurse's clinic and dispensed by designated district employees. The DSISD recommends that an adult bring all prescription medicine to school.

Authorized district employees may administer prescription medication in accordance with legal requirements. [See FFAC (Legal)] Authorized district employees may administer nonprescription medications provided by the parent, under the same provisions as for prescription medications. Medication must be age appropriate unless accompanied by a written order from a physician.

A student who has written authorization from his or her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student's discretion, to 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.

In addition to legal requirements, the district shall also require a physician's written request to administer medication to a student at school for longer than three days.

## **Pest Management**

As part of our commitment to provide your child with a safe, pest-free learning environment, the Dripping Springs Independent School District may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on DSISD property are made only by trained and licensed technicians. Should you have any questions about the district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator, Dan Davis at 858-3013 or dan.davis@dripping-springs.txed.net

## **Notification of Food Allergy**

Parents, if a physician has determined that your child has a food allergy that may result in severe life-threatening (anaphylactic) reactions,

- You must obtain a signed statement from your physician identifying the food allergy and the need for a food substitution through the DSISD Child Nutrition Department.
- The physician's statement must be on file in the Child Nutrition Department (cafeteria) where your child attends school.
- The medication needed to treat an allergic reaction (Epi-Pen, Benadryl, etc.) must be submitted to the nurse's office in accordance with DSISD Policy.

The parent/guardian is responsible for obtaining the physician's statement and for notifying the cafeteria.

## **Physical Examinations**

A student desiring to participate in UIL Athletics shall submit annually a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the Athletic or Band programs. The district may provide additional screening as district and community resources permit. Parents of students identified through any screening programs as needing treatment or further examination shall be advised to the need and referred to appropriate health agencies.

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## Additional Information

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In addition to the information in this handbook, all students will be responsible for knowing the information in the DSISD Student Code of Conduct.

School Board policies may change during the course of the school year. If a policy is changed that impacts the contents of this handbook, a supplement to the handbook explaining the change(s) will be provided as soon as possible.

**Dripping Springs Independent School District does not discriminate on the basis of race, color, national origin, age, sex, or disability in its employment, practices, activities and programs.**

**El Distrito independiente de la escuela de Dripping Springs no discrimina en base de la raza, del color, del origen nacional, de la edad, del sexo, o de la inhabilidad en su empleo, prácticas, actividades y programas.**

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## Progress Report and Report Card Schedule

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	<b>Reporting Dates</b>	<b>Reports to Students</b>
<b>First Nine Week Grading Period</b> 3 week Interim 6 week Interim Report Card	Aug. 25 - Sept. 12 Sept. 15 - Oct. 3 Oct. 6 - Oct. 17	Sept. 18 Oct. 9 Oct. 23
<b>Second Nine Week Grading Period</b> 3 week Interim 6 week Interim Report Card	Oct. 20 - Nov. 7 Nov. 10 - Nov. 25 Dec. 1 - Dec. 19	Nov. 13 Dec. 4 Jan. 8
<b>Third Nine Week Grading Period</b> 3 week Interim 6 week Interim Report Card	Jan. 6 - Jan. 23 Jan. 26 - Feb. 13 Feb. 18 - March 13	Jan. 29 Feb. 19 March 26
<b>Fourth Nine Week Grading Period</b> 3 week Interim 6 week Interim Report Card	March 24 - April 9 April 14 - May 8 May 11 - June 4	April 16 May 14 Mailed June 11

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## Bell Schedule

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**1st period** 9:00 - 9:53

**2nd period** 9:57 - 10:47

<b>8th grade</b>	<b>7th grade</b>	<b>6th grade</b>
Lunch: 10:47 - 11:17	3rd: 10:51 - 11:41	3rd: 10:51 - 11:41
3rd: 11:21 - 12:11	Lunch: 11:41 - 12:11	4th: 11:45 - 12:35
4th: 12:15 - 1:05	4th: 12:15 - 1:05	Lunch: 12:35 - 1:05

**5th period** 1:09 - 1:59

**6th period** 2:03 - 2:53

**Advisory** 2:57 - 3:21

**7th period** 3:25 - 4:15

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## Important School Phone Numbers

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Dripping Springs Middle School      512 – 858 – 3400  
Fax      512 – 858 – 3499

Principal's Administrative Assistant      512 – 858 – 3402  
Attendance Office      512 – 858 – 3401  
Counselor's Office      512 – 858 – 3403  
Nurse's Office      512 – 858 – 3404  
Library      512 – 858 – 3412  
Band      512 – 858 – 3432  
Girls Athletics      512 – 858 – 3414  
Boys Athletics      512 – 858 – 3470  
GT Coordinator      512 – 858 – 3406

Klub Krash      512 – 858 – 3021  
Transportation Department      512 – 858 – 3004