

# Margaret B. Henderson Elementary School

2200 S. Edgefield Avenue - Dallas, TX 75224

Phone: 972-749-2900 - Fax: 972-749-2901

Principal: Ida Escobedo

Assistant Principal: Robin Canady

## 2020 – 2021

### Parent & Student Handbook



*"Parents are the first teachers in a child's life."*

**Dallas Independent School District**

**Vision**

Dallas ISD seeks to be a premier urban school district.

**Mission**

Educating all students for success.

**Student Outcome Goals**

Student Outcome Goal 1

Student achievement on state assessments in all subjects in Domain 1 will increase from 46 to 58 by June 2024.

Student Outcome Goal 2

Student achievement on the third-grade state assessment in reading at the Meets performance level or above shall increase from 40.0% to 56.0% by June 2024.

Student Outcome Goal 3

Student achievement on the third-grade state assessment in mathematics at the Meets performance level or above shall increase from 42.3% to 56.0% by June 2024.

Student Outcome Goal 4

The percent of graduates who are college, career, or military ready (CCMR) from Domain 1 will increase from 42.0% to 54.0% by June 2024.

Student Outcome Goal 5

Middle-grade (grades 6-8) student achievement on state assessments in all subjects in Domain 1 will increase from 40 to 50 by June 2024.

**M.B. Henderson’s Mission Statement**

Our mission is to facilitate student achievement through high expectations and rigorous instruction in a safe and caring environment.

**School’s Vision**

Our children come to us with the potential for greatness. At Henderson Elementary we will lay the foundation and provide the tools necessary for their success.

**CIP Campus Goals**

M.B. Henderson Elementary will create a positive school culture to build supportive relationships among parents, students and staff.

M.B. Henderson Elementary will improve the culture and climate by creating a student-centered environment focused on inspiring behaviors and mindsets that lead to academic success.

M.B. Henderson Elementary will improve academic achievement in math, reading, science and writing through purposeful aligned instruction by implementing the Quality Work Criteria problem solving model, Balanced Literacy model, 5 E Science model and the Empowering Writing Model.

**General Information and Directory**

School Address: 2200 S. Edgefield Avenue Dallas, TX 75224

School Colors: Black and Gold

School Mascot: Hornets

Main Office	-----	972-749-2900
Fax	-----	972-749-2901
Principal	Ms. Escobedo	972-749-2900
Assistant Principal	Mrs. Canady	972-749-2908
Counselor	Mrs. Vaughn	972-749-2916
CRC (Attendance & Registration)	Mrs. Enriquez	972-749-2911
Office Manager	Mrs. Patino	972-749-2902
Nurse	Ms. Hobson	972-749-2905
Media Specialist	Mrs. McElyea	972-749-2914

### **Arrival & Dismissal Procedures**

All students who arrive at campus on foot or in cars will be temperature-checked by staff upon arrival. All will be required to wear masks before entering schools and boarding the bus.

Students with elevated temperatures (higher than 100.4 F) will be sent to the clinic. The nurse will conduct a screening of the student and may call the parent to pick up the child.

Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks, monitor students to discourage congregating and enforce social distancing, and direct students where to enter the building.

#### Student Car Riders

- As students exit cars upon arrival, they will be reminded to wear their face masks.
- Students will be directed to walk to the designated school entrance and immediately go to the assigned pick-up area to meet their teacher or other staff member.
- At dismissal, staff will monitor students to ensure students are wearing face masks and social distancing before leaving the building.
- Staff will direct students to go to their designated pick up area, maintain distance and avoid congregating in large groups with other students.
- At pickup and dismissal, parents will be required to follow campus safety protocols.
- Parents are asked to remain in their vehicles and avoid congregating on campus.

#### Student Walkers

- Students who walk to school should maintain distance from other walkers (unless from the same family) and wear face masks to school.
- Students will have their temperature checked upon arrival.
- Students with elevated temperatures (higher than 100.4 F) will be sent to the nurse's office.

The nurse will conduct a screening of the student and may call the parent to pick up the child.

- Upon arrival, students will be directed to go immediately to the pick-up area to meet their teacher.
- As feasible, students will be asked to avoid large group gatherings with other students before and after school.
- At dismissal, students will be asked to leave campus immediately and begin walking home.
- Staff will ensure that students are wearing face masks upon departure.

### **Attendance Policy**

In order for students to receive the most benefit from instruction and to maximize their learning, it is important for them to attend school every day! As a school, our goal is to have 98% attendance from every student. We understand that at times, students may become ill and so we have the following procedures in place:

- Students should attend school every day they are able.
- When a student is absent, the absence will be initially marked as unexcused and a system-generated phone call will be made to parents to notify them of the absence.
- If a student misses school because he is sick, it is the parent's responsibility to send a note explaining the absence within three days of the student's return to school so that the absence is changed to "excused."
- After 5 excused absences, the parent will be asked to provide a doctor's note in order to excuse any additional absences due to illness.
- If a child arrives after 10:00 a.m. or is picked up before 10:00 a.m., the child will be counted absent for the entire day.
- Absences due to vacations, babysitting, family illness or family visits, car trouble, or oversleeping, etc...will be marked as unexcused.

The Texas Education Code 25.095 requires schools to report truant students to the court system. After the 3<sup>rd</sup> unexcused absence, a warning letter will be mailed to parents. After the 5<sup>th</sup> unexcused absence, the parent will be served with a summons to report to truancy court. Parents may be fined up to \$500 per unexcused absence, required to attend counseling, and/or complete community service for failure to ensure that the child adheres to the compulsory school attendance law.

Research on effective schools consistently supports “bell to bell quality instruction” as a necessity for high achievement. Promptness to class is a campus priority.

Class begins at 7:45 a.m. (to 3:15 p.m.). Students who enter the building after the 8:00 a.m. bell must report to the main office to get a tardy pass. An additional assignment related to the importance of developing responsible habits, such as being on time, may be assigned.

### **Early Pick-Up**

A picture ID is required to pick up a child early from school. Only adults listed in the child’s contact information may take the child from campus. The child will be called to meet the parent in the office. If a child leaves the campus before 10:00 am and does not return, the child will be counted absent for the entire day. All visitors who enter the building are required to wear masks. A mask will be provided to visitors who do not have one.

**Children should not be released between 2:25 – 3:15 p.m..** Every minute of classroom instruction is important and frequent early releases disrupt learning for all students. Please plan appointments after 3:00 p.m. when possible. Excessive early departures will require that the Truancy Committee be convened to address the issue. The committee will determine how missing assignments and instructional time will be recovered.

### **Dress Code (FNCA Local DISD policy)**

In compliance with Local DISD policy, all students must follow the uniform dress code.

- Students are required to wear solid khaki, navy blue, or black bottoms. If the bottoms have a belt loop, a belt should be worn.
- Students are required to wear a solid white shirt, solid black or solid gold shirt. Shirts should have a collar and should be tucked in.
- While inside the building, students may wear jackets, cardigans, and sweaters that are a solid uniform color. Emblems must be smaller than 1 inch.
- Students may wear a long sleeved undershirt under their collared shirt, but it should be the same solid color as the collared shirt on top.
- Girls who wear skirts and dresses may wear tights under their bottoms, but the tights should be a solid uniform color.
- Male students may not wear earrings.
- Female students may not wear shorts, skirts, or dresses that are shorter than FINGERTIP length.
- Students move about regularly during the day, at times sit on the carpet, and participate in PE three times a week, as well as recess daily. Please keep this in mind when dressing your child so that he is comfortable doing these various activities.
- We strongly recommend girls wear shorts under their skirts or dresses.
- Students should wear athletic shoes, loafers, dress shoes, or other closed-toe, closed-heel shoes.
- Please contact Mrs. Enriquez in the attendance office if you need assistance with uniforms.

### **Cafeteria**

We are pleased to inform you that all children in Dallas ISD will be receiving meals at no charge, unless otherwise notified. Be assured that your child/children will receive a free lunch and free breakfast regardless of your income or family size. All children are treated the same regardless of ability to pay.

Please remember the following:

- Due to COVID-19, all outside lunch visits are suspended until further notice. Please make sure to send lunch with your child if he/she will not be eating what is being served in the cafeteria. Dropping off lunch will not be allowed until further notice. Our cafeteria will use plexiglass dividers, PPE, and physical distancing measures to mitigate risks of transmission and will not be able to accommodate additional visitors at this time.
- Many students have allergies and dietary restrictions. Only cafeteria staff may provide students with food. Any food you drop off may only be given to your student.

### **Campus Visitors**

All visitors who enter the building will be required to wear a face covering, and those who proceed beyond the main office area will follow specific guidelines for visitors.

### **Visitor Screening/PPE Requirements**

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PTA, special education ARDs, LPAC, etc.
- All visitors will be subject to completing a symptom screening form before entering any Dallas ISD facility.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for reentry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed on the main office counter.
- Any individuals permitted to proceed beyond the main office must follow all safety and campus protocols.

- Parents are requested to use curbside pickup of their students and materials.

### Clinic

Our students have access to services provided by our school nurse, services include:

- First aid for illness or injury, control of communicable disease, and health screening
- Prescription medication may be administered by the nurse, during the school day, if the medication is in the original container with the prescribed dosage and physician's name clearly marked. **Please see the nurse for the appropriate document the doctor has to fill out for the administration of medicine.**
- Non-prescription medication may NOT be given unless accompanied by a written order from a physician or dentist and a written note from the parent. **Please see the nurse for the appropriate document the doctor has to fill out for the administration of medicine.**

### SCHOOL NURSE ASSESSMENT of potential COVID cases

Students on campus who are not feeling well, or who enter the building with an elevated temperature will be sent to the school nurse for evaluation. The nurse will:

Establish or re-evaluate the potential of student's exposure to COVID through direct or close contact and assess symptoms of fever or respiratory illness. The nurse will ask the student the following screening questions and may need to contact the parent to answer the questions, depending on the student's age.

#### History/Exposure Risk

\*In the past two weeks, have you had close or direct contact or live with someone who has been lab diagnosed with COVID-19?

- a. being directly exposed to infectious secretions (coughed on while not wearing a mask or shield)
- b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing mask or shield

*If answer is **No**, proceed to next question.*

*If answer is **Yes**, student may not be permitted to remain at school. Nurse will contact parent to pick up student.*

\*Close contact is defined as being within 6 feet of a person infected with COVID-19 for a prolonged time; close contact can occur while caring for, living with, visiting, or having direct contact with infectious secretions (blood, respiratory and sputum).

In the past two days, have you had COVID symptoms, such as feeling feverish or had a measured temperature greater than or equal to 100.4 degrees Fahrenheit, loss of smell or taste, cough, difficulty breathing, shortness of breath, headache, chills, sore throat, shaking or exaggerated shivering, significant muscle pain, or diarrhea?

*If answer is **No**, student may proceed to report to class.*

*If answer is **Yes**, student may not be permitted to remain at school. Nurse will contact parent to pick up student and complete the notification form in Laserfiche.*

#### Assess Symptoms

- Fever – temperature of 100.4 F or greater
- Pediatric Symptoms – usually present as upper respiratory infection such as cough, shortness of breath, sore throat and runny nose or nasal congestion
- Document all findings.

#### Isolate

- Isolate individual and closeclinic
- Utilize standard precautions and appropriate PPE

#### Inform

- Notify parent/guardian to pick up child from school as indicated
- Make a medical referral and follow up

### Communication

Parent and teacher communication is vital for the success of your child. You are invited to contact your child's teacher with a written note, an email, or a call to the main office to leave a message. Office personnel will place messages in the appropriate mailbox for the teacher's review at the end of the day. Teachers are not available for conversation during class time (or arrival/dismissal), but will return notes, emails, and phone calls in a timely manner.

Students will not be allowed to leave the classroom to take phone calls from parents. Please make after school arrangements with your child before school starts.

### **Discipline**

The physical and emotional safety of all students and teachers is a priority at Henderson. The DISD Code of Conduct will be enforced and may be found on the District's website: [www.dallasisd.org](http://www.dallasisd.org). Physical or verbal abuse will not be tolerated. All students who engage in such behavior will face consequences, regardless of who initiated the incident. Students who disrupt learning will be removed from the classroom and wait for parents to arrive for a conference regarding the situation. Students are expected to immediately report acts or threats of violence/harassment to the many adults monitoring the school.

### **Emergency Drills**

Every year, as a school, we practice emergency drills including fire and tornado drills, campus evacuation, and lock down procedures. These drills help us ensure we are ready in the event of an emergency. A detailed emergency preparedness plan is available in the school office. Students will not be released until administration has determined that it is safe to do so. If you are in the building during a drill, you will be expected to participate.

### **Field Trips**

**All field trips are currently suspended for the 2020-2021 school year. In the event that field trips resume, the protocol below will apply.**

All parents attending field trips must complete chaperone paperwork. Each teacher will determine how many parent chaperones are needed, depending on the location and activity of the field trip. Chaperones must complete a background check once a year. They must also complete the chaperone form prior to each field trip. Parent chaperones must pay their own admission fee and may ride the school bus when attending a field trip. However, siblings are not permitted to ride the bus. To ensure safety, the parent of a student with frequent behavior concerns may be required to accompany your student on field trips.

### **Fundraisers \*\*NO FUNDRAISERS UNTIL FURTHER NOTICE\*\***

Our campus does not hold fundraisers. We write grants to fund school activities/functions/student incentives.

### **Lost & Found**

**PLEASE WRITE YOUR CHILD'S NAME ON ALL OF HIS/HER POSSESSIONS.** At times, students misplace their belongings. Lost items are placed in the lost and found tub in the hopes of being found by their owner. The lost and found tub is located outside the cafeteria, near the stairs to the PK hall. Each six weeks, items left in the lost and found will be donated. Students should keep all money (lunch or otherwise) on their person throughout the school day. Lockers do not have locks and are not safe places to keep money or other valuables.

### **Parent-Teacher-Student Conferences**

District-wide conferences are held twice a year in October and January to discuss student progress and develop plans for growth. We encourage all families to participate in these conferences. Please note more frequent conferences may be needed to review student progress. Conferences may be held virtually pending status of COVID-19.

### **Parties \*\*NO PARTIES UNTIL FURTHER NOTICE\*\***

Each class may have a Winter Party and an End-of-Year Party. Parties will begin at 2:00 p.m. in your child's classroom. Teachers will work with parents to coordinate healthy snacks for each party, along with one dessert per class.

### **Personal Protective Equipment (PPE)**

Every student will be provided with 3 washable face masks. They should be washed on a regular basis for cleanliness and personal hygiene. If you choose, you may purchase or make additional masks.

### **Report Cards & Recognition**

#### **PK – 5<sup>th</sup> Grade**

- Each nine weeks, students in grades Pre K, Kinder-5 grade will receive a report card that indicates the mastery level of academic skills. The card will also include behavior and attendance ratings. This may be viewed on the Parent Portal.
- The primary focus in these grades is to ensure students are reading on or above grade level, as reading ability is a strong predictor of future success.
- Tutoring will be provided for students performing below grade level standards.

#### **Grades for PK – 5<sup>th</sup> grade**

- Each nine weeks, students in grades Pre K-5 will receive a computer generated report card with numeric grades. In addition, students will receive a 5-week progress report. Parents are encouraged to review these carefully and set goals with their children for achievement.
  - A=90 and above, B=80-89, C=70-79
  - Below 70 is failing
- As educators, it is our goal to ensure that grades reflect performance levels and are aligned with the content and rigor of state and national standards. The following scoring weights are used in each grade:
  - 50% Class work (Homework is included within this category)
  - 20% Tests/Quizzes (re-take opportunity provided for failing tests)
  - 20% Projects
  - 10% 6 weeks test (re-take opportunity provided for failing tests)
- Students will be given 3 days after each absence to makeup work without penalty.

- Grade penalties will be applied for other late assignments, as determined by the teacher.
- Tutoring will be required for students scoring below grade level standards.
- Henderson will host an annual Award Ceremony for students. The following awards will be recognized: Perfect Attendance, A Honor Roll, A/B Honor Roll, commended & perfect scores on state assessments, and Citizenship.
- \*\*\*Note: A "Three Week Progress Report" must be sent to parents of students who are failing a six-week period. Failure reports are due to the Principal the fourth week of each nine weeks.
- All grade books are accessible to parents for their student via PARENT PORTAL.
- The Dallas ISD's Web-based Parent Portal gives parents and guardians access to a protected Web site where they can view confidential information about their children's grades, attendance, and assignments.

### **Safety and Emergency Preparedness**

Campus safety is a team effort. Our strict policies regarding background checks, campus visits, ID verification, and student pick up help us best ensure the safety of all children. Please report any unauthorized adults on school property and always wear a visitor's/volunteer identification badge when on campus.

Every year, as a school, we practice emergency drills including fire and tornado drills, campus evacuation, shelter in place, and lock down procedures. These drills help us ensure we are ready in the event of an emergency.

### **Safety Protocols for Cleaning**

The district's custodial staff will conduct enhanced daily cleaning of all facilities, with special attention to specific high use areas such as door handles, knobs, and buttons.

Each school will apply GermBlast weekly. The product, a safe, environmentally friendly and powerful disinfectant, removes and destroys dangerous microorganisms in the environment for up to 90 days. The chemical is registered with the EPA and approved for contact surfaces.

Custodians will have training in deep cleaning a facility or a specific site within a facility should a confirmed case of COVID-19 be identified on a campus or site and should the site need to be closed for a designated amount of time, as recommended by the Centers for Disease Control (CDC).

### **Student Services**

Our school offers specialized services for students who are experiencing challenges. As with any student-related concern, please begin by sharing with your child's teacher. If additional information is needed, please call the front office and your call will be directed to the appropriate individual. Here is a summary of some of the most common services provided at the school and district level:

- School counseling: The goal of school counseling is to support each child's academic success by ensuring the social and emotional wellbeing of all students. Our counselor meets with students as a class, in small groups, or individually to help them learn positive social and emotional skills to cope with life's challenges. Parents or teachers may refer a child to the counselor, and students may also self-refer.
- Youth & Family Centers: When a student requires more intensive and long term counseling than can be provided at Henderson, a referral to the youth and family center (YFC) may be appropriate. YFC a joint effort between the Dallas ISD and Parkland Hospital to offer physical and mental health services to students in the district. Students may be seen by trained doctors, nurses, psychiatrists with insurance or with a sliding fee scale.
- Student Support Team (SST): This group of educators meets regularly to discuss the needs of individual students who are facing challenges related to academic achievement, behavior, attendance, medical conditions, speech differences, etc. The function of the SST is to review interventions and create an action plan for continued support in the hopes of helping the student overcome their difficulty. In the event the student continues to struggle despite extensive campus intervention, the SST may coordinate with other district services, such as Dyslexia, special education evaluation and services, or 504.
- Services for students who are recent immigrants, refugees, homeless, or hospitalized long-term are also available through the district. Please let your child's teacher or the counselor know if your child needs these services.

### **Testing Dates**

During state assessments, schools are required to ensure test security and confidentiality. We are also required to limit all traffic and noise in the halls on these days. Parents will not be allowed to eat lunch during their child's grade designated dates due to testing. Please avoid scheduling doctor's and dentist's appointments on testing days, as attendance is imperative!

### **Visitation**

To ensure the safety of all students and staff, all visitors must enter through the front doors, wear a face mask, use hand sanitizer, and check-in. Please do not knock on any door and ask a student to open a door for you. Upon your first visitation, your driver's license or other state identification card will be scanned (Raptured) in our district's system for approval then you will receive a sticker to be worn while you are visiting. Upon subsequent visits, you will need to check-in and receive a sticker.

Please note that an appointment is required before visiting a classroom or meeting with any staff member due to COVID-19. Visitor or volunteer badges must be worn at all times. All meetings and virtual visitation are encouraged to mitigate risks of COVID-19 transmission to limit campus visitors. All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area will follow specific guidelines for visitors.

#### Visitor Screening/PPE Requirements

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any Dallas ISD facility.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Any individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

#### **Volunteers**

Unfortunately, volunteers are not allowed to visit the campus at this time. All visitors are encouraged to make an appointment before visiting campus. Due to COVID-19, campus visitation will be limited and by appointment only. All visitors will be screened upon entry to the campus facility and rescreened if exiting and re-entering the campus.

Volunteers are an important part of the Henderson family! Parents are greatly encouraged to contact the main office for additional details. Frequently needed support:

- Reading with students, grades Pre-K – 5<sup>th</sup>
- Library support
- Cafeteria support
- Field Trip chaperones
- Garden support
- Character Education support
- Career Day

All volunteers working with children are required to:

1. Attend a volunteer training and
2. Complete a background check online at <https://dallasisd.voly.org> **and turn in a copy of the approved status letter to the main office personnel.**

**Both the volunteer training and background check must be done every year.** Your support and partnership is of great value and we appreciate everything you do to help our students and school!

#### **NON-DISCRIMINATION STATEMENT**

Dallas ISD does not discriminate on the basis of race, religion, color, ethnicity, religion, national origin, gender, sex, disability, age, sexual orientation, genetic information, gender identity, or gender expression, or any other basis prohibited by law or District policy in providing education services, activities, and programs.

#### **SEX DISCRIMINATION AND SEXUAL HARASSMENT PROHIBITED**

In accordance with Title IX, Dallas ISD does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate on the basis of sex extends to admission of students in the District's educational programs or activities and employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the Department of Education, or both.

#### **TITLE IX COORDINATOR**

Dallas ISD has designated and authorized the following employee to serve as its Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Name: Dr. Cheryl Wright, Executive Director  
Address: 9400 North Central Expressway, Dallas, TX 75321  
Email: TitleIX@dallasisd.org  
Phone: 972-581-4115

## RETALIATION

Retaliation against a person because the person has made a report or complaint of sexual harassment, sexual assault, dating violence, domestic violence, or stalking or because the person has testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding reported sexual harassment, sexual assault, dating violence, domestic violence, or stalking is prohibited. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitute retaliation.

An individual's exercise of rights protected by the First Amendment of the United States Constitution does not constitute prohibited retaliation.

## FALSE CLAIM

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX investigation or grievance proceeding also does not constitute retaliation.

## SEXUAL HARASSMENT RESPONSE AND PREVENTION

### PROHIBITED CONDUCT:

Dallas ISD prohibits discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as defined below, even if the behavior does not rise to the level of unlawful conduct. Prohibited conduct also includes sex-based discrimination and sexual harassment as defined by Title IX and District Board policy. See FFH (Local/Legal/Regulation). Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

**Sexual harassment** is conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or,
- "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Examples of sexual harassment of a student may include sexual advances; touching private body parts, or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature. However, romantic, sexual, and other inappropriate social relationships between students and District employees are prohibited, even if consensual.

**Gender-based harassment** includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity.

Under Dallas ISD Board policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

Examples of gender-based harassment may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Sexual assault** as defined in 20 U.S.C. § 1092(f)(6)(A)(v) means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Dating violence** is defined in 34 U.S.C. § 12291(a)(10) as violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners.

**Domestic violence** as defined in 34 U.S.C. § 12291(a)(8) includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking** is defined in 34 U.S.C. § 12291(a)(30) as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

#### **REPORTING PROCEDURES:**

Any person may report sex discrimination including sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking, regardless of whether the person is the alleged victim of the conduct. Reports of sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment can be made at any time, including during non-business hours, by mail, phone, or email by contacting the Title IX Coordinator using the contact information provided above. Reports can also be made in person.

Upon the District receiving notice or an allegation of sex-based discrimination or harassment, the Title IX Coordinator will promptly respond in accordance with the process described in FFH(Local/Legal/Regulation).

#### **DISTRICT'S RESPONSE TO SEX-BASED HARASSMENT:**

Upon the District's receipt of notice or an allegation of sex-based discrimination, harassment, or retaliation—regardless of whether a formal complaint is filed—the Title IX Coordinator will contact the individual who was the alleged victim of sex-based discrimination or harassment to discuss the availability of supportive measures and inform them of the process for filing a formal complaint. If a formal complaint is filed, the matter will proceed through the District's Title IX grievance process, including an investigation and decision process.

If a student is the alleged perpetrator of sex-based discrimination, sexual harassment, or retaliation, the respondent student may be subject to immediate emergency removal from his or her campus after the District conducts an individualized analysis and if the District finds it necessary to protect a student or other individual from immediate threat to their physical health or safety. If the District decides to remove the respondent student from campus, it will notify the respondent student and provide the respondent student an immediate opportunity to challenge the removal decision.

Complaints alleging Title IX retaliation may be addressed using the District's grievance process.

#### **CONFIDENTIALITY:**

To the greatest extent possible, the District respects the privacy of the complainant, persons against whom a report is filed, and witnesses. The District keeps the identity of complainants, respondents, and witnesses confidential, unless disclosure is required by law or necessary to carry out a Title IX proceeding. Limited disclosures may be necessary for the District to conduct a thorough investigation and to preserve the rights of complainants, respondents, and witnesses.