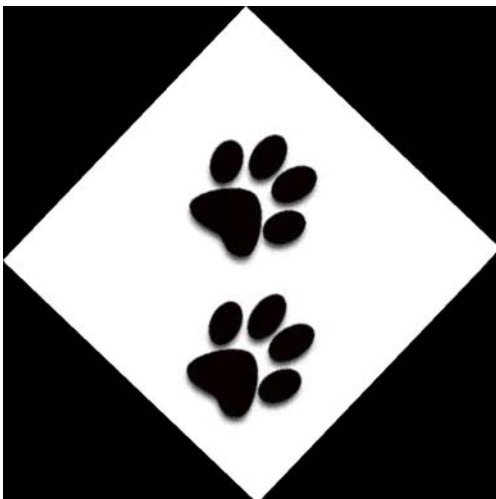
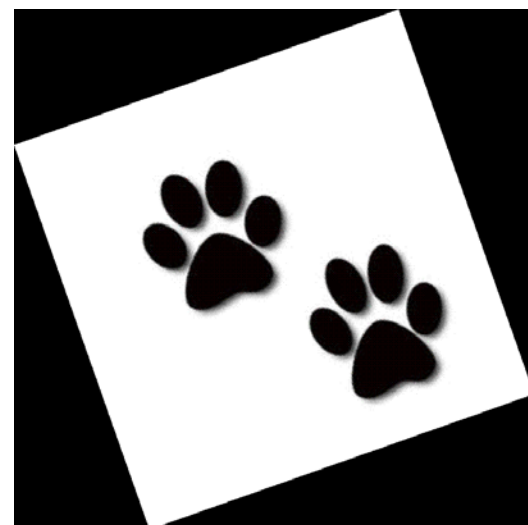




G.W. Cain Elementary Parent/Student Handbook 2009-2010



801 Hwy 110 South
Whitehouse, TX 75791
903-839-5600



NOTICES TO PARENTS

Statement of Nondiscrimination

In its efforts to promote nondiscrimination, Whitehouse ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Doris Pitts, 106 Wildcat Dr., Whitehouse, Texas 75791. 903-839-5517
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Betty Lough, 106 Wildcat Dr., Whitehouse, Texas 75791. 903-839-5500
- All other concerns regarding discrimination: See the superintendent Dennis Miller, 106 Wildcat Dr., Whitehouse, Texas 75791. 903-839-5500

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the WISD Central office. If you have any questions, please contact Daniel DuPree, 903-839-5500.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Daniel DuPree, 903-839-5500.

Additional Notices

Other important notices in the Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;

- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

Table of Contents

PREFACE.....	1
SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS.....	3
STATEMENT OF NONDISCRIMINATION.....	3
PARENTAL INVOLVEMENT.....	3
Parent-School-Compact.....	3
Working Together.....	4
PARENTAL RIGHTS	5
Obtaining Information and Protecting Student Rights.....	5
“Opting Out” of Surveys and Activities	6
Displaying a Student’s Artwork and Projects.....	6
Requesting Professional Qualifications of Teachers and Staff.....	6
Reviewing Instructional Materials.....	6
Inspecting Surveys.....	6
Accessing Student Records.....	6
Granting Permission to Video or Audio Record a Student.....	7
Removing a Student Temporarily from the Classroom	7
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.....	7
Excusing a Student from Reciting a Portion of the Declaration of Independence	8
Requesting Notices of Certain Student Misconduct	8
Requesting Transfers for Your Child.....	8
Requesting Classroom Assignment for Multiple Birth Siblings	8
OTHER IMPORTANT INFORMATION FOR PARENTS	9
Parents of Students with Disabilities	9
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education	9
Services for Title I Participants.....	9
Student Records	10
Directory Information	11
Directory Information for School-Sponsored Purposes.....	12
Release of Student Information to Military Recruiters and Institutions of Higher Education	12
Bacterial Meningitis.....	12

SECTION II: INFORMATION FOR STUDENTS AND PARENTS	14
ABSENCES/ATTENDANCE	14
Compulsory Attendance.....	14
Attendance for Credit.....	15
Parent’s Note After An Absence.....	16
Doctor’s Note After An Absence for Illness.....	16
BULLYING	16
CHANGE OF ADDRESS AND PHONE NUMBER.....	16
COMPLAINTS AND CONCERNS	16
COMMUNICATION	16
COMPUTER RESOURCES.....	17
CONDUCT	17
Applicability of School Rules	17
Bringing Items to School.....	18
Corporal Punishment	17
Cafeteria Rules.....	18
District Alternative Education Placement (DAEP).....	18
Disruptions.....	18
Hall Rules.....	19
In-School Suspension (ISS).....	19
Playground Rules.....	19
Radios, CD Players, Other Electronic Devices and Games, and Cell Phones.....	19
Social Events.....	20
CONTAGIOUS DISEASES / CONDITIONS	20
COUNSELING	20
Academic Counseling	20
Personal Counseling.....	20
Psychological Exams, Tests, or Treatment	20
CREDIT BY EXAM—If a Student Has Taken the Course.....	21
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	21
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION	21
Dating Violence	22

Discrimination.....	22
Harassment.....	22
Sexual Harassment.....	22
Retaliation.....	23
Reporting Procedures.....	23
Investigation of Report	23
DELIVERY OF MATERIALS.....	23
DISCRIMINATION	23
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS	24
School Materials	24
Nonschool Materials...from students	24
Nonschool Materials...from others.....	24
DRESS AND GROOMING	25
EMERGENCY DATA.....	25
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	25
FEES	25
FUND-RAISING	26
HARASSMENT.....	26
HEALTH-RELATED MATTERS	26
Physical Activity for Students in Elementary and Middle School	26
School Health Advisory Council	26
Physical Fitness Assessment.....	26
Vending Machines	26
Other Health-Related Matters	27
Tobacco Prohibited.....	27
Asbestos Management Plan	27
Pest Management Plan.....	27
GRADING POLICY.....	27
HOMEWORK.....	27
IMMUNIZATION	27
LAW ENFORCEMENT AGENCIES	28
Questioning of Students.....	28
Students Taken Into Custody	28

Notification of Law Violations	29
LOST AND FOUND.....	29
MAKEUP WORK	29
Routine and In-depth Makeup Work Assignments.....	29
DAEP or In-school Suspension Makeup Work	30
MEDICINE AT SCHOOL.....	30
Psychotropic Drugs.....	31
MESSAGES TO STUDENTS.....	31
PARTIES.....	32
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS.....	32
PICTURES.....	32
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	32
PRAYER.....	32
PROMOTION AND RETENTION.....	32
RELEASE OF STUDENTS FROM SCHOOL	33
RELIGIOUS AND HOLY DAYS	34
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES.....	34
RETALIATION.....	34
SAFETY	34
Accident Insurance.....	35
Drills: Fire, Tornado, and Other Emergencies.....	35
Fire Drill Bells	35
Tornado Drill Bells	35
Emergency Medical Treatment and Information.....	35
Emergency School-Closing Information	35
SECURITY.....	36
STUDENT SAFETY	36
SCHOOL FACILITIES	36
Use By Students Before and After School.....	36
Conduct Before and After School.....	36
Use of Hallways During Class Time	36
Cafeteria Services	36
Library.....	37

Meetings of Noncurriculum-Related Groups.....	38
SEARCHES	38
Students’ Desks and Lockers	38
Trained Dogs.....	38
SPECIAL PROGRAMS	38
STUDENT SPEAKERS	38
TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)	39
TARDINESS.....	39
TELEPHONE USE.....	39
TEXTBOOKS.....	39
TRANSFERS	40
TRANSPORTATION.....	40
School-Sponsored Trips.....	41
Buses and Other School Vehicles	41
VANDALISM.....	42
VIDEO CAMERAS.....	42
VISITORS TO THE SCHOOL	42
General Visitors	42
WITHDRAWING FROM SCHOOL	43
GLOSSARY	44

PREFACE

To Students and Parents:

Welcome to school year 2008–2009! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Gus Winston Cain Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Whitehouse ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found in the campus office and posted on the WISD website at www.whitehouseisd.org.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Also, please complete and return to your child’s campus the following required forms that are included in this packet:

1. 2008-2009 Student Registration Information Sheet. Please make necessary changes and/corrections and sign the form. (white)
2. Student Directory Information Forms (green)
3. Emergency Card (yellow card)
4. Health Record (blue sheet)

5. Health Card (blue card)
6. Library Card (orange card)
7. Migrant Survey (white)
8. District Code of Conduct Acknowledgement form signed. (yellow)
9. Cain Elementary Parent/Student Handbook Acknowledgment form signed. (lavender)

Optional Forms and/or notes are also included:

1. Application for free and reduced meals. Complete ONLY if student is eligible for this program. OPTIONAL Nutrition Note
2. Corporal Punishment acknowledgement form (orange)
3. Family Access
4. Volunteer form (blue)
5. Student insurance letter (white)
6. Attendance Note
7. Drop-off/ Pick-up Information
8. Dress Code Information
9. School Medication Form

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the Administration Office or online at www.whitehouseisd.org.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Gus Winston Cain Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Whitehouse ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Doris Pitts, 903-839-5517.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Betty Lough 903-839-5500.
- All other concerns regarding discrimination: See the superintendent Dennis Miller, 903-839-5500.

PARENTAL INVOLVEMENT

WISD Schoolwide Parent-School Compact

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every child attains high standards and a quality education.

The School's Responsibility

Whitehouse Independent School District will:

- Communicate with parents and notify them of school events in a timely, efficient manner.
- Communicate learning expectations for students at each grade level.
- Provide an environment that promotes communication between the teacher, parent, and student.
- Provide homework assignments that will reinforce classroom instruction.
- Provide parents with information concerning their child's progress.
- Provide opportunities for parent conferences and school functions to maximize parent participation.

The Parents' Responsibility

As a parent, I will try to:

- See that my child is on time and attends school regularly.
- Establish a time for homework and review it regularly.
- Encourage my child's efforts and be available for questions.
- Read aloud to my child and let my child see me read.
- Be an interested listener as my child reads to me.
- Help my child establish a routine for school days.
- Attend parent/teacher conferences.
- Support the school in its effort to maintain proper discipline.
- Help my child learn to resolve differences in positive ways.
- Stay aware of what my child is learning.
- Respect school staff and the cultural differences of others.

The Students' Responsibility

As a student, I will try to:

- Attend school regularly.
- Work hard to do my best in class and schoolwork.
- Help to keep my school safe.
- Ask for help when I need it.
- Respect and cooperate with other students and adults.

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. Progress may be monitored using Family Access. See the information sheet included in the take-home packet.

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-839-5600 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 35.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact any campus administrator or teacher].
- Participating in campus parent organizations. Parent organization at Cain is PTO.
- Serving as a parent representative on the district-level (contact Betty Lough at 903-839-5500) 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 QB, and contact Sherri Randall at 903-839-5600.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 27.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Displaying a Student’s Artwork and Projects

As a parent, you have a right to provide consent before the district can display your child’s artwork, special projects, photographs taken by your child, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

- Attendance records,

- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 10.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges to the U.S. and Texas Flags** and **A Minute of Silence** on page 7 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]

[See **Bullying** on page 16, and policy FFI (LOCAL).]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Special Programs on page 38 and contact Doris Pitts at 903-839-5517.

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 academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts 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 the evaluation is needed, the parent will be notified and asked to provide informed written 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 his or her rights if the parent disagrees 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 Doris Pitts at 903-839-5517.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Betty Lough and may be contacted at 903-839-5500.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 106 Wildcat Dr., Whitehouse, Texas 75791.

The address of the principal’s office is 801 Hwy. 110 S., Whitehouse, Texas 75791.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 35 and **Student or Parent Complaints and Concerns** on page 17 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL(LOCAL) is available from the superintendent's office or on the district's website at www.whitehouseisd.org.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the school-sponsored purposes as found in FL(LOCAL).

For these specific school-sponsored purposes, the district would like to use your child's directory information for purposes in FL(LOCAL). This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. 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 cause 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Sherri Randall at 903-839-5600.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent 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.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

Parent's Note Or Phone Call About an Absence

When a student must be absent from school, on the day of the absence, please call the school at 930-839-5600 to inform us of the absence. If a phone call has not been made, send a note with the student upon his/ her return to school. The note must be signed by the parent that describes the reason for the absence. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than four (4) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

Doctor's Note After an Appointment During the Day

Students leaving school during the day for a doctor's appointment can be counted present for time away from school provided they **bring a doctor's note upon returning to school**. Students who arrive late due to a doctor's appointment will be counted present provided they have **a note from the doctor**.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

Change of Address/Telephone

If there is a change in your address or telephone numbers at any time during the school year, notify the office immediately in order for us to keep our records current. If you change addresses, bring a current utility bill (water or electric) and a tax statement or lease agreement. **It is imperative that we have at least two current telephone numbers where someone can be reached in case of an emergency.**

Communication

In an effort to keep parents informed of school related news, a campus newsletter is sent home each six weeks. The lunch menu is sent home monthly. Both the newsletter and the menu are available on the district website: www.whitehouseisd.org.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at

FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the superintendent's office or on the district's website at www.whitehouseisd.org.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students will be asked to accept an electronic user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Bringing Items to School

In keeping with the goal of minimizing classroom disruption, toys should not be brought to school unless approved by a teacher. No pets may be brought to school without prior written approval from the principal. For safety reasons, any type of glass container is discouraged. *No item may be sold or traded on campus without prior administrative approval.*

Corporal Punishment

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

Cafeteria Rules

Good cafeteria behavior is important. Cafeteria rules are established, and children are expected to follow the rules. The cafeteria rules are the basic rules that you would expect children to follow in your own home. The following are examples:

1. Use a quiet voice.
2. Remain seated, keeping hands and feet to yourself.
3. Do not share food with others.
4. Playing with food is not permitted.
5. Use good table manners.
6. Put all trash in containers.
7. Use silverware appropriately.

Misbehavior in the cafeteria will result in disciplinary action, such as eating lunch in the ISS room. Cafeteria monitors will have behavior slips to those students not following cafeteria rules. Good behavior in the cafeteria will be rewarded with tickets for classes with appropriate behavior. Tickets are exchanged for privileges or treats or the class.

DAEP – District Alternative Education Placement

DAEP is a short-term, intense program designed to develop positive attitudes, self-esteem and self-control for students at risk of expulsion. It is located off the regular school campus at the AIM Center.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

- Interference with the transportation of students in vehicles owned or operated by the district.

Hall Rules

Walk in a single line to the right side of the hall.

Keep your backpack on your back both in the morning and in the afternoon.

Use a quiet voice.

Walk.

Keep hands behind your back and feet and objects to yourself.

ISS – In School Suspension

The ISS room is the time out class for Cain Elementary. Those students who cannot control their behavior on a consistent basis or are involved in a serious problem may be placed in the ISS room. Only campus administrators will assign students to ISS.

Playground Rules

1. Do not pick up or throw rocks, sticks, pine cones, mud, etc.
2. Do not climb trees or the fence.
3. Do not go into the woods.
4. Put trash in containers.
5. Keep hands and feet to yourself (no karate or kicking).

Radios, CD Players, Other Electronic Devices and Games, and Cell Phones

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students 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 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 Department of State Health Services regarding these diseases.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor, Susan Roberts, is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should ask the teacher for permission to see the counselor. Parents may contact the counselor at 903-839-5600.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. For further information, contact Betty Lough at 903-839-5500.

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal or the counselor no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, , gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the superintendent's office or on the district's website at www.whitehouseisd.org.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

Delivery of Materials

Any delivery to students such as book or lunch box, etc., will come to the office. We will deliver the item to the student or call him/her to pick it up from the office. Any flowers, balloons, etc., sent to students for any reason will remain in the office and be given to the student at the end of the school day.

DISCRIMINATION

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 21.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newsletter and menu are sent home monthly. The yearbook is sold by PTO.

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes** on page 12.]

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Executive Director of Student Services for prior review. The Executive Director of Student Services will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

- The district’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. See the District’s Student of Conduct, Appendix B.
- Additional information regarding dress code:
 - PK-2: All clothing should ensure that modesty and dignity are maintained.
 - Shorts under skirts and dresses are required for PE.
 - No “heelys” are allowed.
 - Tennis shoes are most appropriate for recess time and physical education class.

Emergency Data

The emergency date on your child’s registration form is very important. We will always contact you first in an emergency; however, if we are unable to reach you, we need to have someone else to contact. **Please be sure the medical history requested on your child’s registration form is completed in full. Also, please be sure we have two emergency contacts other than parents listed on your child’s registration form.**

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Sponsors of student clubs may establish standards of behavior—including 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* or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own school supplies and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books.

- Fees for lost or damaged textbooks.

FUND-RAISING

Student groups or PTO may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Executive Director of Finance at least 60 days before the event. [For further information, see policies at FJ and GE.]

GRADING POLICY

Kindergarten: Pass/Fail

Grades 1-2: 80% Assignments/Daily work; 20% Six Weeks/Bench Mark Test (Average of three six weeks to determine semester grade)

Grades 3-5: 60% Assignments/Daily work; 20% Test Average; 20% Six Week/Bench Mark Test (Average of three six weeks to determine semester grade)

Teachers will take a minimum of 10 grades per six weeks per subject.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 21.]

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held required meetings. Additional information regarding the district's School Health Advisory Council is available from Betty Lough at 903-839-5500. [See also policies at BDF and EHAA.]

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Executive Director of Student Support Services. [See policies at CO and FFA.]

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the administration office. If you have any questions, please contact Daniel DuPree at 903-839-5500.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Daniel Dupree at 903-839-5500.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youth, Betty Lough, at 903-839-5500.

HOMEWORK

Students in K-5th grades will have homework assigned by their teachers. Parents can assist their children with homework in the following ways:

1. Provide a time and a quiet place for your child to do his/her work.
2. Take an interest in the assignment, but allow the student to do the work.
3. Allow your child to take responsibility for completing and returning his/her work.
4. Allow time for your child to read to you.
5. Read to your child each day.

Homework assignments can be completed in a reasonable time, taking into consideration other courses and activities. Beginning in first grade, parents can expect their child to have a minimum of 20 minutes of homework each night Monday-Thursday.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at

<https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- 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 the 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.

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 probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- By an authorized representative of Child Protective Services, Texas Department of Family and Protective 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.
- To comply with a properly issued directive to take a student into custody.

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 or her 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 student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

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

LOST AND FOUND

We strongly recommend that students' coats, backpacks, and lunch kits be labeled with their names. We will make every attempt to return items to their owners; however, if your child has lost something at school, parents are encouraged to check the Lost and Found rack located in the front hall in the cafeteria. Unclaimed items will be donated to a charity at the close of each year.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

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:

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a school medication form (included in the take-home packet).
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- 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 or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

We ask that parents fill out a blue health card and health information sheet. This information is kept on file in the nurse's office.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A 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. [For further information, see policies at FFAC.]

MESSAGES TO STUDENTS

Academic learning time is the time our students spend on-task learning with a high degree of success. It is for this reason that the academic portions of the school days will not be interrupted for delivery of messages, etc., unless there is an emergency.

For emergency changes in your child's transportation home, please notify the school **before 2:00 p.m.** Parents must call the school office or send a written note to the teacher regarding a change in transportation. **We cannot accept verbal instructions from a student about a change in the way he/she will go home.**

PARTIES

According to state guidelines, we have designated three (3) school party dates: before Winter Break, Valentine's Day, and End of Year. **Parents may send treats for these 3 designated party dates ONLY.** If your child is not to take part in holiday parties or activities, please send a note to the child's teacher. You may find the Texas School Nutrition Policy online at www.agr.state.tx.us and www.squaremeals.org.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Pk, K, 1st, 3rd, and 5th graders will be screened for vision and hearing problems. Fifth graders will be screened for scoliosis. Any student may be screened on request.

PICTURES

A professional photographer will make individual pictures in the fall and spring. This is done as a service to families and there is no obligation to participate. Your child's picture will be taken for the yearbook at that time regardless of whether you choose to buy a packet of pictures or not. Group pictures are taken in the spring. Individual spring proofs will be sent home for you to purchase or return to the school. Specific information will be provided near the time pictures are to be taken.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1-2, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading and mathematics.

In grades 3-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics, averaged in accordance with the campus handbook.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

Parents of a student in grade 3 or 5, who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

If a student is to be picked up during the school day, the parent must come to the office to sign him/her out of school. Otherwise, a student will not be released from school at times other than at the end of the school day. **If anyone other than the parent or guardian is to pick up the child, the parent must send a note or telephone the school giving this permission.** Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

RELIGIOUS/HOLY DAYS

A student will be excused from school for the purpose of observing religious holy days if the parent will bring a request from the religious institution. If travel time is necessary to reach the site where the holy day will be observed, the number of excused days is limited to one day to and one day from the site.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 4 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal or superintendent and are 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 that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 21.]

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 ensuring 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 any safety hazards, such as intruders on campus or 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.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

Fire alarm	leave the building
1 bell	halt
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
Announcement	return to the classroom

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency form and health card (included in take-home packet). Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

- KTBB AM 600, www.ktbb.com
- KOOI Sunny 106.5, www.kooi.com
- KNUE 101.5 FM, www.knue.com
- KZEY AM 690
- KLTV 7, www.kltv.com
- KETK 56, www.ketknbc.com
- CBS 19, www.cbs19.tv

Security

Every precaution is taken throughout the day by all faculty and staff to keep all students safe and secure. All doors, with the exception of the north door, will remain locked during the school day. All visitors must report to the office. Teachers and students will be able to exit all other doors; however, a key will be necessary for entry in the side or back doors.

Student Safety

Skateboard, roller blades, bicycles, and “heelys” are not allowed on campus at any time.

SCHOOL FACILITIES

Use By Students Before and After School

For information on facility use, contact Cindy Wingate at 903-839-5600.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student’s participation is confidential. See the Director of School Nutrition at 930-389-5506 to apply. (Information is provided in the take-home packet).

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

The following information is provided by our School Nutrition Department:

Menus

Students perform better in class when they eat a balanced diet. Monthly menus are sent home each month with students and are posted on the district website. Favorite menus are repeated for students.

Breakfast and Lunch

Breakfast is served at 7:30 am at a cost of 85¢ per meal. If a student plans to eat breakfast, he/she should plan to arrive by 7:45 am. The tardy bell rings at 8:05 am.

The lunch meal costs \$1.65. Milk may be purchased for 35¢. (Parents may purchase meals for a week, month, or semester.) Students are given choices at lunch.

Parents may purchase meals daily, weekly, or monthly. Each student has an account on the computerized cafeteria program. Please send money (checks recommended) prior to the time your student eats at the cafeteria. Place the money in an envelope with your student's name and teacher's name. Address the envelope to the Cafeteria Manager and mark the envelope as "Lunch Money." Students/parents are encouraged to purchase meals on MONDAY.

Charging meals is discouraged. If a parent or guardian has forgotten to send money, elementary students may charge a meal. Students may not charge more than \$7.00. If a student with approximately \$7.00 of charges needs to eat lunch, a sack lunch will be served to the student. Parents or guardians are responsible for paying all charges. (Unpaid charges are carried over to the following year.)

Negative account balance letters will be sent home in the Monday folders. A parent may call the Cafeteria Manager to check the account balance for your student.

Parents or guardians may apply each year for free or reduced priced meals by completing an application and returning it to the Cafeteria Manager. Applications are sent home with the student at the beginning of the school year. It must be completed and returned to qualify for the free or reduced priced meals. Please call the School Nutrition Office (903 939-5506) if you have questions regarding the free or reduced priced meal application.

Guests

Parents or grandparents may purchase a School Nutrition breakfast or lunch and eat with their student. Adult lunches are \$2.50. Please eat at the guest table due to the limited amount of seating. Students eating with parents are expected to follow the same rules of cafeteria conduct.

If a parent brings a meal from an outside vendor, only his/her student may be served the vendor meal. No other student may be served a vendor meal. Students eating with parents are to leave the cafeteria dining area with their class.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks, Cubbies, and Backpacks

Students' desks and cubbies are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and cubbies.

Searches of desks and cubbies and backpacks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk, cubbie, or backpack.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around building and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a cubbie, or a vehicle to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, and dyslexic students. A parent with questions about these programs should contact Betty Lough at 903-839-5500.

A parent with questions about students with disabilities or homebound services should contact Doris Pitts at 903-839-5517. The principal can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

STUDENT SPEAKERS

The district provides students the opportunity to introduce school events listed in FNA(LOCAL at INTRODUCTORY SPEAKERS. Students are eligible to introduce these events if they meet criteria from FNA(LOCAL).

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)].

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–5
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

TARDINESS

A student who is tardy to class may be assigned detention. Repeated instances of tardiness will result in more severe disciplinary action. The school day promptly begins at 8:00 a.m. The tardy bell rings at 8:05. Students who enter the building at 8:05 are considered tardy and will be required to report to the office for a tardy slip. Students who accumulate three (3) tardies in a semester will not be considered for a Perfect Attendance award. Excessive tardies can be used to file truancy charges.

TELEPHONE USE

Students are allowed to call home for lunch and lunch money prior to 8:30 a.m. and for emergencies. Calls are kept to a minimum to encourage student responsibility.

TEXTBOOKS

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

textbooks for use at school during the school day. Checks should be made payable to Whitehouse ISD.

TRANSFERS

[See **Requesting Transfers for Your Child**, on page 8, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 9, for other transfer options.]

TRANSPORTATION

Delivery and Pick Up of Students

MORNING DELIVERY

Beginning Tuesday, September 2nd, students (both bus riders and car riders) arriving at school before 7:45 will need to go to the cafeteria to their assigned table. These students will be dismissed to their classroom beginning at 7:45 each morning. Students arriving after 7:45 will go directly to their classrooms. **From August 25th through August 29th, all students will go straight to their classroom upon arrival to school beginning at 7:30.**

There will be adults on duty in the cafeteria beginning at 7:25 each morning. These adults will supervise those students arriving before 7:45. School begins at 8:00. We encourage you to have your child here before 8:00. If your child arrives after the tardy bell at 8:05, you will need to park and accompany him/her to the office for a tardy slip.

*****The west drive is reserved strictly for buses and day care vans. Do not drop students off at the west entrance.**

MORNING DELIVERY OF CAR RIDERS AND DAY CARE RIDERS

All cars must enter the Cain Elementary campus from Stacy Drive. Traffic will flow from the drive off Stacy around to the right and on to the drop off/pick-up drive through (under the canopy). Vehicles will have the option to exit on to Stacy Drive or Highway 110. The school drive facing Highway 110, on the north end of the property, will be an EXIT ONLY. There will be school personnel on duty between 7:30 and 8:00 each morning to help children safely exit cars under the canopy. Students must exit from the passenger side of your vehicle. **Please do not allow your child to cross the drive unassisted.** We discourage bringing children to school before 7:30 each morning.

If you plan to come inside with your child, please park in the gravel parking lot on the north end of the school property. The other parking areas are faculty parking areas. **Do not park and leave your car in the drive through during the morning delivery or afternoon pick-up hours.**

AFTERNOON DISMISSAL

All students will be dismissed at 3:00 p.m. The same procedures will need to be followed for the afternoon pick-up as for the morning delivery. Enter from Stacy Drive and exit either on to Stacy Drive or Highway 110. Car riders must be picked up in the drive through. **To ensure safety for all students, we request that parents who pick up children at dismissal time remain in their cars in the drive through. A staff member will load your child.** Day care vans use the west drive, and day care supervisors will come inside to pick up their riders. Car riders need to be picked up by 3:15.

*****The west drive is reserved for buses and day care vans only.**

As you enter the drive through area, divide into two lanes of traffic. Anyone picking up a PPCD, HS, PK or K-2 student should be in the inside lane (next to the building). PPCD, HS, and PK students will be

loaded from the green hall door. Anyone picking up a 3rd-5th grade student should use the outside lane. If you car-pool and pick up several children, please drive to the inside lane. There will be personnel on duty to help load students safely into cars. All students will be loaded into the passenger side of the vehicle.

At the beginning of school, you will be given a color-coded card to be placed in the front right hand side of your windshield. You will need to write your child's name with dark bold marker on the card and display it when picking up your child each afternoon. This will help speed delivery of your child to your car.

We do not allow children to exit the building without supervision. Please do not instruct your child to exit from the back doors or walk to the highway or any other area that is not a designated pickup area. We realize this causes an inconvenience in some instances; however, the safety of all children is our priority.

Written instructions from home need to be sent to school with your child if he/she is to ride home with someone other than the usual transportation. The teacher will send the note with the child to the north drive at pick-up time.

BUS RULES AND REGULATIONS

Bus service is available to all students in the Whitehouse Independent School District. There will be adult supervision each afternoon to help students safely load buses. The Transportation Department's Discipline Management procedures for Whitehouse ISD are contained within the District Student Code of Conduct. Please read them carefully and discuss the rules with your child.

School-Sponsored Trips (Field Trips)

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a prior written request that the student be released to the parent or to another adult designated by the parent. The request must be at least 2 days in advance of the field trip.

Buses and Other School Vehicles

The district makes school bus transportation available to all students. This service is provided at no cost to students. **If a student is to go home on the bus with another student, permission notes are to be sent by both students' parents. These notes must be approved and signed by the principal and given to the bus driver affected by the request. Phone numbers must be included on the note if the bus driver should need to call parents.**

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Vicki Godsey at 903-839-5570.

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the *Student Code of Conduct*. Students must:

- Follow the driver's directions at all times.

- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- 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 or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver’s signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the *Student Code of Conduct, Appendix A*; bus-riding privileges may be suspended.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General 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 principal’s office and must comply with all applicable district policies and procedures.

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

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

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared.

On the student's last day, the withdrawal form must be checked for current grade averages and book clearance, cafeteria clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card; and finally, to the principal. A copy of the withdrawal form will be given to the parent, and a copy will be placed in the student's permanent record.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

