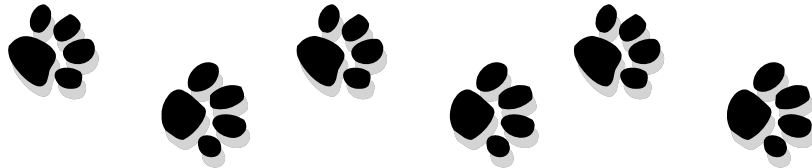


*Holloway Sixth Grade School
Student Handbook
2009-2010*



701 East Main

Whitehouse, TX 75791

(903) 839-5656

Acknowledgement Form

My child and I have received a copy of the Holloway Sixth Grade School Student Handbook [and the *Student Code of Conduct*] for 2008–2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please sign and date this page, remove it from the handbook, and return it to the student's school.

**Acknowledgment of Electronic Distribution of
Student Handbook**

My child and I have been offered the option to receive a paper copy or to electronically access at www.whitehouseisd.org the Holloway Sixth Grade School Student Handbook and the Whitehouse I.S.D. *Student Code of Conduct* for 2008–2009.

I have chosen to:

- Receive a paper copy of the Student Handbook and the *Student Code of Conduct*.
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal at Holloway at (903) 839-5656.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

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

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

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

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 9 for more information.]

Directory Information for School-Sponsored Purpose

For school-sponsored purposes listed in FL(LOCAL), Whitehouse ISD has designated the following information as directory information:

- Student’s Name
- Address
- Telephone Listing
- E-Mail Address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

Directory Information for Nonschool-Sponsored Purpose

For all other purposes, Whitehouse ISD has designated the following information as directory information:

- Student’s Name
- Address
- Telephone Listing
- E-Mail Address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

**Parent's Response Regarding Release of Student Information to
Military Recruiters and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 10 for more information.]

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature _____ Date _____

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 Drive, Whitehouse, TX 75791, (930) 839-5517
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Betty Lough, 106 Wildcat Drive, Whitehouse, TX 75791, (930) 839-5529
- All other concerns regarding discrimination: See the superintendent Daniel DuPree, 106 Wildcat Drive, Whitehouse, TX 75791, (930) 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 Whitehouse Administration office. If you have any questions, please contact Daniel DuPree, (903) 5509.

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) 5509.

Additional Notices

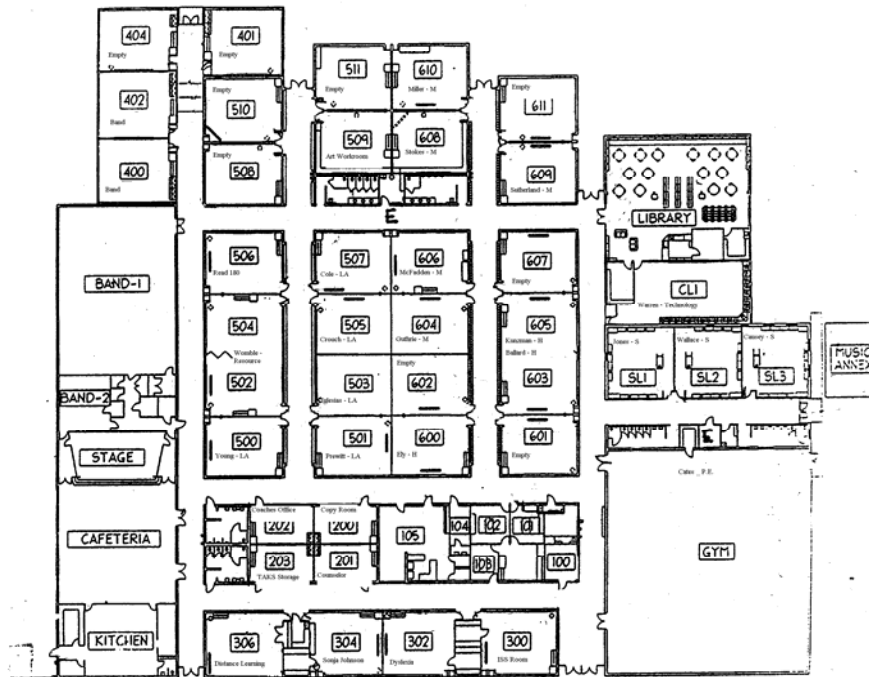
Other important notices in the Student Handbook cover the following topics:

- 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.

School Map



HOLLOWAY MIDDLE SCHOOL

Holloway Sixth Grade School Faculty

2008 - 2009

Language Arts

Michele Cole - 507
Paula Crouch - 505
Kate Iglesias - 503
Terry Stadler - 501
Whitney Young - 500

Math

Laurie Guthrie – 604
Tiffany McFadden – 606
Mary Stokes – 611
Cheryl Sutherland - 609
Sharyn Womble - 610

Cafeteria

Alice Daniels
Sherry Metcalf
Lori Wimberly

History

Robin Ballard - 603
Rhonda Ely - 600
Kurt Kunzman - 605

Science

Melanie Causey – 110
Mollie Jones – 108
Jenny Wallace - 109

Custodians

Alene Hart
Juan Reyes

Special Duty

Joy Brooks - Choir
Rhonda Cates - Gym
Paula Ericson - Library
Larry Gandy – Read 180
Jana Symonds - Dyslexia
Sharyn Womble - 502

Educational Assistants

Diana Konsire ½ a.m. - 200
Sue Magouirk – Copy Room
Carla Oxford - 502
Kelli Rothwell - 300
Joe Waits - PE
Marsha Wright – Library/PE

Band

John Gaertner
Nick Hardy
Joseph Hewitt
Scott Smith
Daniel Sutherland
Denny Whitley

Office

Principal – Travis Splinter
Assistant Principal – Susan Brown
Counselor – Suzanne Rice
Nurse – Peggy Herrington
Secretary/Attendance – Ina Williams

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PREFACE

To Students and Parents:

Welcome to school year 2009–2010! 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 Holloway Sixth Grade School 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 at www.whitehouseisd.org, or in the principal’s office at Holloway.

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 Travis Splinter at 839-5656.

Also, please complete and return to your child’s campus the following required forms:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and

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 school office or online at www.whitehouseisd.org.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Holloway 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, 106 Wildcat Drive, Whitehouse, TX 75791, (930) 839-5500
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Betty Lough, 106 Wildcat Drive, Whitehouse, TX 75791, (930) 839-5500
- All other concerns regarding discrimination: See the superintendent Daniel DuPree, 106 Wildcat Drive, Whitehouse, TX 75791, (930) 839-5529

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 18.]
- 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) 839-5656 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 37.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Lynn Sullivan at (903) 839-5500.
- Participating in campus parent organizations. Parent organizations include: Holloway-Whitehouse Jr. High PTO.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Betty Laugh at (903) 839-5500.
- 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 28.]
- 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 8.]

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 of Allegiance** and **A Minute of Silence** on page 35 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 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 page15, 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 42 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) 839-5529.

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 or graduated.

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 Holloway Sixth Grade School is 701 East Main St., 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 37 and **Student or Parent Complaints and Concerns** on page 15 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 principal's or superintendent's office or on the district's Web site 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 or on another date established by the district. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information."]

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following 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 Travis Splinter at (903) 839-5656.

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 After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than four 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).]

- If a student is late due to a doctor's appointment and the student brings in a note *from the doctor*, he/she will be counted present for the entire day.

Requesting Homework Due to Illness - A parent must call before 9:30 a.m. to request homework assignments if their child will be out **two or more days**. (Any homework requests after 9:30 cannot be processed until the next day.)

ANNOUNCEMENTS

Announcements are made at 7:50 a.m. Only school related items are announced.

ASSIGNMENT BOOKS

Teachers will make every effort to keep you informed of your child's progress in school and will suggest ways you can help when necessary. All students are required to keep the assignment book in the front of their notebook. Parents need to check the assignment notebook weekly. Every student receives an assignment book at the time of enrollment. If the assignment book is lost, the student may purchase one for \$3.00 in the office.

AWARDS AND HONORS

The awards assembly is held in May near the end of school.

BRINGING ITEMS TO SCHOOL

In keeping with the goal of minimizing classroom disruption, toys, trading cards, laser pens, **rubber bands**, etc. will not be allowed at school and **will be removed to the office for parent retrieval**. **For safety reasons**, students will not be allowed to bring strait pins, safety pins or any other similar objects to school. The only markers allowed to be used by student at school are approved highlighters. No pets may be brought to school without prior written approval from the principal or assistant principal. ***No item may be sold on campus without prior administrative approval.*** No glass containers are allowed on campus.

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/PHONE NUMBER

If a student has a change of address or phone number, it is the responsibility of the parent to contact the school office to change the address or phone number. It is vital that the office have each of these to ensure proper contact in case of an emergency.

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 principal's or superintendent's office or on the district's Web site 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 (separate from this handbook) 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.

School-wide Rules

The concepts, attitude, and techniques of Cooperative Discipline are utilized by the Holloway staff. In this approach, teachers assume the role of cooperative leader, guiding students by offering choices, setting limits, and involving students in the process. This program builds positive relationships as well as self-esteem.

The Holloway school-wide rules are:

1. LISTEN the first time.
2. WALK slowly and quietly.
3. SPEAK quietly and politely.
4. KEEP HANDS AND FEET to yourself.
5. RESPECT the rights and property of others.
6. BE PROMPT.

Cafeteria Rules

1. Students will enter and exit the cafeteria in a quiet and appropriate manner.
2. Students will remain seated in the cafeteria while eating, they may not move from table to table.
3. Students will display proper table etiquette. Examples: **NOT THROWING FOOD, NOT SPITTING FOOD, NOT HANDLING OTHER STUDENT'S FOOD, TALKING IN A QUIET VOICE**
4. All students are required to have a lunch each day unless the parent sends a written, dated note giving permission for the child to not eat lunch that day.
5. Students may not sell food items at any time.
6. *Misbehavior in the cafeteria will result in disciplinary actions.*

Playground/Recess Rules

Supervision:

1. Students are to stay where teachers can see them.

Equipment:

1. Students are to report damaged equipment immediately.
2. Sit on the swing; do not lie or stand; **DO NOT JUMP OUT OF SWINGS.**
3. Do not swing side to side or twist the swing in a circle.

Activities:

1. Only approved objects may be tossed or thrown.
2. Football is touch only. **NO TACKLE.**
3. Observe the established rule of a game.

Play Areas:

1. Play in designated play areas only.
2. Do not climb fences or trees.
3. Do not throw objects over the fence.

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.

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.

Cell Phones

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. At Holloway, cellular phones may be used ***OUTSIDE*** in the front of the building **after** 3:00. For safety reasons, they **CANNOT** be used ***anywhere*** in the building before, during or after school. They also **cannot** be used on the bus dock during bus-time. Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and **will include** confiscation of the device.

- The school will charge the owner \$15.00 for the release of cell phones confiscated during the instructional day. (8:00 – 3:00) [See ***Student Code of Conduct*** and policy FNCE.]
- Cell phones confiscated from students in the building or on the bus dock during the times other than the instructional day will be held for parent retrieval.
- Confiscated cell phones will only be released to a parent, guardian or an adult authorized by a parent and approved by an administrator.

Repeated cell phone offenses will result in disciplinary action.

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.

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 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.

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 (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 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 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).

DELEVERIES TO STUDENTS

Parents may deliver a student's supplies or lunch to the office. The office will see that the student receives the materials or lunch as soon as possible without interrupting instructional time. No personal deliveries will be made to the students during the school day. For example, a student would be notified of birthday gifts/balloons, etc., to be picked up in the office after school.

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 20.]

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 newspaper, school newsletter, and the yearbook, are available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 10.]

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 and Support Services for prior review. The Executive Director of Student and Support 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. Students and parents may determine a student's personal dress and grooming standards by referring to Appendix B in the *District Code of Conduct*.

HOLLOWAY DRESS CODE

Violations of the Dress Code may result in disciplinary action.

Holloway follows the district's dress code. Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hairstyle extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a disruption of or interference with normal school operations.

SHORTS / SKIRTS

- a. no dresses, skirts, split garments, or shorts that are more than three inches above the knee while properly worn when standing.
- a. no bike shorts, leggings with out a covering garment that meets the dress code, see-through shorts or tights.
- b. shorts must be hemmed and cuffed garments that are designed for outerwear. (No cutoffs, wind shorts, short shorts, flannel sleep ware, and boxer shorts.)

SHOES

- a. no house shoes or slippers
- b. no “skate shoes” (Heelys or similar shoes.)
- c. shoes worn in the gym for physical activity **MUST** be soft sole and non-marking
- d. **NO LEATHER SOLED SHOES MAY BE WORN IN THE GYM**
- e. inappropriate shoes must be removed and students will participate in socks or bare feet

PANTS

- a. pants must be worn at the waist
- b. no “sagging” or “hip huggers”
- c. pants or jeans may not be torn, cut, ripped or contain holes. Jeans or pants purchased with designed holes or tears may not be worn to school.

SHIRTS

- a. no tank tops with less than 3” straps
- b. no low cut clothing. (neck or underarm)
- c. shirts must cover stomach even when arms are raised
- d. no backless or “spaghetti” or thin strap attire
- e. no apparel advertising or suggesting cigarettes, drugs, alcohol, smokeless tobacco, profanity, etc. T-shirts should depict a message or design that is positive

HATS/CAPS/BANDANAS

- a. no hats, caps or bandanas
- b. hats/caps will be held in the office for parents to retrieve

MISCLELANIOUS

- b. no exposed body piercing jewelry excluding earrings. (i.e. tongue, nose, eyebrow, etc.)
- c. no excessive or distracting makeup/hair color
- d. no symbols on clothing or jewelry that would distract or cause undue attention.
- e. no symbols, words, or slogans cut into hair that are obscene, racially related, provocative, otherwise deemed inappropriate by the campus principal.
- f. No eye brow shaving, gang related engraving, racially related, provocative, otherwise deemed inappropriate by the campus principal.
- g. no wide wrist bands or sweat bands are to be worn on campus.

- h. no clothing worn in a manner for which it was not intended, i.e., backwards, inside out, off-the-shoulder suspenders, one leg rolled up on pants.
- i. no accessory or clothing article deemed gang-related as determined by the school administration.
- j. no dark glasses (unless prescribed by a physician)
- k. no writing on self or clothing.
- l. no cutting, burning, piercing or inflicting pain or damage to one's self or to another student.

*** Final decisions on the appropriateness of school dress rest with the campus administration.**

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

EMERGENCY DATA

Having CURRENT, correct information in the nurse's file is critical in case of an emergency. It is suggested that parents make arrangements with at least one other person to be contacted in case of emergency when parents cannot be reached. Please be sure the medical history requested on your child's registration form is complete.

EXAMS/TESTING

The district takes advantage of various types of standardized testing in order to monitor program efficacy and potential deficiencies in student mastery of the essential knowledge and skills. According to the Texas Education Agency, the Texas Assessment of Knowledge and Skills (TAKS) is given in 6th grade. Sixth grade is tested in Reading and Math, which is given in the spring. Achievement tests and group intelligence tests may also be given at the 6th grade level.

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.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics,

science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to attendance restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams 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. [For further information, see policies at FM and FO.]

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 pencils, paper, erasers, and notebooks 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.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.

- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the administration office. [For further information, see policies at FP.]

FIELD TRIPS / OFF CAMPUS ACTIVITIES

All students participating in field trips **MUST** have a permission form signed by a parent. 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. Students are also expected to follow the **Student Code of Conduct** and other campus rules when attending or participating in district activities such as sporting events, plays and concerts. Any Holloway student that does not follow the **Student Code of Conduct** and other campus rules while at a district activity will be subject to disciplinary consequences at Holloway.

FUND-RAISING

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

GRADING POLICY

Determinants for grades include daily work in class, homework, tests, six weeks and semester tests. Overall grades in reading, English, spelling, writing, mathematics, science, social studies, and electives are issued in accordance with the following grading scale as mandated by the State:

90-100	A	
80-89	B	
70-79	C	*subscript 2 beside any grade indicates below level and/or modified grading.
69-below	F	

The following marks will be used for conduct.

E	Exceptional
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- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Holloway Sixth Grade School Grading Policy

It is our desire at Holloway Middle School to have a uniform, fair, and consistent policy for grading all students. These grades need to be reported to the parents on the report card as numeric grades as described in school board policy.

Student grades for each class will be calculated using the following percentages (with a minimum of 12 grades per class per grading period):

55% Daily Work
25% Test
20% Six Weeks Test

- 1) Test grades, special assignments, and projects may be recorded more than once.
- 2) Six weeks tests shall be administered in all four core subjects (Language Arts, Math, Science, History) and may be administered in electives.
- 3) A semester grade is derived by averaging the three six weeks' grade averages for each semester.
- 1) A final grade in each academic or elective area is obtained by averaging each six weeks grade.
- 2) Each six weeks grade comprises 1/6 of the yearly average.
- 3) 6th grade Language Arts grades shall be determined as follows: Composite of reading, grammar, writing and spelling grades. All grades in each composite area carry the same value. Tests and daily grades count once and projects count twice.
- 4) Progress Reports shall be sent to parents at the three-week period. When needed because of a substantial change in grades or conduct, a notice shall be sent to parents at anytime during the reporting period.
- 5) Modified class grades shall be noted on the report card and progress reports to indicate that over 50% of the material or that tests have been modified.
- 6) No late papers will be accepted in Honors courses. Lat papers in a regular class will be penalized as follows: one day late 70 as highest grade and then zero for the grade.
- 7) Papers submitted without a name will receive a -5. Incomplete headings will also receive -5.
- 8) The heading for papers will be consistent across the campus. The heading will be recorded in the top right hand corner of the paper and will be as follows:

Student Name
Subject and period
Date (either numerically or written)
The penalty for a missing or incomplete heading will be -5

LATE WORK: Honors Classes – Students choosing to enroll in honors classes accept the higher standards that accompany those classes. Therefore, students who take honors class must understand that late work will not be accepted.

Regular Classes – Late work will be accepted only one day after its due date. The highest mark that a student can receive on a late paper is a 70.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 20.]

HEALTH-RELATED MATTERS

Physical Activity for Students in Middle School

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters, OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

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 the Betty Lough (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 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 Richard Peacock (903) 839-5500. [See policies at CO and FFA.]

Vending machines at Holloway are available as a privilege for students. The use of the vending machines is subject to the discretion of the principal or his designee. Students may purchase items during breakfast or lunch only. Items purchased **MUST BE CONSUMED** in the cafeteria. Students may purchase items and eat them in the classroom with teacher permission. **Items may not be purchased to be consumed on the bus.**

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 Whitehouse ISD administration office. If you have any questions, please contact Daniel Dupree (905) 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 (905)839-5500.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Betty Lough, at (905)839-5500.

HOMEWORK

Homework may be assigned daily by subject. Homework is usually work that the student does not complete in class and is always material that has already been taught in class.

As per District Policy EIB (LOCAL).

The Superintendent shall establish guidelines for a uniform homework policy in the schools consistent with the following principles:

1. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational program.
2. Homework enriches and strengthens classroom experiences. New concepts are introduced in class, not in homework assignments.
3. Homework improves student's abilities to work independently and become self-directed in the learning processes.
4. Homework provides opportunities for students to make independent and stimulating discoveries.
5. Homework is not used as a disciplinary measure.
6. Homework assignments can be completed in a reasonable time, taking into consideration other courses and activities.

It is very important that assigned homework be finished and turned in on time. Since most homework is unfinished class work, it is usually graded.

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).]

LOCKERS

Lockers are provided for 6th grade students. Students' lockers 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 the assigned lockers. It should be kept neat and orderly at all times, and only textbooks and personal items needed for school-related activities should be stored in the lockers. Prohibited items will be subject to confiscation by school authorities with proper disposition made at the end of the school term.

Students are not to share a locker with another student at anytime. Students may provide their own locks for their locker. The lock must be a **combination lock** and the combination must be on file with the 1st period teacher and the administration. Searches of lockers may be conducted at any time there is reasonable cause to believe that they

contain articles or materials prohibited by district policy, whether or not a student is present. The parent will be notified if any prohibited items are found.

LOST AND FOUND

Items that are found at school are placed in the cafeteria. We encourage the student's name be placed on all belongings, including coats, jackets, notebooks, lunch boxes, etc. At the end of each semester, unclaimed items are donated to charities.

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).]

Students have the same number of days to turn in an assignment that they were absent. For example: Students who are absent one day have one day to make up their work. Students who are absent three days have three days to make up their work. 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 written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- 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 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 the 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).]

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.]

Nursing Services

The school nurse is responsible for performing emergency first aid, notifying parents if a student is injured, and obtaining the immediate attention of a physician if an emergency so warrants. The school nurse will contact parents when the child becomes ill or develops an infectious condition and needs to be taken home. The nurse also maintains and monitors student health and immunization records, performs vision, hearing, spinal screenings, issues health referrals and does follow-ups as required.

Health Service Protocols

WISD: POLICY FOR FEVER, DIARRHEA, VOMITING

If a student goes home or stays home from school with a fever over 100 degrees, he/she must stay home for 24 hours or until fever free for 24 hours.

Students with vomiting and/or diarrhea must go home or stay home for 24 hours or until free of vomiting and/or diarrhea for 24 hours.

Medications to control vomiting and/or diarrhea are not given at school because students are to be free of vomiting or diarrhea to remain at school.

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 day will not be interrupted for delivery of messages, etc., unless there is an emergency. School telephone lines are often busy at the close of the day (2-3 p.m.), and it may not be possible to get a message to your child before he/she leaves the school building. **Messages received after 2:45 cannot be guaranteed to reach the student.** To avoid any miscommunication, when your child comes to school, make sure your child knows what arrangements have been made for his/her return home.

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.

Holloway Sixth Grade School follows TEA guidelines and district policy regarding promotion and retention. Texas state law and the Whitehouse ISD promotion policy require that students have an average of 70 in math and 70 in language arts **AND** an overall average of 70 or above in all courses taken (math, language arts, history, science). If, at the end of the year, these averages are not met, students are to be retained in that grade. Summer school to re-take failed courses is offered for sixth grade students.

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.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 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.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the principal and policy EIF(LEGAL).]

PTO

The official parent/teacher involvement group is the Holloway-Whitehouse Jr. High Parent/Teacher Organization. This organization promotes and coordinates a support system for Holloway School. The PTO provides volunteers, fund raising activities, and suggestions for the campus. All parents, teachers, and community members are encouraged to join and become a part of Holloway campus.

PARENT – TEACHER CONFERENCES

At Holloway Sixth Grade School parent-teacher conferences regarding student progress is considered essential. Please request a conference with your child's teacher(s) at any time. Teachers are available for parent-teacher conferences during their conference period. To maximize available time and ensure that teachers have pertinent information, ***all conferences must be scheduled in advance. Conferences are discouraged during regular classroom instructional time.*** Appointments may be made through the school office.

Conference Times

Robin Ballard – 2:15-3:00

Kurt Kunzman - 1:25-2:10

Melanie Causey – 2:15-3:00

Tiffany McFadden - 1:25-2:10

Michele Cole – 1:25-2:10

Terry Stadler – 1:25-2:10

Paula Crouch – 2:15-3:00

Mary Stokes - 1:25-2:10

Rhonda Ely - 2:15-3:00

Cheryl Sutherland - 1:25-2:10

Larry Gandy – 11:45 – 12:30

Jenny Wallace - 1:25-2:10

Laurie Guthrie - 2:15-3:00

Sharyn Womble – 1:25-2:10

Kate Iglesias – 2:15-3:00

Ashley Woods – 2:15 – 3:00

Mollie Jones - 1:25-2:10

Whitney Young – 2:15-3:00

PICTURES

All students are encouraged to have their pictures taken for the yearbook. Yearbook pictures are taken in the fall; group and spring pictures are taken in the spring.

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.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. 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.

Students leaving campus during the school day without administrative authorization are in violation of the District Code of Conduct and are subject to disciplinary action. If a student needs to leave during the school day, parents must sign the child out in the office. Since class time is so important, a student will not be called from class until the person picking them up has arrived in the office.

**State law requires students to be in attendance the entire day. Repeated removal of students from the campus prior to 3:00 may result in referral to truancy law enforcement officials as a violation of the compulsory school attendance requirement.*

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.

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 their child's performance. 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 2 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the 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 20.]

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

The school district does not carry insurance on any student. *Parents are encouraged to consider the optional student insurance available throughout the district for protection in the event their child is injured during the school year. Information, contact cards and insurance application forms are distributed in the fall.*

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
Teacher Command	halt; in designated area
Whistle	return to the classroom

Tornado Drill Bells

1 siren	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 care consent form. 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

In the event of serious weather conditions or disaster, the media will be contacted by the Superintendent by 6:00 a.m. Listen to any of the local radio stations or turn in to KLTN Channel 7 or KETK Channel 56 for information on school closings. If an emergency does occur during the school day, parents are assured that the safest place for their children is at school. Students take part in regularly scheduled disaster and fire drills and are taught emergency procedures.

SCHOOL FACILITIES

Building Use by Student Organizations

Student organizations wishing to use any school facility for organizational activities should contact the assistant principal to arrange for the use of a facility. A faculty sponsor must sign a building reservation request and must be present before the time that the school facility is in use by an organization. Organizations using school facilities are responsible for any damage to facilities, equipment, or grounds. They are responsible for clean up after use of the facility.

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:30 a.m.

- School Gym
- Cafeteria (Students eating breakfast.)
- Band Hall (Band students only.)
- Library (Students checking out books with permission.)
- School Store (When open for business.)

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

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 Karen McCammond, Director of School Nutrition to apply at (903) 839-5500.

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).]

Cafeteria Charges

Free and reduced-priced lunches are available based on financial need. Information about a student's participation is confidential. See Karen McCammond, Director of School Nutrition, to apply at (903) 839-5500. There are NO cafeteria charges. The cafeteria will see that a student receives a sandwich, fruit, and milk if, for whatever reason, the child has no lunch.

Student prices are: \$1.00 for breakfast and \$2.10 for lunch.

Adult meals: \$1.40 for breakfast and \$2.85 for lunch.

No student shall be permitted to leave campus during lunch except as approved by the principal, on a case-by-case basis in response to a parent's written request.

Breakfast Regulations

Only those students eating breakfast or putting money in their accounts are allowed in the cafeteria in the mornings from 7:30–7:55. Students will follow all cafeteria-dining guidelines.

Lunch Schedules

The campus lunch schedule is as follows:

11:08 – 11:42 – A Lunch

11:57 – 12:31 – B Lunch

12:45 – 1:20 – C Lunch

Attendance: Open/Closed Campus—FEE (LOCAL)

Leaving Campus During Lunch Time: No Student shall be permitted to leave campus during lunch except as approved by the principal, on a case-by-case basis in response to a parent's written request.

All Students: Students who leave campus during lunch or at any time without administrative approval shall be subject to disciplinary action in accordance with Student Code of Conduct.

Lunch Regulations

All students are required to obtain a complete meal during lunch. Students choosing not to eat **must** bring a signed note from their parent each time they are not to eat. In July of 2003 Texas Department of Agriculture issued a policy which restricts the serving of Food of Minimal Nutritional Value (FMNV). An elementary school campus may not serve or provide access for students to FMNV at any time anywhere on school premises during the school day. Schools must prevent students' from accessing FMNVs on school premises. Such foods and beverages may not be sold or given away on school premises by the school, school or non-school organizations, teachers, parents, or any other person or group during the school day. Therefore, certain items will no longer be available to students during the lunch periods. Lists of FMNV foods are included in the handbook.

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 and Lockers

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

Searches of desks or lockers 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 or locker.

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 lockers 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 locker, 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, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Betty Lough at (903) 839-5500.

STUDENT SPEAKERS

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

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, 6th grade students will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects: Mathematics and Reading.

[See policy EKB(LEGAL).]

TARDINESS

Morning Tardies

In the morning, students are considered tardy if not in the classroom by 8:00 a.m. and must report to the school office with a written excuse signed by a parent to receive an admit to class. Tardy students may not enter the classroom without a tardy slip from the office. On the 1st and 2nd tardy the student will be given a warning that will be recorded on a disciplinary form in the office for future reference. On the 3rd tardy, a warning letter will be mailed home or an administrator will make a call to the parent of the student. On the 4th tardy, the student will be assigned a detention or detentions. On the 5th or more

tardy the student will be assigned a day in In-School Suspension. In order to maximize academic learning time, any student accumulating more than 10 tardies during a semester, whether excused or unexcused, is subject to disciplinary action or truancy referral. Written notes from parents do not ensure excused tardies. A school administrator will determine if the tardy is excused or unexcused. The morning tardy count will begin over at the beginning of each semester.

. In order to maximize academic learning time, any student accumulating more than 10 tardies during a semester, whether excused or unexcused, is subject to disciplinary action or truancy referral. Examples of excused tardies: illness, vehicle trouble, and accidents. ***Written notes from parents do not ensure excused tardies.*** A school administrator will determine if the tardy is excused or unexcused. The morning tardy count will begin over at the beginning of each semester.

Between-Class Tardies

During the day during passing times, students are considered tardy if not in the classroom and in their seat ready to learn by the time the tardy bell rings. On the 1st and 2nd tardy the student will be given a warning by the teacher that will be recorded in the teacher's grade book for future reference. On the 3rd tardy, the student will be assigned a detention and his/her parent will be contacted, sent to the office and assigned 3 lunch detentions. On the 4th tardy and for every class tardy afterwards, the student will be assigned ISS time. Each class is counted separately and the between-class tardy count will begin over at the beginning of the semester.

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.

TRANSFERS

[See **Other Parental Rights**, on page 7, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 7, for other transfer options.]

TRANSPORTATION

School-Sponsored 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 written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students. This service is provided at no cost to students.

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 Vickie 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, Appendix A*. 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*; bus-riding privileges may be suspended.

Delivery and Pick-up for Students

Please do not stop or park on the crosswalk in front of the building. Unattended vehicles parked in the Firelane are subject to citations and fines issued by law enforcement officials.

Vehicle Regulation—CLC (LOCAL)

The Superintendent or designee shall establish rules and regulations concerning the operation and parking of vehicles on District property. Such rules and regulations shall be reviewed regularly and published annually in the student handbook.

Dismissal

In an effort to ensure the safety of our students, children will be allowed to use only the front doors by the main office to exit at 3:00 p.m. Parents may pick up students in front of the school. Faculty and staff will assist students in loading cars. *To help ensure student safety, parents who choose to wait for their children in the building must wait in the front lobby by the message board. Unless instructed by the office, no one is to pick up students at the classroom or in the hallways.*

Early Arrivals

The school doors open and supervision begins at 7:30 a.m. If students arrive before that time, they must sit in the gym until they are dismissed by an adult.

Traffic Flow

Please observe the school's traffic flow pattern. Please enter and exit the parking area in a counter clockwise manner. *For your child's safety, please load and unload your child from your vehicle in the designated area in front of the school. Do not load or unload students in the crosswalk area right in front of the school.* If you need to leave your car, please park in a visitor's parking space. Day care vans and buses load and unload in a designated area behind the building.

Walkers, Bicycle Riders and Skateboards

Students walking or riding to and from school on a bike should observe walking/riding lanes and cross traffic only in the appropriate areas. Walkers and bike riders are required to leave from the front of the school. A crossing guard is on duty at the west end of the campus on FM 346. Students will be released to walk/ride bikes by the traffic supervisor. For safety reasons, any student that wishes to leave school from the bus dock or behind the school must receive approval from an administrator. Bicycles should be secured and not left at school overnight. **Skateboards are NOT allowed on campus.**

Student Going Home with Another Student

A student may not change his/her usual means of transportation home without a **written note** from a parent. If a student is going to ride a different bus than the one they usually ride, a **written note** from a parent (*of the student changing their means of transportation*) must be given to the office the **morning** of the day the bus change will occur. A New Bus Rider Registration form will be completed and given to the student. This form must be given to the bus driver of the bus that student will ride. A new form must be completed every time a student rides a bus that has not been assigned to them by the district.

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 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 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. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book 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 course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, 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.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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.

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a

state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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.

**APPENDIX I:
Use of Student Work in District Publications**

Occasionally, the Whitehouse ISD wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give)**
(do not give) the district permission to use my child's artwork or special
project on the district's Web site and in district publications.

Parent signature: _____

Date: _____