

Dear Parents and Students:

Welcome to Whitehouse Junior High School. We hope that your two years with us will be educationally profitable for you.

I am committed to provide a clean and safe environment where teachers can teach, and students can learn to the best of their ability. I believe schools are about people. At Whitehouse Junior High School, we value our students and parents.

As principal of WJHS, I want to provide all of our students with opportunities to excel both in the core academic subjects as well as in a variety of co-curricular activities. For this reason, I am committed to creating an educational environment in which student needs take precedence. Although my office is always open to students, parents, and community members, I can usually be found elsewhere on the campus--in the hallways, on the grounds, or in the classrooms. When you see me, please feel free to stop and tell me how together we can make WJHS even better and to continue our tradition of excellence. You may also reach me through email at [smithd@whitehouseisd.org](mailto:smithd@whitehouseisd.org).

Respectfully,

David Smith  
Principal





# School Calendar

First Day for Students	August 24
Last Day for Students	May 28
Graduation Day	May 29

## Whitehouse Independent School District 2009-2010 Calendar (Revised)

### Whitehouse ISD Telephone Numbers

Administration	839-5500
Whitehouse High School	839-5551
Whitehouse Junior High School	839-5590
Holloway Sixth Grade School	839-5656
Stanton-Smith Elementary School	839-5730
Higgins Elementary School	839-5580
Brown Elementary School	839-5610
Cain Elementary School	839-5600
AIM Center	839-5556
Athletic Department	839-5538
Special Education	839-5602
Transportation	839-5570
School Nutrition	839-5506

### Grading Periods

First Semester		Second Semester	
1st Six Weeks	29	4th Six Weeks	28
2nd Six Weeks	29	5th Six Weeks	29
3rd Six Weeks	32	6th Six Weeks	30
<b>Total Days</b>	<b>90</b>	<b>Total Days</b>	<b>87</b>

<b>Total School Days</b>	<b>177</b>
<b>Staff Development/Teacher Prep Days</b>	<b>10</b>
<b>Total Days</b>	<b>187</b>

### TAKS Test

Oct. 20-23	May 18
March 1-5	June 29-30
April 6	July 13-16
April 26-30	

### Staff Development/Teacher Preparation

August 17-21	January 15
October 12	May 28
November 25	June 1

### Holidays

September 7	March 8-12
November 26-27	April 2
December 21-January 1	May 31
January 18	July 5

### Bad Weather Days

May 27 (Makeup day for February 12))	June 1
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### 1:00 Early Release Days

November 24	January 15
December 18	May 28

### August 2009

M	T	W	Th	F
3	4	5	6	7
10	11/N	12/N	13	14
17/SD	18/SD	19/SD	20/SD	21/SD
{24	25	26	27	28
31				

### November 2009

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
{16	17	18	*19	20
23	24/e	25/SD	26/H	27/H
30				

### February 2010

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

### May 2010

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18/T	19	20	21
24	25	26	27	28/E
31/H				

### September 2009

M	T	W	Th	F
7/H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### December 2009

M	T	W	Th	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18/e
21/H	22/H	23/H	24/H	25/H
28/H	29/H	30/H	31/H	

### March 2010

M	T	W	Th	F
{1/T	2	3/T	*4/T	5/T
8/H	9/H	10/H	11/H	12/H
15	16	17	18	19
22	23	24	25	26
29	30	31		

### June 2010

M	T	W	Th	F
1/SD	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29/T	30/T		

### October 2009

M	T	W	Th	F
			1	2
{5	6	7	*8	9
12/SD	13	14	15	16
19	20/T	21/T	22/T	23/T
26	27	28	29	30

### January 2010

M	T	W	Th	F
				1/H
4	5	6	7	8
11	12	13	14	15/E
18/H	{19	20	*21	22
25	26	27	28	29

### April 2010

M	T	W	Th	F
				1
				2/H
5	6/T	7	8	9
12	13	14	15	16
{19	20	21	*22	23
26/T	27/T	28/T	29/T	30/T

### July 2010

M	T	W	Th	F
				1
				2
5/H	6	7	8	9
12	13/T	14/T	15/T	16/T
19	20	21	22	23
26	27	28	29	30

Legend			
{	Beginning of Six Weeks	}	End of semester
}	End of Six Weeks	T	TAKS
*	Report Cards	SD	Staff Development
[	Beginning of semester	H	Holiday
B	Bad Weather Days	e	Early Release
E	Early Release/Staff Dev.	N	New Employee Orientation

Flex days - November 25 & June 1

[www.whitehouseisd.org](http://www.whitehouseisd.org)

**Test Dates**

CAllen/9/11/09

2009-2010  
TAKS DATES  
WJHS

\*TAKS/TAKS-ACCOMMODATED/TAKS-M

These are the types of tests given on dates below:

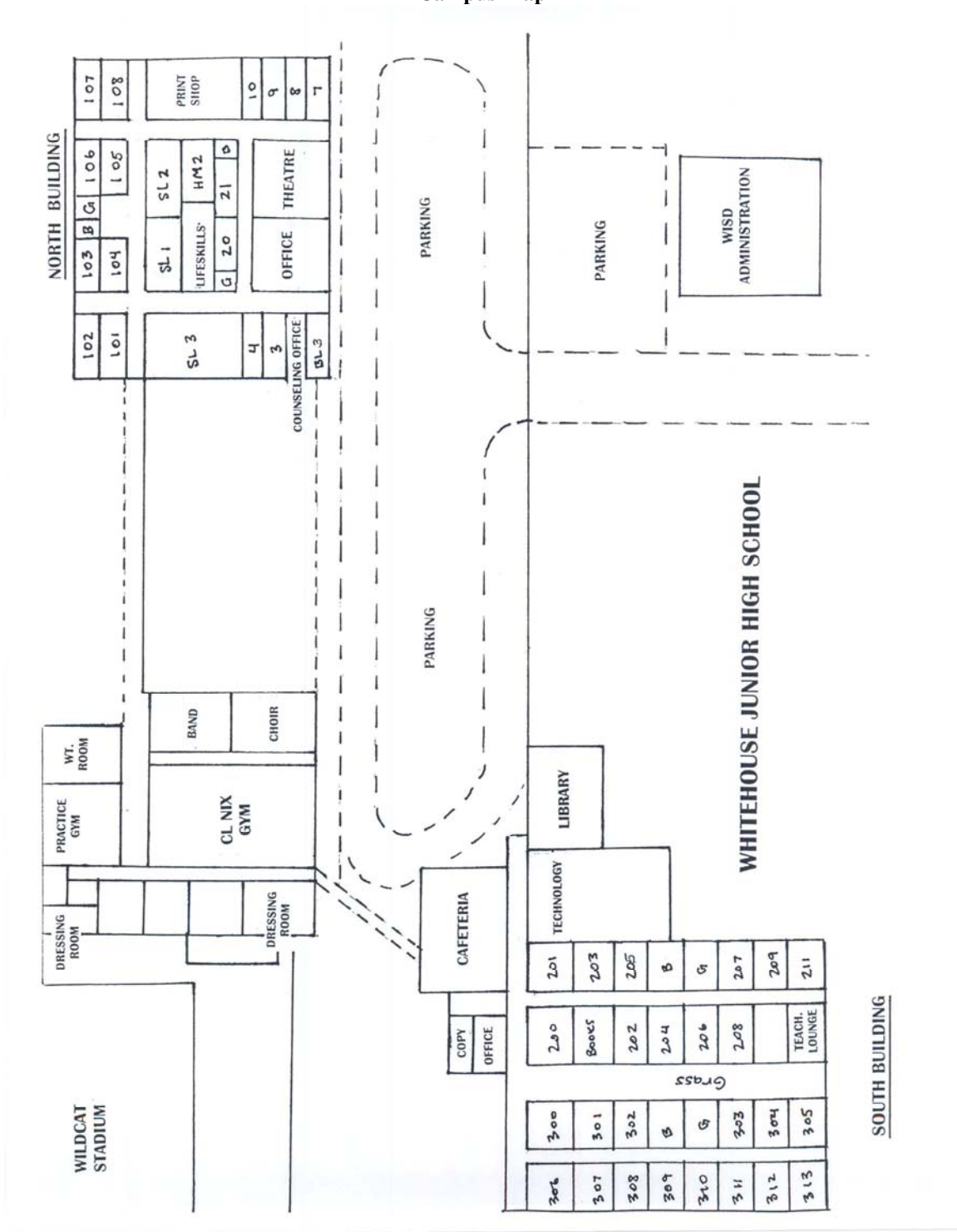
MARCH 3(Wed)	7 <sup>TH</sup> GRADE	WRITING – no make-up
APRIL 6(Tues)	8 <sup>TH</sup> GRADE	MATH (1 <sup>ST</sup> ADMN)
APRIL 7(Wed)	8 <sup>TH</sup> GRADE	READING (1 <sup>ST</sup> ADMN)
APRIL 8-9 (Thur/Fri)	8 <sup>TH</sup> GRADE	MAKE-UP FOR MATH/READING
APRIL 27(Tues)	7 <sup>TH</sup> GRADE	MATH
APRIL 28(Wed)	7 <sup>TH</sup> GRADE	READING
APRIL 29-30(Thur/Fri)	7 <sup>TH</sup> GRADE	MAKE-UP FOR MATH/READING
APRIL 29(Thurs)	8 <sup>TH</sup> GRADE	SCIENCE – no make-up
APRIL 30(Friday)	8 <sup>TH</sup> GRADE	SOCIAL STUDIES – no make-up
MAY 18 (Tues)	8 <sup>th</sup> GRADE	MATH (2 <sup>ND</sup> ADMN)
MAY 19 (Wed)	8 <sup>th</sup> GRADE	READING (2 <sup>ND</sup> ADMN)
MAY 20-21(Thur/Fri)	8 <sup>th</sup> GRADE	MAKE-UP FOR MATH/READING
JUNE 29(Tues)	8 <sup>th</sup> GRADE	MATH (3 <sup>RD</sup> ADMN) – no make-up
JUNE 30 (Wed)	8 <sup>th</sup> GRADE	READING (3 <sup>RD</sup> ADMN) – no make-up

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\*(TAKS/TAKS-Accommodated) for Regular and Special Education Students

\*(TAKS-M) – Special Education Students Only

Jan 4 – Apr 16      TAKS-ALT *Assessment Window* (Special Education)  
Mrs. McGrath handles all TAKS-ALT

# Campus Map



**Whitehouse Junior High School  
Student Handbook**

**Philosophy**

All students can learn  
All students can learn in everything they do  
All students have the right to learn in their own way

**Mission Statement**

We envision Whitehouse Independent School District to be a place where learning is a joint concern between educators, parents, and community. We believe that the physical and emotional needs of the student must be met for optimum learning. Whitehouse Junior High School is committed to preparing our children to live in the changing future.

**School Song**

Hail Wildcats long may we live  
Hail Whitehouse Junior High  
Standing together for truth and right  
Honor forever maroon and white  
Pride and honor forever our W.J.H.

**Administration:**

David Smith	Principal
David Stone	Assistant Principal
Brad Ledford	Assistant Principal
Carol Allen	Counselor
Sherry Fuller	Counselor

**Faculty & Staff**

Aldridge, Janice	Food Service
Allen, Nicole	7 <sup>th</sup> History, Girls' Athletics
Andrews, Cynthia	7 <sup>th</sup> English, ESL
Barrickman, Matt	7 <sup>th</sup> Science
Boney, Anna	8 <sup>th</sup> Pre-Algebra, Algebra I
Brock, Lisa	Special Education
Brunt, Janet	Secretary
Buchanan, Donna	Resource Aide
Byers, Amanda	7 <sup>th</sup> Math
Carroll, Rebecca	7 <sup>th</sup> Reading
Collins, Shaundra	Computer Aide
Conn, Colleen	8 <sup>th</sup> History
Cook, Jim	Copy Room
Copeland, Celeste	Theatre Arts
Drott, Amy	7 <sup>th</sup> History

Eads, Arlena  
Ericson, Paula  
Ewing, Kryston  
Fite, Sandy  
Gray, Sharon  
Hale, Tosha  
Hardy, Nick  
Haskell, Leslie  
Haynie, Lisa  
Hays, Leslie  
Hewett, Joseph  
Holt, Marcia  
Ingram, Tracy  
Innerarity, Tammy  
Jones, Joe  
Knight, Shari  
Landers, Dee  
Lang, Tray  
Lawrence, Sheila  
Mansfield, Wesley  
Martin, Ron  
Mayfield, Linda  
McMahon, Adam  
McMichael, Amy  
Moore, Nancyann  
Nutt, Cynthia  
Parker, Stacy  
Parrish, Robin  
Patz, Catalina  
Penney, Tina  
Perez, Jose  
Perrier, Toni  
Perry, Diana  
Pettigrew, Louis  
Reeves, Kay  
Rhodes, Lauren  
Robey, Tamera  
Sanders, Palmer  
Smith, Robin  
Spurlock, Sherri  
Stainback, Pam  
Stubblefield, Derek  
Terry, Erin  
Terry, Sandi  
Updike, Kimberly  
Wilburn, Gloria  
Williams, Connie

Special Education Aide  
Librarian  
Math Improvement  
Nurse  
7<sup>th</sup> Math  
Food Service  
Band  
Read 180, 7<sup>th</sup> Reading  
7<sup>th</sup> and 8<sup>th</sup> English  
Receptionist  
Band  
8<sup>th</sup> English  
8<sup>th</sup> Science  
8<sup>th</sup> Science  
Custodian  
7<sup>th</sup> History, Girls' Athletics  
7<sup>th</sup> English  
8<sup>th</sup> Science/Tennis Coach  
Special Education Aide  
8<sup>th</sup> Science, Boys' Athletics  
P.E., Athletic Coordinator  
Attendance Clerk  
7<sup>th</sup> History, Boys' Athletics  
Choir  
Reading Improvement  
Life Skills  
P.E., Girls' Athletics  
7<sup>th</sup> and 8<sup>th</sup> English  
Exploratory Spanish, Spanish I  
7<sup>th</sup> and 8<sup>th</sup> Art,  
Special Education  
Counselor Secretary  
8<sup>th</sup> Reading  
Custodian  
Cafeteria Manager  
7<sup>th</sup> Math  
7<sup>th</sup> Science  
Custodian  
7<sup>th</sup> Reading  
8<sup>th</sup> Keyboarding  
Library Aide  
Pre-Algebra, Boy's Athletics  
Life Skills Aide  
Diagnostician  
8<sup>th</sup> Pre-Algebra  
Life Skill's Aide  
8<sup>th</sup> History

Wilson, Jeanette  
Wright, Linda  
Wynn, Karen  
Zavala, Leticia

Food Service  
Cafeteria  
ISS  
Custodian

## Overview of Classes

Every seventh and eighth grade student will have a total of 7 courses.

### Seventh grade required courses:

- 1 English, English Pre-AP
- 1 Math, Math Pre-AP
- 1 Science I, Science I Pre-AP
- 1 Texas History, Texas History Pre-AP
- 1 Reading, Reading Improvement
- 1 Physical Education, Athletics, Tennis

### Seventh grade elective courses:

- 1 Band
- 1 Tenor Boys Choir
- 1 Treble Girls Choir
- .5 Theatre Arts (One semester)
- .5 Technical Theater Arts (One Semester)
- .5 Art (One semester)
- .5 Exploratory Spanish (One semester)
- .5 or 1 Aide (One semester or year)

### Eighth grade required courses:

- 1 English, English Pre-AP
- 1 Pre-Algebra, Advanced Pre-Algebra, Pre-AP Algebra I\*
- 1 Science II, Science II Pre-AP
- 1 American History, American History Pre-AP
- .5 Keyboarding (One semester)
- .5 Reading (One semester)

### Eighth grade elective courses:

- 1 Athletics
- .5 or 1 Physical Education (One semester or year)
- 1 Tennis
- 1 Band
- 1 Treble Girls Choir
- 1 Tenor Boys Choir
- 1 Spanish I\*
- .5 Exploratory Spanish (One semester)
- .5 Theatre Arts (One semester)
- .5 Technical Theater Arts (One Semester)
- .5 Art (One semester)
- .5 or 1 Aide (One semester or year)

**\*Algebra I and Spanish I count as high school credit and averages are calculated in the GPA.**

## General Information

**Attendance Policy** – Regular attendance in school is extremely important for students to receive the maximum benefit from classroom instruction and activities. Students are urged to be in attendance each day that their health and other reasonable conditions permit.

1. Parents of students who are absent are to call the attendance office at 903-839-5594 between the hours of 7:45 A.M. and 9:30 A.M. Parents may e-mail the

attendance clerk at [mayfieldl@whitehouseisd.org](mailto:mayfieldl@whitehouseisd.org), the reason the student is absent.

2. A student absent from school should bring a written note upon his or her return to school. The student's absence could be considered unexcused until the school has proper written notice of the reason for the absence. The student should present the note at the Attendance Office and obtain an admission permit, which is to be taken to each class from which the student was absent. The admission permit should be obtained before the student enters his/her first class of the day. Students may enter the building between 7:45 A.M. and 8:00 A.M. to go to the Attendance Office to obtain the admission permit.
3. When a student has been absent from school for four or more consecutive days, a statement from a physician or a health clinic should be presented upon the student's return to school. A physician's note should be presented within three days of the student's return to school.
4. The Compulsory Attendance Law states the student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A student failing to maintain the 90 percent attendance policy is subject to a campus attendance committee hearing.
5. Excused Absences – The only acceptable excuses for absences are as follows:
  - Illness of the student or illness in the student's immediate family household (parent, brother, sister, or other relative) when verified by the parent or guardian.
  - Death in the student's family – (parent, brother, sister, or other relative) when verified by the parent or guardian.
  - Participation in legitimate school activities – with permission of the principal.
  - Special reasons – acceptable to the principal with permission granted prior to the absence.
  - Class period absences – doctor and dental appointments and reasonable time for travel to and from the appointments will be excused if prior notice is given. These appointments should be scheduled outside of school hours whenever possible.
  - Religious Days – Days student is observing religious holy days, including days of travel to and from a site where the student will observe religious holy days, if the parent, guardian, or person having custody or control of the student submits a written request for the excused absence prior to the absence. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the district.
6. Unexcused absence – These include all reasons for absences other than those previously listed. An unexcused absence will also be given for a student's

failure to check out through the Attendance Office prior to leaving the campus, regardless of the reason for leaving. – This may also be considered truancy, which may result in disciplinary action being taken and/or assignment to community service hours to make up the hours missed.

7. Prior approved absences – Under certain circumstances, students may need to miss school for special family occasions or to participate in certain non-school activities of significant merit. In such cases, the principal shall have the authority to grant approval for such an absence, and the absence shall be considered excused. The work that will be missed during the time absent must be completed prior to the absence unless the teacher and/or principal make an exception. The student should request an “Absence: Prior Approval” form from the Attendance Office, complete the form and submit it to the principal for approval. All requests must be made far enough in advance of the absence in order to insure proper processing of the form, notification of teachers, and completion of the work to be done.
8. Students leaving during the day – Student are not permitted to leave campus at anytime during the day without a parent/guardian signing them out in the office. Students should also sign in again when they return to campus. This is very important for attendance purposes.

**Announcements** will be made at the end of 3<sup>rd</sup> period.

**Appearances/Dress Code** – The district’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. 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 disruption of or interference with normal school operations.

Examples of inappropriate and prohibited choices of clothing, jewelry, body decorations, or hairstyles include:

1. Pajamas, sleep pants, or lounge pants
2. Hats, caps, or bandannas
3. Tank tops with less than 3” straps or low cut clothing (neck or underarm)
4. Clothing that exposes bare midriffs, i.e., crop tops
5. Exposed body piercing jewelry excluding earrings (i.e. tongue, nose, eyebrow, etc.)
6. House shoes
7. Excessive or distracting makeup/hair color (boys are not allowed to wear make up)
8. Obscene language or symbols, provocative pictures, advertising tobacco or narcotics on clothing, jewelry, or exposed body parts
9. Symbols on clothing or jewelry that would distract or cause undue attention
10. Racially related symbols, emblems, pictures, words, or tattoos.
11. Symbols, words, or slogans cut into hair that are obscene, eye brow shaving, gang related engraving, racially related, provocative, otherwise deemed inappropriate by the campus principal.
12. Excessively loose clothing that results in “sagging.” Pants must be worn at the waist.
13. No dog collars, chains, or spiked jewelry
14. Dark glasses (unless prescribed by a physician)

15. See-through, provocative, or excessively tight clothing, i.e., spandex tights, shorts or pants and excessively tight dresses or skirts
16. Any frayed, torn, or clothing with holes
17. Clothing worn in a manner for which it was not intended, i.e., backwards, inside out, off-the-shoulder suspenders
18. Any accessory or clothing article deemed gang related as determined by the school administration
19. Dresses, skirts, all split garments, and shorts must not be more than 3 inches above mid-knee while properly worn when standing. Length of the skirt will be measured from the top of the slit if any is present.
20. Shorts must be hemmed. Walking shorts, skorts, jams, and culottes are examples styles that are normally permitted
21. Not to be worn are cutoffs, wind shorts, short shorts, boxer shorts, P.E., athletic or jogging shorts, bicycling shorts or pants
22. Students must wear appropriate undergarments
23. Whitehouse ISD discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items
24. Teachers/coaches/sponsors may define appropriate dress for school-sponsored trips and extracurricular activities. Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to disciplinary actions.
25. No writing on self/clothes
26. No Sweatbands
27. No self-mutilation

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

Beards, goatees, or other obvious forms of facial hair will not be permitted in the junior high school. Mustaches will be permitted for high school students. Regardless of the student's sex, hairstyle, or length of hair, he/she must insure the hair is maintained, neat, and in a clean condition. Good health habits will be the priority when dealing with the student's grooming. If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

**Awards** – The annual Awards Ceremony is held in the spring.

1. A Honor Roll – students who have been on the A honor roll every six weeks during the school year.
2. A/B Honor Roll – students who have been on the A/B honor roll every six weeks during the school year.
3. Perfect Attendance – students who have not missed any class periods or any days during the school year.
4. Tyler YMCA Ralph Spence Award – an award given to a superior 7<sup>th</sup> and 8<sup>th</sup> grade student (boy or girl). The criteria include: 1) demonstrated leadership ability 2) scholastic achievement and 3) character development.
5. Rotary Young Citizen Award – an award given to one outstanding boy and one girl in the eighth grade. Criteria include: citizenship, cleanliness, thriftiness, loyalty, courtesy, honesty, service, dependability, sportsmanship, scholarship, and leadership.

6. Subject Area Awards – chosen by specific areas (i.e. most outstanding 7<sup>th</sup> grade student, most outstanding 8<sup>th</sup> grade history student).
7. Student Council Awards – awarded to Student Council officers.
8. Presidential Award – The Presidential Award is open to eighth grade students only. The purpose of this award is to recognize and reward educational excellence.
9. Duke Talent Search – Participation in any of the Duke University Talent Identification Programs (TIP) is completely voluntary. Our aim is to assist young people who have excellent mathematical, verbal, or general intellectual ability. The program is only open to seventh graders who achieve at a testing level pre-determined by the Duke Talent Identification Program.

**Bringing items to school** – Students should not bring pagers, phones, radios, tape recorders, or other audio equipment to school unless it is to be used as a part of the instructional program within the classroom. Students should also refrain from items that disrupt the learning environment such as stuffed animals, basketballs, footballs, and things of this nature to school. These items will be confiscated. All students will be charged a \$15.00 administrative fee for confiscated pagers and cell phones. FNCE Legal

**Change of address** – Phone numbers, or emergency data should be reported to the counselor’s office secretary immediately in case of emergency.

**Deliveries to students** – No flowers or gifts will be delivered to students at the junior high school. The only mums that will be allowed on campus are the mums that the Jr. High will be selling during Homecoming week. They will be ring mums, and the cost is \$5 each.

**Emergency Data** – The school will need to have written parental consent to obtain emergency medical treatment if a student should have a medical emergency at school or school related activity and the parent couldn’t be reached. Parents are asked each year to complete an emergency care consent form and any changes in this information should be reported immediately to the office. The district is not responsible for medical cost associated with a student’s injury. The district does make available; however, optional, low-cost student accident insurance program to assist parents in meeting medical expenses.

**Graduation Plans** – There are currently three graduation plans: Minimum Graduation Plan; Recommended High School Program; and Distinguished Achievement Program. Your child must successfully complete one of these plans to graduate from Whitehouse High School. A four-year plan will be completed at the end of the freshman year.

**Minimum Plan** – The “non-college bound” track. (23 total credits, no foreign language, no fine arts required, 4 math credits) Most four-year universities will NOT accept students graduating on this plan. Many grants and scholarships will not be available to students on this plan.

**Recommended Plan** – The “college-bound” track. (26 total credits, 2 years of a foreign language, 1 fine arts credit, and for most students Algebra II is the 3<sup>rd</sup> math and Chemistry is the 3<sup>rd</sup> science)

**Distinguished Achievement Program** – The highest track of all. (26 credits, same as recommended with the exception of three years of a foreign language, plus four additional measures)

**Library Use** – The Whitehouse Junior High School library is open before school, during lunch, and after school for students to come in and check out books. With a written pass from their teacher, students may use the library during school hours.

**Lockers and Backpacks** – Students requesting a locker will be assigned one. Students may make the request in the south office. This locker is the property of Whitehouse Junior High and will be subject to inspection without prior notice to the student or parent. 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. Backpacks are optional.

**Lost and Found** – Located in the south office. Students may check for lost items before school, at lunch, and after school.

**Make-Up Work** - The student, not the teacher, is responsible for make-up work. Students should use their own initiative in finding out what work was missed and in completing the work missed. Generally speaking, all make-up work should be handed in promptly after returning to class. The teacher will work with the student in establishing a reasonable amount of time in which to do make-up work. Failure to do make-up work within a reasonable time may result in assignment to tutorials, and/or loss of credit for that work. Any student who is absent from school on the day before a previously assigned test may be required to take the test on the regularly scheduled test date. The teacher shall have the authority to enforce this policy in a reasonable manner.

**Message to students** – Please try to make prior arrangements with your child about when and where they will be picked up. In case of an emergency, please call and the message will be sent to your child.

**Parties** – No parties are allowed without prior notice from the office.

**Safety Drills** – We are required to conduct a number of fire and emergency drills at intervals throughout the year. The following instructions will be used:

1. The signals are listed below:
  - A. Three bells (fire bells or class bells) sounding in quick succession means to clear the building.
  - B. Two bells is the signal to return to class.
  - C. One bell means halt, remain quiet, and listen for further instruction.
2. Students are not to run or talk as this might cause panic.
3. Teachers are to lead their students from the building. During Civil Defense drills, students will be directed to the safest area in the room. Here, they are to sit with knees bent and tucked under the chin, facing the wall, and covering the head with hands and arms. This drill might be necessary in the event of a tornado or other natural disaster. An alternate position for a disaster drill would be the primary position. A student sits on floor, with legs outstretched, and hands or books held over his head. It may be necessary to move to another room.

**Searches-** There is no expectation of privacy in regards to student's purses, backpacks, or school issued lockers. The school reserves the right to search any computers that are owned by the school, even if in the possession of teachers or students. The school reserves the right to search any of these areas. Since there is no reasonable expectation of privacy, then there is no violation of the fourth amendment regarding a search.

**Sister Communities Council on Alcohol and Drug Abuse (SCAADA)** – A school-based program designed to provide our campus with a group of trained personnel who can deal effectively and confidentially with adolescent concerns. Topics covered might include communication skills, self-esteem, trust, decision making skills, family issues, substance-free living, AIDS, suicide, feelings, and study skills. This program benefits the child socially and academically. Please contact the counselor's office for more information.

**Student Insurance** – Student insurance, which is optional, is available at a nominal cost to the student. If a student insured under this plan is injured, he/she will be given a claim form from the principal's office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a mediator in supplying the insurance. It assumes no liability, either for the injury or the subsequent negotiations with the company.

**Student Planners** – Students will be issued a student planner at the beginning of the school year. Students are required to take this planner to **every class every day**. The replacement cost for this planner is \$3.00 and can be bought in the counselor's office.

**Student Records** – The Family Educational Rights and Privacy Act (FERPA) gives parents (as well as students in post secondary schools) the right to review and confirm the accuracy of educational records. Further information is posted at each campus and available upon request.

**Telephone usage** – The office telephone is for school business. Students will be allowed to use the phones only under supervision. If a student has an emergency or becomes ill, the office will call his/her parents. The only phone messages delivered to students during the day will be emergency messages; all other messages will be delivered at the discretion of the office.

**Testing** - TAKS testing takes place in the spring for both the seventh and eighth graders. Seventh graders take the reading, writing, and math portions of the test. Eighth graders take the reading, math, science and history portions of the test.

**Textbooks** – All basic texts are property of the state and are loaned to students for their use during the school year. Textbooks and materials should be kept clean and handled carefully. Please be sure your name, grade, and school are written in the books in case they are misplaced. A fine based on the principal's or teacher's judgment, for abuse, misuse, or lost books will be charged. Textbook covers are available through the school. Textbooks must be covered at all times.

**Visitors** – Parents are encouraged to visit Whitehouse Junior High School when they desire information concerning their students or our school, and are invited to visit the activities that take place at school. Teachers have a conference period available each day to talk with parents regarding the progress of their students. Conferences should be arranged through the secretary in the office. Conferences should be scheduled a day in advance. **All visitors must check into the office, before entering any classrooms or hallways.**

**Withdrawal and Transfer Policy** - The procedure for withdrawal or transfer is as follows:

- Please allow at least one-day advance notice of withdrawal to allow time for paperwork to be processed.

- The parent or guardian will be required to sign all withdrawal forms and will be the only authorized person(s) to withdraw a student.
- A withdrawal reason must be noted (ex. Moving to Tyler, Home School).
- If withdrawing to be home-schooled, the parent/guardian will be required to sign a statement explaining the type of home schooling to be administered.
- Obtain appropriate forms from the counselor's office
- Have the form filled out by teachers, return all books, and property, and make sure all fines are paid
- Take completed form to the counselor's office for final clearance. If you have any additional questions or need of information, contact the school counselor.

**Communication**

**Grade Reporting** - Written reports of student grades or performance in each class or subject are issued to parents at least once every three weeks. At the end of the first three weeks of a grading period, parents are notified by progress report of the student's grades. Students will receive a report card at the end of each six weeks reporting period. Students are encouraged to return report cards and progress reports, signed by parent, to 1<sup>st</sup> period teacher.

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

Grading Scale –	A	90-100
	B	80-89
	C	70-79
	F	69-below

**Dates Progress Reports and Report Cards Issued to Students**

1 <sup>st</sup> Progress Report	9/16/09
1 <sup>st</sup> Six Weeks	10/08/09
2 <sup>nd</sup> Progress Report	10/28/09
2 <sup>nd</sup> Six Weeks	11/19/09
3 <sup>rd</sup> Progress Report	12/16/09
3 <sup>rd</sup> Six Weeks	1/21/10
4 <sup>th</sup> Progress Report	2/17/10
4 <sup>th</sup> Six Weeks	3/4/10
5 <sup>th</sup> Progress Report	3/31/10
5 <sup>th</sup> Six Weeks	4/22/10
6 <sup>th</sup> Progress Report	5/19/10
6 <sup>th</sup> Six Weeks	Mailed Home with TAKS scores

**Web Site** - The web address for Whitehouse I.S.D. is [www.whitehouseisd.org](http://www.whitehouseisd.org). You can find a wealth of information regarding our school at this site. When visiting this site, you can click on our campus name and get additional information regarding the junior high. Each teacher may be contacted by email. This provides an easy and convenient way to communicate with teachers.

**Promotion and Retention Policy** – In grades 3-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts (English and reading averaged together) and mathematics.

**School Closing** – School closing will be posted with all the local television stations and radio stations.

**School Board Meetings** – The WISD School Board holds regularly scheduled meetings monthly. Please refer to attached calendar for specific meeting dates.

**Teacher Conferences** – Teachers have set times for parent conferences. The parents should call the office to set-up a conference. Conferences are usually arranged at least one day in advance.

**Volunteers** – Parent volunteers are a vital part of helping the teachers meet the needs of their students. We welcome anyone that would like to donate his or her time. Please ask the office for information on how to sign up to volunteer.

## **Special Services**

### **Counseling Services**

Scheduling changes – Courses selected during registration are final. Only changes necessitated by course cancellation, failure, or irresolvable conflicts will be considered **before** the third week of school. All class withdrawals or transfers will only be considered after the principal has initiated the request. The request will be reviewed by the administration and accepted or rejected.

Grade Placement – is determined by the information in the student's permanent records.

### **Nurse Services**

Medicine Policy – Students may not carry medicine on their person. Parents must bring medications to the clinic. To assist those who have frequent need of over-the-counter medicines, the school nurse will keep the medicine in the clinic. The medicine must be in its original container or a prescription bottle labeled by a pharmacist. There must be a permission slip on file in the clinic. The information must include the student's name, dose, and frequency of medicine to be given and signed by the parent. Only prescription medicines that are prescribed four or more times per day should be brought to school (again, with a permission slip). Your pharmacist will be glad to give you a properly labeled second bottle for school. Antibiotics that are ordered three times a day are to be given before and after school and at bedtime (at home). The nurse will be glad to discuss any exceptions you feel are necessary.

**Under no circumstances will the school provide medicine for your child. Failure to report any medication to the health clinic can result in disciplinary action.**

Screening – Seventh graders will receive vision/hearing screening in the fall. Eighth graders will be screened for abnormal spinal curvature in the spring.

Illness – Students will be sent home if they have fever of 100.4 or greater. We recommend that your child be free of fever for 24 hours before returning to school. We ask parents to fill out a Student Health Inventory card during registration. This card is kept on file in the health clinic. It is the resource our nurse relies on to understand and follow your wishes regarding your child’s health management.

Immunizations – Remember all students must have measles booster by their 12<sup>th</sup> birthday and a diphtheria/tetanus booster every 10 years in order to attend school.

Asthma Inhalers – Students requiring asthma inhalers must have an asthma action plan filled out and filed in the clinic. In order for your student to carry the inhaler on school property at any time, there must a statement signed by your physician stating the following: the name, purpose, dosage, time and circumstances under which the medicine is to be taken; and the statement that the student is capable of self-administering the medicine. The nurse has a form you may use.

Bacterial Meningitis – Senate Bill 31, passed by Texas Legislature, requires public schools to annually provide all students and parents with information relating to bacterial meningitis. The Texas Department of Health stresses that this disease is not a widespread problem with children who are in public schools. However, the Legislature did intend that all public school students and parents be made aware of this disease and the potential health consequences. Your school nurse, family doctor, and the staff at your local or regional health department office are excellent resources for information on all communicable diseases.

**ESL** – English as a second language is offered to the students who qualify for this service. Placement is done through a committee. Please contact the counselor’s office for further information.

**Tutorials** – Each teacher offers tutorials twice weekly from 7:30 A.M – 7:50 A.M or 3:05 P.M – 3:45 P.M. Ask your teacher which times he/she offers tutorials!

**Homebound** – Any student who is verified by an attending physician to be unable to attend school for four or more weeks may qualify for Homebound Instruction. Parents should contact the counselor’s office as soon as this condition is diagnosed so that steps may be taken to place the student on the Homebound Program.

**Special Education** – Whitehouse Junior High School provides special instruction and related services for those students who qualify based on their disabilities, IDEA Education Act (504). Contact counselor’s office for more information.

**Section 504 and Title IX** – Whitehouse ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational 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: Section 504 of the Rehabilitation Act of 1973, as amended. The following District Staff members have been designated to coordinate compliance with these requirements.

9. Section 504

Name: David Smith – Principal  
Contact: Carol Allen – 7<sup>th</sup> Grade Counselor  
Sherry Fuller – 8<sup>th</sup> Grade Counselor  
Address: 108 Wildcat Drive

Whitehouse, TX 75791  
Phone: (903) 839-5593

10. Title IX

Name: David Smith – Principal  
Address: 108 Wildcat Drive  
Whitehouse, TX 75791  
Phone: (903) 839-5590

Title IX Special Note: Title IX information and procedures concerning Sexual Harassment/Sexual Abuse can be found in the Student Code of Conduct. The School Board Policy provision FNC (local) and FNC (exhibit).

### District Information

**Building Usage** – 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.

**Pesticides** – The school periodically applies pesticides. Information concerning these applications may be obtained from the Assistant Superintendent, 106 Wildcat Drive, Whitehouse, Texas 75791. (903) 839-5500.

**Equal Opportunity Act** - It is the policy of Whitehouse ISD not to discriminate on the basis of color, national origin, sex, or handicap in its educational programs, services or activities as required by Title VI of the Civil Rights Act of 1946, as amended; Title IX of the Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights or grievance procedures, contact the Title IX and Section 504 Coordinator, Daniel Dupree, 106 Wildcat Drive, Whitehouse, TX 75791. Telephone (903) 839-5500.

### Food Services

Whitehouse School Food Service Department serves a nutritious breakfast and lunch to all students attending Whitehouse ISD. At Whitehouse Junior High the price of the meal is \$1.00 for breakfast; \$.30 for reduced breakfast; \$2.35 for lunch and \$.40 reduced lunches. Adult lunches are \$2.85 and \$1.40 for breakfast. We do not have charges at Whitehouse Junior High School. We have “Offer vs. Serve” for breakfast and lunch. “Offer vs. Serve” means that of the four components offered at breakfast a student may refuse one of the components that he/she does not intend to eat. At lunch we offer five components and students may refuse three of the five components. “Offer and Serve” was implemented to save on plate waste. We have two lines to serve the students giving them a choice of a “basket lunch” or a regular meal each day. The basket line for example consists of a hamburger/fixings, french fries, fruit and drink.

Parents of Whitehouse ISD students may complete an application to qualify for free or reduced meals. This application is sent home at the beginning of each school year, or one

may be picked up at the school office or by calling the Administration Office. The application is approved or denied according to federal guidelines, then the household is notified by letter of the household eligibility.

Students placed in in-school suspension are not given the choice of “Offer vs. Serve” but are given a lunch consisting of a sandwich, fruit, salad and a drink.

**Rules of Conduct** – refer to Student Code of Conduct for further explanation of the following offenses.

Physical Education Excuses – A student can miss only three (3) days of activity with a parent excuse. After three (3) days a doctor’s excuse is required.

Physical Education Dress – Students participating in 7<sup>th</sup> and 8<sup>th</sup> grade Physical Education at Whitehouse Junior High are required to wear black shorts with a white t-shirt. Shorts must have a two (2) inch inseam minimum.

Designated Areas – Students will remain in the gym until the first bell sounds at 7:50 A.M. The only exceptions will be band students, students who eat breakfast in the cafeteria, and those students needing an admission permit. Students placed in detention or ISS will report to an assigned area. Students should not be in the hallways without permission. Also, students are not to go to their lockers before the bell rings.

Restricted Areas – Students should not be in the following areas without a supervising teacher:

- Between the North building and the tennis courts
- South of the South building
- Between the North building and the PE Gym
- Football stadium and track
- Front parking lot

Behavior Policies

Alcohol – Any student known, or with probable cause, viewed by school officials as having any alcoholic beverages in his/her possession while in school or on school property shall be subject to a third party hearing and disciplinary action. Any student known, or with probable cause, viewed by school officials as being under the influence of any alcoholic beverage while in school, at school sponsored events or on school property, shall be subject to a third party hearing and disciplinary action.

Cell Phones-May not be used during the school day (8:00 am-3:00 pm) An Administrative fee of \$15.00 will be charged before releasing the device. (FNCE Legal). The confiscated device will be released to the parent **ONLY!**

Classroom Behavior – Students are expected to conduct themselves in an appropriate manner while in the classroom. The student should correct any behavior, which interferes with the ability of the teacher to teach or the ability of any student to learn. Should the student not correct the behavioral problem, then the teacher or principal may take whatever disciplinary measures are deemed necessary.

Defacing Property – Writing upon, defacing, scratching, painting, or any direct abuse of the school building, school equipment, school furniture, school buses, or

any other school property is a direct violation of this code. The penalty for this violation includes, but not limited to complete restitution of the damage that has been made.

Drugs – Any student known, or with probable cause, viewed by school officials as having possession of a controlled substance, depressant, or stimulant substance, narcotic, marijuana, or dangerous drug while in school, at school-sponsored events, or on school property shall be subject to a third party hearing and disciplinary action. Law enforcement authorities will be notified.

Fighting – will not be tolerated. The student may also face prosecution for violation of the Texas Penal Code, Article 422.01, a 3-day suspension followed by a 3-day in-school suspension. Subsequent incidents of fighting may result in a student's DAEP placement. Students with conflicts should seek peer mediation through a teacher or administrator. **Students involved in fighting may also receive a citation from the Whitehouse Police Department for disorderly conduct.**

Fraud – Fraud is defined as an attempt to trick or deceive and is considered a criminal offense in our society. It is a serious violation of school regulations. Any attempt to make fraudulent telephone calls, write fraudulent notes for absences, or falsifying grades and/or papers, or forging signatures on school records, and correspondences will be dealt with in a serious manner. In most cases, this violation will result in disciplinary action.

Gum Chewing – Gum chewing is considered a breach of good etiquette except in private or in the most informal situations. Therefore, students should refrain from chewing gum on the school campus.

Intimidation – Students engaging in actions or activities that intimidate or cause harassment of other students, faculty, or staff members of the school, will be subject to severe disciplinary action. The student may also face prosecution for violation of the state laws as provided for in the Texas Penal Code Article 42.01 and 46.04.

Obscene materials and “slam books” – Such materials are inappropriate for school and are subject to disciplinary action.

Public display of affection – Open display of affection by the students is considered to be inappropriate for an educational environment. Therefore, kissing, hugging, or other such displays of affections are subject to disciplinary action.

Profanity – The use of vulgar, abusive, or profane language, verbally or in writing, by a student toward a teacher or another student will be subject to serious disciplinary action.

Respect for Authority – Students will respect constituted authority and will conform to the rules and regulations of school. Disrespectful behavior shown to any faculty or staff member will be considered a serious offense and the student will be subject to serious disciplinary action.

School Functions – A student that is placed in ISS, AEP, and/or suspended will not be able to attend or participate in any dances, athletic events, or any other school sponsored activity.

Self Mutilation- Cutting, burning, or inflicting pain or damage to one's self is considered inappropriate for the school setting.

Skateboards- Are not allowed on any campus in W.I.S.D. at anytime. (Before, After, or During School Hours)

Smoking/Tobacco Products – Smoking, handling, displaying, or other use or suggested use of tobacco products is not allowed in the buildings or on the grounds of Whitehouse Junior High School. This includes the parking lots and the streets surrounding the school. Students will not be allowed to leave the campus grounds for the purpose of using tobacco products or display such items by carrying them in the hand or pockets where they are obvious. Appropriate disciplinary action will be taken. Students may be ticketed by the Whitehouse Police Department.

Tardies – Students are to be seated and ready to learn at the bell. All tardies are considered unexcused unless authorization is presented upon arrival into class. On the second unexcused tardy in a class, the student will be assigned supervised detention. Tardies thereafter will result in Saturday school (held at WJHS from 8:00 AM – 12 noon) and/or other disciplinary action. Tardy count will begin over at the beginning of each semester.

Theft – Respect for the property of others is a characteristic that all Whitehouse Junior High School students should display. Theft of any property, while on the school campus or at any school activity, will be considered a very serious offense and will result in restitution, disciplinary action, and/or the local law enforcement agency may be contacted.

Walkers- Students that walk home after school will not be allowed to leave campus until 3:30 p.m.

Weapons and Prohibited Items – knives, razors, firearms, fireworks, explosives or other similar items which may be used as weapons or which represent a threat to the safety and welfare of the students, staff or school property are prohibited on the Whitehouse Junior High School campus. According to the Student Code of Conduct, this is a level five (5) offense, which will result in the student being expelled from school.

## **Student Conduct**

Refer to the Student Code of Conduct for further explanations of the following consequences.

AEP – Students that commit major disciplinary offenses, or repeated minor offenses may be assigned to an Alternative Education Placement for a minimum of 30 school days for the first two placements. On the third placement to AEP and all other placements while at the Jr. High., the student will be placed for a minimum of 45 school days.

Corporal Punishment – Corporal punishment is provided for in the policies of the Whitehouse Independent School District Board of Education. The principal will decide upon the use of

corporal punishment. Each disciplinary action will be decided upon independently of any other cases or instances. Refer to the Student Code of Conduct. **Parents opposed to corporal punishment must have a current letter on file in the Assistant Principal's office.**

Detention – Teachers may assign students to detention for minor disciplinary actions. Failure to report to detention will result in further disciplinary action. Detention will be from 7:20 A.M to 7:50 A.M or 3:05 P.M to 3:45 P.M.

Expulsion – reserved for level five (5) offenses as explained in the Student Code of Conduct.

Saturday School – A disciplinary action where students will be assigned school outside regularly scheduled days. Students attending Saturday school will report to Whitehouse Junior High School on a specific, assigned Saturday from 8:00 A.M – 12 noon.

ISS – (In-School Suspension) A disciplinary action where students are removed from the regular classroom and placed in an alternative classroom on campus. The student is supervised and continues to receive and work on school assignments.

Suspension – A disciplinary action where students are sent home for a specified period of time. During this time students may not participate in any school-sponsored activity. Students are responsible for their work missed in class. Students will be required to serve time in ISS upon return from suspension. Two Suspensions within a school year may result in DAEP placement.

### **Extra Curricular Activities**

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

Athletics – Whitehouse Junior High School sponsors a well-rounded athletic program in cooperation with the University Interscholastic League in football, basketball, and track for boys and basketball, volleyball, and track for girls.

Band – The junior high bands are performance-oriented organizations, which require varying levels of musical training and contiguous musical progress. Membership is open to interested junior high students.

Choir – The junior high choirs are offered to seventh and eighth graders. Fundamentals in voice, sight reading, and theory are included in the instructions of this course. The curriculum for choir includes concert performances for school, community, and several competition contests.

Student Council – The representative body of the students of Whitehouse Junior High School is the Student Council. Membership consists of elected officers from the student body at large. The elected representatives participate in school related activities, promote citizenship, and scholarship, and maintain a direct line of communication between students and faculty, administration, and school board.

National Junior Honor Society (NJHS) – Since 1929, the NJHS has worked to bring the accomplishments of outstanding students to the attention of their classmates, parents, and community. The academic average of all members must be a minimum of 90 percent or its equivalent. WJH has a membership of more than 100 such students.

Cheerleading – The following information is an excerpt from the WISD Cheerleading Constitution regarding the tryout process. By signing that you have received this handbook you are agreeing to adhere to the rules set forth in this section of the Cheerleading Constitution.

#### **Article IV CHEERLEADER TRYOUTS**

- A. In order to be eligible for cheerleader candidacy, a student must:
1. Be enrolled in Whitehouse Independent School District
  2. Be approved by the coach for candidacy.
  3. Meet all requirements as determined by the coach.
  4. Meet all academic requirements.
    - i. Candidates will not be allowed to tryout if they have failed two (2) or more six-week periods, in any class, prior to the date of tryouts.
    - ii. Candidates must be passing at the time of the tryout clinic and tryouts. (Ex. If report cards come out the week of tryouts and a candidate is failing, they will be ineligible to continue participating in the tryout process.)
  5. Meet all conduct requirements:
    - i. Each candidate must not have citizenship points totaling more than five (5) points through the date of tryouts. Points are S=0 N=2 U=3
    - ii. Each candidate that has been referred to the office for discipline reasons and/or has received corporal punishment or an SOS assignment two (2) times will be ineligible.
    - iii. Each candidate that has been assigned to Saturday School two (2) times will be ineligible.
    - iv. Each candidate that has been assigned to AEP during the current school year will be ineligible.
    - v. Any violation of the Extra Curricular Code of Conduct will be cause for ineligibility.
  6. Each candidate must maintain regular attendance as outlined in the district policy.
  7. Be in good physical condition to be able to fulfill the duties required of a cheerleader.
  8. Sign up with the coach on or before the announced deadline.
  9. Attend all scheduled tryout meetings and all tryout practices.
  10. Return all required forms, signed, on or before the given deadline.
- B. Cheerleader tryouts will be held during the spring semester of each school year.
- C. Each candidate will be required to perform a routine outlined by the coach. It may vary within squads, schools, and from year to year, but will include a variety of jumps, technical abilities, gymnastic skills, cheers, chants, and dance steps. The exact routine will be taught during the tryout clinic.
- D. Candidates will tryout before a panel of professional qualified cheerleading judges who will score each candidate. Candidates will be scored as follows:
1. Grade point average (High School Only)
  2. Professional cheerleading judges = 50 points for Junior High  
The scores will be final in determining all cheerleading squads and the mascot.
- E. Candidates will select tryout clothing within the specifications of the coach. Maroon may not be worn.

- F. Tryouts will be closed to the public. Only judges, designated school officials, candidates, and Whitehouse ISD cheerleader coaches will be allowed in the tryout area.
- G. Candidates will perform by number. No names will be used during tryouts.
- H. Candidates will draw for numbers prior to tryouts.
- I. Candidates may be required to perform individually and/or as part of a group.
- J. The candidates who are selected for each squad will be notified by a method to be determined by the coaches and administration of Whitehouse ISD.

Fellowship of Christian Students (FCS) – The Fellowship of Christian Students meets each and every Tuesday morning on the Whitehouse Junior High campus. The group meets at 7:20 AM. The purpose of the group is to give Christian, and Non-Christian alike a time of fellowship, devotional, and prayer time. Everyone is invited to join.

UIL Academics – Students are given the chance to compete against other students from our district in UIL Academic areas. Practice for the different competitions are generally held before and after school. The UIL meets are usually held on a Saturday.

Students are able to participate in many art and essay competitions.

I have received the Parent/Student Handbook and student planner prepared for Whitehouse Junior High School parents and students. Furthermore, I will read and discuss the policies and information with my child. I understand my child is responsible for following all school rules and procedures covered within this handbook.

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Parent/Guardian's Signature      Date

I have received the Parent/Student Handbook and student planner prepared for Whitehouse Junior High School parents and students. Furthermore, I will read and discuss the policies and information with my parent or guardian. I understand I am responsible for following all school rules and procedures covered within this handbook.

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Student's Signature and Grade Level      Date

My child and I have received a copy of the *Whitehouse Jr. High Student Handbook* [and the *Student Code of Conduct*] for 2009–2010. 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: \_\_\_\_\_

**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 the Whitehouse Jr. High Handbook and Student Code of Conduct at *www.whitehouseisd.org* for 2009–2010.

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 of Conduct, I should direct those questions to the principal, David Smith, at 903-839-5590.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

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

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

## **NOTICES TO PARENTS**

### **Statement of Nondiscrimination**

In its efforts to promote nondiscrimination, Whitehouse I.S.D. 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
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Betty Lough
- All other concerns regarding discrimination: See the superintendent: Daniel Dupree

### **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 Central Administration office. If you have any questions, please contact Daniel Dupree.

### **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.

### **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.

*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 Whitehouse Jr. High 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 I.S.D. *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](http://www.whitehouseisd.org)**

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

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact David Smith, Principal, at 903-839-5590.

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

1. Parental Acknowledgment Form;
2. Student Directory Information Form;

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the District Administration office.

### *SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS*

This section of the Whitehouse Jr. High 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 I.S.D. 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.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Betty Lough.
- All other concerns regarding discrimination: See the superintendent: Daniel Dupree.

## **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.
- Monitoring your child's academic progress and contacting teachers as needed
- 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 903-839-5590 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

## **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.]

### 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.

### 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 cocurricular 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** in policy EC(LEGAL).]

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

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

### Requesting Notices of Certain Student Misconduct

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

## Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]  
[See **Bullying** in 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, contact Doris Pitts at 903-839-5517.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district.

Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Doris Pitts at 903-839-5517.

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

## Services for Title I Participants

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

## Student Records

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

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

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

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

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

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

The address of the principals’ office is: 108 Wildcat Dr., Whitehouse-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). Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent. The district's policy regarding student records found at FL(LOCAL) is available from the superintendent's office or on the district's website at [www.whitehouseisd.org](http://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

**B. 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 a date established by the district). [See the “Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information” included in this handbook OR included in the forms packet.]

**C. 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. 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.

**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 Principal David Smith at 903-839-5590 .

### **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 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

## **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).]

## COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the superintendent's office or on the district's website at [www.whitehouseisd.org](http://www.whitehouseisd.org).

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

## COMPUTER RESOURCES

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

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.] or contact Bob Arnold at 903-839-5523

## 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.

### 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.

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

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

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

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

## Social Events

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

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

## CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

## COUNSELING

### Academic Counseling

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

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

## Personal Counseling

The school counselor 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).]

## DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

### Dating Violence

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

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

### Discrimination

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

### Harassment

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

## **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..

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

## Nonschool Materials...from students

Students must obtain prior approval from the campus 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 for Student and Support Services** for prior review. The **Executive Director for 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.

## 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.

- 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.]

## Offices and Elections

### 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.

### HEALTH-RELATED MATTERS

#### Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the campus 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 Richard Peacock, Executive Director of Student/Support Services. [See policies at CO and FFA.]

## Other Health-Related Matters

### **D. 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.]

### **E. Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Central Administration office. If you have any questions, please contact Assistant Superintendent, Richard Peacock.

### **F. 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 Assistant Superintendent, Richard Peacock.

## HOMELESS STUDENTS

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

## 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).]

## MAKEUP WORK

### Routine and In-depth Makeup Work Assignments

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

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

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

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

### DAEP or In-school Suspension Makeup Work

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

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

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

## MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a 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 his or her physician or health-care provider and 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.

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.]

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

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

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

## **PRAYER**

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

## **PROMOTION AND RETENTION**

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

In grades 7-8, promotion is based on (refer to EIE LOCAL) policy.

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 counselor or campus principal and policy EIF(LEGAL).]

## **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.

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 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved 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).

## SAFETY

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

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

### Accident Insurance

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

### 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

## SCHOOL FACILITIES

### Conduct Before and After School

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

### Use of Hallways During Class Time

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

### Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the Director of School Nutrition to apply, at 903-839-5506.

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).]

There will be NO CHARGING for school meals at any time.

## 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.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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.

### Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the *Student Code of Conduct*.]

### 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.

### Metal Detectors

[For further information, see policy FNF(LOCAL).]

## 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.

## STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

## STUDENT SPEAKERS

The district provides students the opportunity to introduce at school events: Students are eligible to introduce these events if they meet criterion in FNA (LOCAL).

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

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

[See FNA(LOCAL)]

## TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

## 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.

## 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.

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

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

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

## 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.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## 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.

