

**Stanton-Smith Elementary School**  
**WHITEHOUSE INDEPENDENT SCHOOL DISTRICT**  
**500 Zavala Trail**  
**Whitehouse, Texas 75791**  
**(903) 839-5730**

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Dear Parents:

We welcome you and your family to Stanton-Smith Elementary School and look forward to an exciting and challenging year. Please take time to read and share our handbook with your children. Most of your questions will be answered as you look through this information. Please pay special attention to attendance policies (absences and tardies), dress code, and transportation guidelines (bus rules and consequences).

Should you have questions, concerns, or need additional information, please contact the school.

We hope you have a wonderful year.

Sincerely,

Curtis Williams  
Principal

## **WISD BOARD OF EDUCATION**

Howard Patterson, President  
Kevin Cashion, Vice-President  
Patrick Moran, Secretary  
Darrell Crymes, Member  
Vince Primo, Member  
Jason Wade, Member  
Wade Weathers, Member

### **Central Administration**

Daniel DuPree, Superintendent  
Richard Peacock, Assistant Superintendent  
Betty Lough, Executive Director of Curriculum  
Sherrie Lloyd, Executive Director of Budget and Finance  
Doris Pitts, Executive Director of Special Programs  
Monet Brown, Director of Personnel  
Tony Black, Director of Support Services  
Robert Arnold, Director of Technology  
Karen McCammond, Director of School Nutrition  
Clint Ray, Director of Purchasing and Financial Services  
Andrea Seale, Director of Instructional Programs

**Stanton-Smith Elementary School  
2011-2012 Personnel Roster**

**Campus Administration:**

Curtis Williams, Principal

Sterling Haskell, Assistant Principal

**Support Professionals:**

Lori Adams, Counselor

Linda Ayers, Librarian

Cindy Smith, Nurse

**Teachers:**

**4th Grade**

**Office Secretaries**

**Pre-K**

Armstrong, Shara

Boggs, Judy

Gill, Jesse

Ethridge, Celia

Richards, Barbara

**Kindergarten**

Rasco, Jerri

**Educational Assistants**

Moon, Alesha

Martin, Staci

Miller, Beckie

Downs, Angela

Wood, Teresa

Glover, Brenda

**5th Grade**

Ellis, Karla

James, Tara

Cooksy, Amy

Hogenmiller, Cindy

Stamps, Joanna

Smith, Sharon

Adams, Pam

Potts, Linda

Halford, Ginger

Humphrey, Stephanie

**1st Grade**

Alexander, Melissa

Hall, Candace

Crow, Samantha

Mullins, Sharon

Stinchfield, Melissa

**Music**

Tucker, Linda

Callens, Renee

Michelle Richardson

Hall, Dianna

Washington, Jamie

**PE**

Marshall, Sam

**2nd Grade**

Scheuber, Gerry

Johnston, Robby

Milam, Janet

**Special Duty**

Seigler, Kim

Phillips, Cindy

Gee, Becka

Lovelady, Mandy

Reynolds, Tonya

Nguyen, Charissa

DuBose, Denise

Turner, Wendie

Youngblood, Karen

**Cafeteria**

Gilpin, Mary

Qualls, Melissa

Sheffield, Johnnie

**3rd Grade**

Howard, Wendy

Jones, Maggie

Cavender, Morgan

Horn, Jeri

Rogers, Susan

Herrington, Jill

Duke, Mary

Tito, Nancy

Williams, Stephanie

Trexler, Kari

Self, Crystal

Manley, Tiffany

## **NOTICES TO PARENTS**

### **Statement of Nondiscrimination**

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

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

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

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## PREFACE

To Students and Parents:

Welcome to school year 2011–2012! 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 Stanton-Smith Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

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

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

Both students and parents should become familiar with the Whitehouse ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found posted on the Whitehouse ISD website or available in the principal’s office.

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 the campus principal.

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

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Consent/Opt-Out Forms.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at [www.whitehouseisd.org](http://www.whitehouseisd.org).

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

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

### ***STATEMENT OF NONDISCRIMINATION***

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Doris Pitts, Executive Director of Special Education, (903) 839-5517.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Betty Lough, Executive Director of Curriculum, (903) 839-5500.
- All other concerns regarding discrimination: See the superintendent, Daniel DuPree, (903) 839-5500.

### ***PARENTAL INVOLVEMENT***

#### **PTO**

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

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

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

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child’s academic progress and contacting teachers as needed. See **Academic Counseling** on page 17.
- 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) 839-5730 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 38.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Curtis Williams, (903) 839-5730.
- Participating in campus parent organizations. Parent organizations include: PTO.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Curtis Williams, (903) 839-5730.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 29.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## **PARENTAL RIGHTS**

### **Obtaining Information and Protecting Student Rights**

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

- Political affiliations or beliefs of the student or the student’s parent.

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

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

### **“Opting Out” of Surveys and Activities**

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

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

### **Displaying a Student’s Artwork and Projects**

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

### **Requesting Professional Qualifications of Teachers and Staff**

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

to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

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

### **Inspecting Surveys**

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

### **Accessing Student Records**

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

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

[See **Student Records** on page 9.]

### **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.

### **Video Monitoring**

For safety purposes, video equipment may be used to monitor student behavior in common areas on campus. Students will not be told when the equipment is being used. The principal or assistant principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to review the videotape in regard to discipline of that parent's child may request access in accordance with District policy.

### **Removing a Student Temporarily from the Classroom**

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance** and **A Minute of Silence** on page 34 and policy EC(LEGAL).]

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

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

### **Requesting Notices of Certain Student Misconduct**

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

### **Requesting Transfers for Your Child**

As a parent, you have a right:

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

transfer to another campus. See the superintendent or designee for information. [See policy FDB.]

[See **Bullying** on page 15, and policy FFI(LOCAL).]

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

### **Requesting Classroom Assignment for Multiple Birth Siblings**

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

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Special Programs on page 40 and contact Doris Pitts at (903) 839-5517.

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

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

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

### **Services for Title I Participants**

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

### **Student Records**

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

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

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

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

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

The address(es) of the principals' offices are: 500 Zavala Trail, Whitehouse, TX, 75791.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 35 and **Student or Parent Complaints and Concerns** on page 16 for an overview of the process.]

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

The district's policy regarding student records found at FL(LOCAL) is available from the superintendent's office or on the district's Web site 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

**Directory Information**

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

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

**Directory Information for School-Sponsored Purposes**

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

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

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

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

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

**Change of Address/Phone Number**

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

## **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/>.

### **Bringing Items to School**

In keeping with the goal of minimizing classroom disruption, toys should not be brought to school unless approved by a teacher. Electronic devices, games, pagers, radios, collector or trading cards, laser pens, etc., will not be allowed at school and will be removed to the office for parent retrieval. **Chewing gum is not allowed at school at anytime. Cellular** phones are allowed on campus during the school day but may not be used at anytime inside the building. Cellular phones may be used OUTSIDE the building before 7:45 am and after 3:00 pm. Cellular phones used, seen or heard inside or outside the building between 7:45 and 3:00 will be removed from the student and placed in the office and must be retrieved by the parent. There will be a \$15.00 charge for the retrieval of the cell phone. No pets may be brought to school without prior written approval from the principal or assistant principal. *No item may be sold on campus without prior administrative approval.* No glass containers are allowed on campus.

### **Deliveries to Students**

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

### **Messages to Students**

Academic learning time is the time our students spend on-task learning with a high degree of success. It is for this reason that the academic portions of the school day will not be interrupted for delivery of messages, etc., unless there is an emergency. School telephone lines are often busy at the close of the day (2-3 p.m.), and it may not be possible to get a message to your child before he/she leaves the school building.

**Messages received after 2:45 cannot be guaranteed to reach the student.** To avoid

any miscommunication, when your child comes to school, make sure your child knows what arrangements have been made for his/her return home.

### **Parties**

Class parties are usually in conjunction with a holiday and are limited to three per year; Christmas, Valentine's Day, and the "end of year". If your child is not to take part in holiday parties or activities, please send a note to the child's teacher.

### **School Store**

School supplies are available throughout the school year from the Stanton-Smith General Store. We are able to offer supplies and specialty items through the store at a reasonable price. Profits from the store are used for the benefit of the school and students. Items from the store may be purchased on a cash basis only. The school store is open daily from 7:30 a.m. - 7:55 a.m.

## **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 the principal at (903) 839-5730.

### ***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.

### **Religious Holy Days**

Should a student be absent due to a religious Holy day, we request that a note be sent to the school prior to the anticipated absence. Missed work must be made up within a reasonable time. If travel time is necessary to reach the site where the Holy day will be observed, the number of excused days is limited to one day to and one day from the site.

### **Bell Schedule**

Stanton-Smith Elementary School expects students to be on time to school. School begins at 8:00 a.m. (Bells ring at 7:30, 7:45, 7:55, 8:00 and 8:05). ***Any student entering the classroom after the 8:05 bell is tardy and must receive an admit slip from the office before proceeding to class.*** Students are allowed to go to their classrooms beginning at 7:45 a.m.

### **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.

***Please call before 9:30 a.m. to request homework assignments if your child will be out two or more days.***

### **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).]

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

## **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 principal's or superintendent's office or on the district's Web site 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 sign an electronic user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

## **CONDUCT**

### **Applicability of School Rules**

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

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is

involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### **School-wide Rules**

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

The Stanton-Smith school-wide rules are:

1. LISTEN the first time.
2. WALK slowly and quietly.
3. SPEAK quietly and politely.
4. KEEP HANDS AND FEET to yourself.
5. RESPECT the rights and property of others.
6. BE PROMPT.
7. NO CHEWING GUM allowed on campus.

### **In-School Suspension (ISS)**

ISS is a disciplinary measure for those students who need to be removed from the social setting of their classroom in order to change their behavior. This assignment is made by the principal or assistant principal as part of the discipline management system as outlined in the district policy. ISS students are responsible for the work missed in class and are strictly monitored in the ISS room. The length of the ISS stay is dependent upon the child and his/her choice to devise a plan for more responsible behavior that meets with the approval of the principal, assistant principal, and/or counselor. Students in ISS may bring a sack lunch or purchase a lunch from the cafeteria at the regular cost.

### **Disciplinary Alternative Education Placement (DAEP)**

The Alternative Education Program is a disciplinary measure for those students who repeatedly interfere with or disrupt other students' opportunity to learn.

### **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. Cellular phones may be used OUTSIDE the building before 7:45 am and after 3:00 pm. Cellular phones used, seen or heard between 7:45 and 3:00 will be removed from the student and placed in the office and must be retrieved by the parent. There will be a \$15.00 charge for the retrieval of the cell phone.

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.]

#### **Telephone Use**

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

#### **Social Events**

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

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

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **COUNSELING**

### **Academic Counseling**

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

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

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

### **Psychological Exams, Tests, or Treatment**

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

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

### **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance

committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

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

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

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

[For further information, contact Betty Lough at (903) 839-5500.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction.

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

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

### ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

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

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

#### **Dating Violence**

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

threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

## **Discrimination**

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

## **Harassment**

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

### ***DISCRIMINATION***

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

### ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

#### **School Materials**

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

The school newspaper, PTO Flyers, and the yearbook, are available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 11.]

## **Nonschool Materials...from students**

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

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

## **Nonschool Materials...from others**

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

Prior review will not be required for:

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

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

## **DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following: [see dress code in the student code of conduct, Appendix B].

## STANTON-SMITH ELEMENTARY DRESS CODE

The Complete District Dress Code May be found in the District Code of Conduct

Violations of the Dress Code May Result in Disciplinary Action

### **Appearance**

The primary responsibility for the appearance and dress of each student rests with the parent. We ask your help in supervising your children with respect to their grooming and clothing to be worn to school. The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines. Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hairstyle extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a disruption of or interference with normal school operations. Examples of appearance guidelines are:

- Appropriate for school activities.
- PE is required and as such students must wear or bring shoes suitable for use in the gym.
- No hard leather sole, or marking sole shoes may be worn during PE.
- No house shoes or slippers.
- Clothing, which depicts or refers to alcoholic beverages, tobacco, drugs, nudity, or any suggestive matter, is not allowed.
- Tank or halter-tops, see-through shirts or blouses, tops exposing the midriff, short-shorts, bike shorts/pants, nylon see-through shorts, and cut-off clothing, cut or torn pants, jeans or shirts; or jeans or shirts with holes, tears or rips are not allowed.
- Shorts/skirts **must be longer than 3 inches above the knee** when properly worn and standing.
- "Sagging" style of pants, "hip huggers" or pant lengths, which drag the ground, are not allowed.
- Hats, caps and bandanas are not to be worn to school.
- Hair must be of a natural color, should be neat, clean, not unconventionally colored or multicolored, and not be excessive or distracting in design (this includes Mohawks, Faux-Hawks, feathers braided or attached to the hair, designs cut in the hair and extreme hair styles, etc.) as to be disruptive to the learning environment.

***Violations of the Dress Code may result in disciplinary action. Refer to the Stanton-Smith Elementary Dress Code Sheet for consequences.***

***Changes:***

No more than one set of pierced ear rings or wrist jewelry and no body piercings.

No wide wrist bands, sweat bands, or gloves are to be worn on campus.

No writing on self or clothing, this includes visible tattoos.

No cutting, burning, piercing or inflicting pain or damage to one's self or others.

**SHORTS / SKIRTS**

- a. wind-type shorts are acceptable if they are not see-through and if they meet the length requirement
- b. no bike shorts
- c. 3<sup>rd</sup> through 5<sup>th</sup> grade - no shorter than 3 inches above the kneecap while properly worn when standing
- d. leggings and tights may only be worn if skirt, dress, shorts or top are no shorter than 3 inches above the kneecap while properly worn when standing
- e. after the 3<sup>rd</sup> violation of the "shorts code," the student will be prohibited from wearing shorts to school for the remainder of the school year

**SHOES**

- a. no house shoes
- b. no shoes designed for beach or bath wear
- c. no "skate shoes" or "heelies"
- d. shoes worn in the gym for physical activity MUST be soft sole and non-marking
- e. NO LEATHER SOLED SHOES MAY BE WORN IN THE GYM
- f. inappropriate shoes for the gym must be removed and students will participate in socks or barefeet

**PANTS**

- a. pants must be worn at the waist
- b. no "sagging" or "hip huggers"
- c. no jeans intentionally torn or with holes

**SHIRTS**

- a. no backless or "spaghetti" or thin strap attire. Straps over the shoulders must measure 3 inches in width.
- b. no tank tops or sleeveless shirts with large armholes
- c. sleeveless shirts with fitted armholes are acceptable
- d. shirts must cover stomach even when arms are raised
- e. no apparel advertising or suggesting cigarettes, drugs, alcohol, smokeless tobacco, profanity, etc. T-shirts should depict a message or design that is positive

## HATS/CAPS/BANDANAS/GLASSES

- a. no hats or caps
- b. no bandanas unless specifically designed to be worn in the hair
- c. no dark glasses or sunglasses unless prescribed by a physician
- d. these items will be held in the office for parents to retrieve

## CONSEQUENCES

Students choosing not to comply with the dress code will either:

- 1) Call parents to bring appropriate clothing
- 2) Change into clothing from the surplus stack (if available). Clothing must then be laundered and returned the following day
- 3) Disciplinary action

## ***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.
- A student is allowed in a school year up to [REDACTED] absences not related to post-district competition, a maximum of [REDACTED] absences for post-district competition prior to state, and a maximum of [REDACTED] absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO.]

## **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.

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

## ***FUND-RAISING***

Student groups or classes may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Executive Director of Finance at least 30 days before the event. [For further information, see policies at FJ and GE.]

## ***Grading Guidelines***

### **Grade Reporting**

Report cards are sent home each six weeks on the Thursday following the close of the six weeks grading period. Report cards need to be signed by the parent and returned as quickly as possible.

### **Grading Policies**

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

90-100 A

80-89 B

70-79 C       \*subscript 2 beside any grade indicates  
below level and/or modified grading.

69-below F

The following marks will be used for conduct.

E Exceptional

S Satisfactory

N Needs Improvement

U Unsatisfactory

The Stanton-Smith Elementary Grading Policy is included in the handbook addendum.

### **Notices of Concern/Progress Report**

An informative progress report will be sent home after the third week in any given grading period. The notice of concern requires a parent signature and must be returned to school. Students failing to return signed notices of concern may be required to telephone parents to confirm that parents have received this report.

## ***HARASSMENT***

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

## **HEALTH-RELATED MATTERS**

### **Student Insurance**

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

### **Physical Activity for Students in Elementary and Middle School**

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

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

### **Physical Education Excuses**

Any information or limitations which might impact your child's participation in PE should be sent in writing to the PE coaches. Physical Education is a requirement of the educational standards set by the state of Texas. As such, student participation is mandatory. Should instances occur which prevent your child from participating in the Physical Education program, a signed note from the doctor or parent is required. The note must indicate the date and length of time your child is to be excused from PE.

### **Physical Education Dress**

Physical Education is a state mandated part of the weekly curriculum; therefore, students must dress accordingly with comfortable clothing and shoes suited for physical education. All students **MUST** provide appropriate shoes for use in the gym. Tennis shoes or other acceptable soft sole, non-marking shoes may be worn. Students may either wear or change into acceptable shoes for PE. Should students bring shorts for PE, the shorts must meet the school dress code.

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

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held required meetings. Additional information regarding the district's School Health Advisory Council is available from the Executive Director of Curriculum. [See also policies at BDF and EHAA.]

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the principal

to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **Vending Machines**

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

## **Other Health-Related Matters**

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

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

### **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.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Executive Director of Student Services, at (903) 839-5500.

## **HOMEWORK**

### **Homework Policies**

Homework may be assigned daily by subject. Homework is usually work that the student does not complete in class and is always material that has already been taught in class. As per District Policy EIB (LOCAL). The Superintendent shall establish guidelines for a uniform homework policy in the schools consistent with the following principles:

1. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational program.
2. Homework enriches and strengthens classroom experiences. New concepts are introduced in class, not in homework assignments.

3. Homework improves student's abilities to work independently and become self-directed in the learning processes.
4. Homework provides opportunities for students to make independent and stimulating discoveries.
5. Homework is not used as a disciplinary measure.
6. Homework assignments can be completed in a reasonable time, taking into consideration other courses and activities.

### **Assignment Book (3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades)**

Teachers will make every effort to keep you informed of your child's progress in school and will suggest ways you can help when necessary. All students are required to keep the assignment book in the front of their notebook. Parents need to check the assignment notebook weekly. Every student receives a notebook at the time of enrollment. If the assignment book is lost, the student may purchase one for \$2.25 in the office.

It is very important that assigned homework be finished and turned in on time. Since most homework is unfinished class work, it is usually graded. Check with your child for grade level homework policies.

***Please call before 9:30 a.m. to request homework assignments if your child will be out two or more days.***

### **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).] We realize that certain illnesses and circumstances require a child to be absent from school. However, the student is responsible for all work missed. The student is responsible for turning in the work in a timely fashion. Students have the same number of days to turn in an assignment that they were absent. For example: Students who are absent one day have one day to make up their work. Students who are absent three days have three days to make up their work. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

### **DAEP or In-school Suspension Makeup Work**

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

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next

school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).]

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

## **MEDICINE AT SCHOOL**

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

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

*Administering medication upon the request of the parent is permissible ONLY through the school nurse in the clinic and ONLY if the medication is brought to school in the original container with a written note signed by the parent indicating dosage and times to be administered. Medication must be picked up by the parent. It cannot be sent home on the bus; otherwise, the medication will be discarded after the last day of school.*

## **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.]

## **Announcements**

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

## **PRAYER**

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

## **PROMOTION AND RETENTION**

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

In grades 1-5, promotion is based on [refer to your EIE(LOCAL)]. 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.

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

Students leaving campus during the school day without administrative authorization are in violation of the District Code of Conduct and are subject to disciplinary action. If a student needs to leave during the school day, parents must sign the child out in the office.

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.

### **Student Going Home with Another Student**

A student may not change his/her usual means of transportation home without a written note from a parent.

## **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 or during the fourth week of a nine-week grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 3 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal or superintendent and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

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

## **RETALIATION**

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

## **SAFETY**

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

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

- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## **Security**

For our students' safety, all persons who enter Stanton-Smith **MUST** check in at the office, sign the visitor sign-in sheet, and wear a "Visitor" nametag while in the building. Adults are to wait for students outside the office or the cafeteria. **Adults WILL NOT be permitted to wait outside the classrooms.** Should an adult wish to speak with his/her child, a staff member will bring the student to the office. Adults are welcome to visit classrooms, but must first obtain prior approval from the administration.

## **Accident Insurance**

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

## **Drills: Fire, Tornado, and Other Emergencies**

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

## **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.

## **Nurse Services**

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

## **Health Service Protocols**

### **WISD: POLICY FOR FEVER, DIARRHEA, VOMITING**

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

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

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

*Administering medication upon the request of the parent is permissible ONLY through the school nurse in the clinic and ONLY if the medication is brought to school in the original container with a written note signed by the parent indicating dosage and times to be administered. Medication must be picked up by the parent. It cannot be sent home on the bus; otherwise, the medication will be discarded after the last day of school.*

## **Emergency School-Closing Information**

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

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

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

The following areas are open to students before school, beginning at 7:15 a.m.

- Cafeteria: for all students eating breakfast and grades Pre-K thru 2<sup>nd</sup> grade.
- Gym: for students in grades 3<sup>rd</sup> thru 5<sup>th</sup>, who are not eating breakfast.

**Parents: please note that students will not be allowed in the building until 7:15 am. Students who are dropped off before 7:15 must wait outside and will not be under any adult supervision.**

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

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

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the

instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

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

At no time will a student be allowed to charge for a lunch on any day. If a student forgets their lunch money, they will be given a sack lunch for the day.

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

### **Cafeteria Charges**

#### Breakfast meal prices

Elementary K-12.....	\$1.50
Adult.....	\$2.00

#### Lunch meal prices

Elementary K-6.....	\$2.75
Secondary 7-12.....	\$3.00
Adult.....	\$3.50

### **Cafeteria Rules**

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

## **Guests**

Parents, grandparents may purchase a Child Nutrition breakfast or lunch and eat with their student. Adult lunches are \$3.50. Please eat at the guest tables due to the limited amount of seating. Students eating with parents are expected to follow the same rules of cafeteria conduct and may invite **one** friend to eat with them at the designated guests table. If a parent brings a meal from an outside establishment, only his/her student may be served the outside meal. Sharing outside meals with other students is prohibited by Texas Department of Agriculture. Students eating with parents are to leave the cafeteria with their class.

## **Library**

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

## **Meetings of Noncurriculum-Related Groups**

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

## **SEARCHES**

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

## **Students' Desks 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.

## **Trained Dogs**

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

## ***SPECIAL PROGRAMS***

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Executive Director of Curriculum at (903) 839-5500.

### **At-Risk**

All students who do not meet minimum requirements on the TAKS test are considered at-risk and may participate in remediation programs.

### **ESL - English as a Second Language**

Qualifying students spend a minimum of 45 minutes per day with an ESL teacher who monitors their progress until proficiency has reached the level permitting dismissal from the program. Contact campus counselor at 839-5730 if you have questions.

### **Homebound Services**

Homebound Services are offered through the Special Education Department for those students with extenuating circumstances. For more information, call Doris Pitts, Director of Special Education, at 839-5517.

### **Gifted and Talented**

Students who meet the criteria for gifted and talented instruction at this level are provided for through differentiated curriculum within their grade level in Language Arts, Math, Science, and Social Studies. Students transferring into the district from a previous gifted and talented program must meet requirements of the district. They will be placed on a waiting list, ranked with all other applicants, awaiting an opening. The commended fifth grade program places all Gifted and Talented students in two classrooms. Each teacher is GT certified and trained and participates in the annual GT updates. Each of these teachers will provide differentiated activities for the GT students. The Gifted and Talented nomination and identification process is included in the Gifted and Talented Program Handbook. A copy of this handbook is available in the office for review. All GT students in 6<sup>th</sup> grade have the option of participating in any or all four advanced academic classes.

## ***STUDENT SPEAKERS***

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

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

be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

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

[See FNA(LOCAL)]

## **SUMMER SCHOOL**

### **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).]

### **Exams/Testing**

The district takes advantage of various types of standardized testing in order to monitor program efficacy and potential deficiencies in student mastery of the essential knowledge and skills. According to the Texas Education Agency, the Texas Assessment of Knowledge and Skills (TAKS) is given in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades. Fifth grade is tested in Reading, Math and Science. All of the TAKS tests at this level are given in the spring. The Student Success Initiative (SSI) was created by the Texas Legislature. Under SSI advancement requirements 3<sup>rd</sup> and 5<sup>th</sup> grade students must now meet the passing standard on the 3<sup>rd</sup> and 5<sup>th</sup> grade TAKS test to be promoted to the fourth and sixth grades. Students have three opportunities to meet the passing standard on each of the tests. The third testing date occurs in June and students not meeting the standards after the second test administration are required to attend summer school for remediation and then must pass the third test.

## **TARDINESS**

A student who is tardy to class may be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

Children are considered tardy if not in the classroom by 8:00 a.m. and must report to the school office with a written excuse signed by a parent to receive an admit to class. Tardy students may not enter the classroom without a tardy slip from the office. With the third unexcused tardy, the parent will be notified. On the fourth unexcused tardy and each tardy thereafter, the student may be placed in ISS for one day. In order to maximize academic learning time, any student accumulating more than 10 tardies during a semester, whether excused or unexcused, is subject to disciplinary action or truancy referral. Examples of excused tardies: illness, vehicle trouble, and accidents. **Written notes from parents do not ensure excused tardies.** A school administrator will determine if the tardy is excused or unexcused.

## **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. Students are responsible for all fines, damages, or replacement of books entrusted to their care. Textbook covers are furnished and available to all students. **ALL TEXTBOOKS MUST BE COVERED AT ALL TIMES.**

## **TRANSFERS**

[See **Other Parental Rights**, on page 8, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 8, for other transfer options.]

## **TRANSPORTATION**

### **Walkers, Bicycle Riders and Skateboards**

Students walking or riding to and from school on a bike should observe walking/riding lanes and cross traffic in the appropriate areas. Students will be released to walk/ride bikes by the traffic supervisor. Bicycles should be secured and not left at school overnight. **NO skateboards are allowed on campus.**

### **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.

All students participating in field trips **MUST** have a permission form signed by a 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. Bus transportation is provided as a PRIVILEGE for eligible students. Students who do not abide by the rules on the bus may lose the privilege of district bus transportation. Parents will be notified of infractions and suspensions.

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 Director of Transportation at (903) 839-5570.

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

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

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

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

## **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay

for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

## **VIDEO CAMERAS**

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

The 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 Stanton-Smith Elementary school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office and must comply with all applicable district policies and procedures. Visitors not wearing a nametag will be asked to return to the office and obtain a nametag. Visitors may wait in the office or outside the cafeteria, but **WILL NOT BE PERMITTED TO WAIT OUTSIDE CLASSROOMS OR TO ENTER THE CLASSROOM AREA WITHOUT PERMISSION FROM THE PRINCIPAL OR ASSISTANT PRINCIPAL**. Should an adult wish to speak with his/her child, a staff member will bring the student to the office. Visits to individual classrooms during instructional time are permitted only with approval from the office and teacher and 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.

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.

## **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.

Parents should notify the office as soon as they learn the student is withdrawing. Paperwork will begin and arrangements may be made to pick it up. Transfer students must have proof of the child's identity (House Bill 1440 requires a parent or guardian to present, within 30 days of a child's enrollment a copy of the child's records from the

most recently attended school), withdrawal form, immunization record, and address of the former school. WISD is required to notify the police and the Missing Children's Information Clearinghouse (TEA) if this timeline is not met or if the name on the identifying documents differs from the name under which the child is enrolled. The grade-level placement of any student transferring to Whitehouse schools is subject to reassessment. The determination is the responsibility of the school principal.

## **GLOSSARY**

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

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

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

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

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

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

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

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

student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

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

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

**Personal Graduation Plan (PGP)** is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

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

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

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

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

**APPENDIX I:  
Acknowledgment Form—Amendment**

My child and I understand a copy of the Stanton-Smith Elementary *Student Handbook* is available on-line at [www.whitehouseisd.org](http://www.whitehouseisd.org) under the Stanton-Smith Elementary School link. If I want a hard copy of the student handbook, I understand that I must request it in writing from the school.  
Amendment #1 dated August 25, 2011.

Print name of student: \_\_\_\_\_

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

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

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

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

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

**Parent: Please circle one of the choices below:**

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

Parent signature: \_\_\_\_\_

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