**Whitney Middle School**

**Whitney, Texas**

**Student Handbook**

**2017 - 2018**

 

**EVERY CHILD, EVERY CHANCE, EVERY DAY**

**WHITNEY MIDDLE SCHOOL**

**2017 - 2018**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**WHITNEY MIDDLE SCHOOL**

**P.O. BOX 518**

 **185 HCR 1240**

**WHITNEY, TEXAS 76692**

**Office: 254-694-6568 Fax: 254-694-7913**

 **Principal Wayne Redding**

 **Counselor Jennifer Penney**

 **Secretary Allyson Cliett**

 **Attendance Skylar Penney**

 **School Nurse Sunshine Johnson**

**SCHOOL SONG**

**WITHIN THE HEART OF TEXAS**

**NESTLES DEAR OLD WHITNEY HIGH**

**BELOVED SCHOOL WE HOLD SO DEAR**

**WE’LL LOVE YOU TILL WE DIE**

**WE’RE LOYAL, STEADFAST, BRAVE, AND TRUE**

**TO YOUR COLORS WHITE AND BLUE**

**SO HAIL TO THEE DEAR WHITNEY HIGH**

**WE WILL NEVER, NEVER FAIL**

**SO HALT TO THEE OUR ALMA MATER**

**WHITNEY HIGH ALL HAIL!**

**MASCOT COLORS**

**WILDCAT ROYAL BLUE & WHITE**

**NOTICES TO PARENTS**

**Statement of Nondiscrimination**

In its efforts to promote nondiscrimination, Whitney Middle School does not discriminate on the basis of race, religion, color, national origin, gender, 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 gender contact: Jennifer Pair, Vice Principal, 1400 N. Brazos, or 254-694-3457
* Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Sheri Pelham, Counselor, 1400 N. Brazos or 254-694-3457.

All other concerns regarding discrimination: See the superintendent Gene Solis at 254-694-2254

[See FB(LOCAL) and FFH(LOCAL)]

**Asbestos Management Plan**

The district’s Asbestos Management Plan is designed to be in compliance with state and federal regulations addressing asbestos, and is available in the Whitney Middle School office. If you have any questions, please contact Brian Caperton at 254-694-4121.

**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 Brian Caperton at 254-694-4121.

**Wellness and Health Services Care Plans**

**Food Allergy Management Plan**

 The district shall develop and implement a student food allergy management plan (See FFAF (Local) that includes the components below.

General Procedures

 Procedures to limit the risk posed to students with food allergies shall include:

1. Specialized training for employees responsible for the development, implementation, and monitoring of the District’s food allergy management plan.
2. Awareness training for employees regarding signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction.
3. General strategies to reduce the risk of exposure to common food allergens.
4. Methods for requesting specific food allergy information from a parent/guardian of a student with a diagnosed food allergy. [See FD].
5. Annual review of the District’s food allergy management plan.

Students at Risk for Anaphylaxis

 Procedures regarding the care of students with diagnosed food allergies who are at risk for anaphylaxis shall include:

1. Development and implementation of food allergy action plans, emergency action plans, individualized health-care plans, and Section 504 plans, as appropriate.
2. Training, as necessary, for employees and others to implement each student’s care plan, including strategies to reduce the student’s risk of exposure to the diagnosed allergen.
3. Review of individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity.

Distribution

 Information regarding this policy and the District’s food allergy management plan shall be distributed annually in the student handbook and made available at each campus.

**Additional Notices**

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

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

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

Table of Contents

PREFACE

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

STATEMENT OF NONDISCRIMINATION

PARENTAL INVOLVEMENT

Working Together

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

“Opting Out” of Surveys and Activities

Inspecting Surveys

Requesting Professional Qualifications of Teachers and Staff

Reviewing Instructional Materials

Displaying a Student’s Artwork and Projects

Accessing Student Records

Granting Permission to Video or Audio Record a Student

Removing a Student Temporarily from the Classroom

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

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

Requesting Notices of Certain Student Misconduct

Requesting Transfers for Your Child

Requesting Classroom Assignment for Multiple Birth Siblings

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

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

Services for Title I Participants

Student Records

Directory Information

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

ABSENCES/ATTENDANCE/PROCEDURES/TARDINESS

Compulsory School Attendance

Guidelines

[Policy](#_2p2csry)

[Absences: Doctor Notes](#_147n2zr)

[After an Absence for Illness](#_3o7alnk)

[Absence due to Head Lice:](#_23ckvvd)

[Head Lice](#_1hmsyys)

[Excused](#_41mghml)

Medical Absences:

[Parent’s Note after an Absence](#_vx1227)

Unexcused Absences:

Warning Letters:

[Procedure for Leaving Campus:](#_4f1mdlm)

Procedures for Returning to School:

Tardies

[To School](#_3tbugp1)

To Class:

Discipline for tardies:

ACADEMIC PROGRAMS

ATHLETIC NOTICE

AWARDS AND HONORS

Honor’s Classes

Honor’s course requirements

National Junior Honor Society

BULLYING

CHILD ABUSE

CLUBS AND ACTIVITIES

COMPLAINTS AND CONCERNS

COMPUTER RESOURCES

CONDUCT

Applicability of School Rules

Corporal Punishment

Disruptions

Telecommunications Devices, Including Mobile Telephones

Other Electronic Devices

Social Events

COUNSELING

Academic Counseling

Personal Counseling

Psychological Exams, Tests, or Treatment

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

Dating Violence

Discrimination

Harassment

Sexual Harassment

Retaliation

Reporting Procedures

Investigation of Report

DELIVERIES

DISCRIMINATION

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Non-school Materials...from students

Non-school Materials...from others

DRESS AND GROOMING

EXAMS

Semester Exams

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

FEES

[FIELD TRIPS](#_haapch)

FUND-RAISING

GIFTED AND TALENTED PLAN

Opportunities for Gifted and Talented instruction

Gifted and Talented Data Collection

Optional forms of assessment may include:

Screening and selection for Gifted and Talented

Gifted and Talented furlough

Reassessment of Gifted and Talented

Exiting of Students from G/T Program

Appeals for Gifted and Talented

Transfer Students in Gifted and Talented

Grievance Procedure

GRADING GUIDELINES

HARASSMENT

HEALTH-RELATED MATTERS

[Bacterial Meningitis](#_2koq656)

[Contagious Diseases / Conditions](#_zu0gcz)

[Human Sexuality Education](#_3jtnz0s)

[Immunization](#_1yyy98l)

Medicine at School

Psychotropic Drugs

[Physicals](#_1d96cc0)

Physical Activity for Students in Middle School

[Physical Examinations/Health Screenings](#_2ce457m)

Physical Fitness Assessment

[School Health Advisory Council](#_3bj1y38)

[Scoliosis Screening](#_1qoc8b1)

[Vision and Hearing](#_4anzqyu)

Vending Machines

Other Health-Related Matters

HOMELESS STUDENTS

LUNCHROOM

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

DAEP Makeup Work

In-school Suspension Makeup Work

PLEDGE OF ALLEGIANCE AND A MINUTE OF SILENCE

PRAYER

PROMOTION AND RETENTION

RELEASE OF STUDENTS FROM SCHOOL

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

RETALIATION

SAFETY

Accident Insurance

Drills: Fire, Tornado, and Other Emergencies

Fire Drill Bells

[*Emergency Announcements*](#_47hxl2r)

Tornado Drill Bells

Emergency Medical Treatment and Information

Emergency School-Closing Information

SCHOOL FACILITIES

Conduct Before and After School

[Use of Hallways during Class Time](#_302dr9l)

[Use by Students before and After School](#_1f7o1he)

Library

Meetings of Non-curriculum Related Groups

SEARCHES

Students’ Desks and locker cubicles

Trained Dogs

SPECIAL PROGRAMS

STUDENT SPEAKERS

STUDENT SCHOOL WORK

Conferences

Grading

Grade Calculations

[SATURDAY SCHOOL](#_2b6jogx)

SUMMER SCHOOL

SUPPLIES

[STAAR (State of Texas Assessment of Academic Readiness)](#_1pgrrkc)

TARDINESS

TRANSPORTATION

Buses and Other School Vehicles

VANDALISM

VIDEO CAMERAS

VISITORS TO THE SCHOOL

General Visitors

WITHDRAWING FROM SCHOOL

GLOSSARY

# PREFACE

To Students and Parents:

Welcome to school year 2017 - 2018! 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 Whitney Middle School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

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

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

Both students and parents should become familiar with the Whitney ISD ***Student Code of Conduct***, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

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 or other communications.

In case of conflict between board policy or the ***Student Code of Conduct*** and any provisions of the Student Handbook, the current provisions of board policy or the ***Student Code of Conduct*** 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 principal.

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.whitney.k12.tx.us.

# SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Whitney Middle School 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. Also please refer to the Section titled: Health-Related Matters for more information.

## STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Whitney I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, 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 gender contact: Jennifer Pair, Vice Principal, 1400 N. Brazos, 254-694-3457.].
* Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Sheri Pelham, Principal, 1400 N. Brazos, 254-694-3457.].
* All other concerns regarding discrimination: See the Superintendent Gene Solis, at 254-694-2254.

## PARENTAL INVOLVEMENT

### Working Together

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

* Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
* Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
* Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the district.
* Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
* Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
* Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** and **Academic Programs**.]
* 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 254-694-6568 for an appointment. The secretary/teacher will return your call or set up a meeting with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**]
* Becoming a school volunteer. [For further information, see policies at GKG and contact Wayne Redding, Principal.]
* Participating in campus parent organizations. Parent organizations include: Whitney Middle School P.T.O. and Band Boosters.
* 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 Wayne Redding, Principal, at 254-694-6568.
* Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction, attending board meetings to learn more about district operations.

## 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.

### “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 non-emergency, 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.]

### 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.

### 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.

### Displaying a Student’s Artwork and Projects

The district will seek parental consent before displaying students’ photographs on the district’s web site, in printed material, by video, or by any other method of mass communication. This form is included in the registration packet.

### 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
* State assessment instruments that have been administered to your child.

### Granting Permission to Video or Audio Record a Student

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

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

### Removing a Student Temporarily from the Classroom

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

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

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

### 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

### Requesting Notices of Certain Student Misconduct

A non-custodial 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 his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See 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 Administration 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 Principal for information.

[See **Bullying** and policy]

* 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.
* To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

### 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.

## 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** and contact Jennifer Penney, Counselor at 254-694-6568.

### 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 Millie Hannah at 254-694-6568.

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.

### Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Jennifer Pair and may be contacted at 254-694-3457.Guidance for the Student Handbook Statement has been posted to the Texas Education Agency special Education website. The link can be found at: <http://www/tea.state.tx.us/index2.aspx?id=2147499632>. If you would like to unsubscribe from this list, please visit <http://miller.tea.state.tx.us./list/>, fill in your email address, select *Special Education Updates* from the drop-down list, and click the button labeled “Leave a List”.

### Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information. 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, is emancipated by a court, or enrolls in a post-secondary institution, 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 and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

* District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “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; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
* 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 is already enrolled.

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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, 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 address of the superintendent’s office is 305 S. San Jacinto, Whitney, Texas, 76692 or 254-694-2254.

The physical address of the principals’ office is 185 HCR 1240, Whitney, Texas, 76692. The mailing address is P.O. Box 518, Whitney, Texas 76692

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, 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 by contacting the main office. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy.

The district’s policy regarding student records found is available from the principal’s or superintendent’s office www.whitney.k12.tx.us.

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

**Please note:**

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

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

### Directory Information

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

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

# 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 Wayne Redding at 254-694-6568.

## ABSENCES/ATTENDANCE/PROCEDURES/TARDINESS

### Compulsory School Attendance

By law, students who are not 18 by September 1 of the present school year must attend school. Should such a student be absent from school for reasons that are unexcused for as many as three (3) days, proper charges can and will be filed with the juvenile authorities. Students can be dropped from enrollment if they miss 10 consecutive school days without notifying the school.

### Guidelines

Unless prior notification was provided to the attendance clerk, all parents/guardians are to **call the attendance office at 694- 6568** between 7:30 a. m. and 10:00 a. m. each day the student is absent. If no phone call is received by 10:00 a. m., the school will call the local home number listed on the enrollment card and a verbal response from a parent/guardian is needed to excuse the absence.

Students in Athletics must call the absence into both the Coaches office and the attendance office or front office. The attendance clerk does not automatically request homework from the teachers when you phone in an absence. If you know that your child/student will be absent 3 or more days, it is up to you to request homework assignments to be gathered and taken to the front office for you to pick-up. Because some teachers do not have conference times until the afternoon, please wait until after 3:00 p.m. to pick up the assignments.

**ALL ABSENCES ENTERED IN THE COMPUTER ARE AUTOMATICALLY ENTERED AS UNEXCUSED. IN ORDER FOR THE ABSENCE TO BE CHANGED IN THE COMPUTER, TEA REQUIRES THAT A WRITTEN NOTE MUST ACCOMPANY THE STUDENT BACK TO SCHOOL, *UNLESS* THE SCHOOL NURSE, OR OFFICE SENDS THE STUDENT HOME FOR THE REMAINDER OF THE DAY. IF THE PARENT CALLS IN THE ABSENCE OR SIGNS THE STUDENT OUT FOR THE DAY, THAT WILL SUFFICE AS THE WRITTEN NOTE TO RETURN TO SCHOOL.**

**UPON RETURNING TO SCHOOL, STUDENTS WILL ONLY HAVE THREE CLASS DAYS TO OBTAIN A BLUE ADMIT SLIP FROM THE ATTENDANCE CLERK IN ORDER FOR THE ABSENCE TO BE CHANGED FROM UNEXCUSED.**

***It is required by the state* that the attendance clerk receive a doctor’s note for absences exceeding three consecutive days. If a doctor’s note is not presented, absences exceeding the three days will be considered unexcused and the school is required to notify the Hill County Truancy Officer.**

### Policy

The Whitney I.S.D. recognizes the high correlation between student absences and student failures, and we realize that extenuating circumstances may arise where a student is unable to be present the required 90% per semester. The Whitney School Board has established guidelines to determine what constitutes extenuating circumstances, subject to rules adopted by the State Board of Education, and has adopted policies establishing alternative ways for students to make up the required work and regain credit for excessive absences. Students who go over the limit of 19 days *or periods* of absences will be required to attend Saturday School. Letters will be mailed to your address should your child/student be required to attend Saturday school. A weekly truancy report is generated from the beginning of the school year and letters are mailed to the address on record anytime a child/student goes over the minimum amount of 19 days or periods.. **Failure to attend Saturday school may result in not being allowed to advance to the next grade level.**

### Absences: Doctor Notes

###  After an Absence for Illness

Upon returning to school, a student absent for more than **3** 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.

### Absence due to Head Lice:

### Please be advised: W.I.S.D. operates under a Nit Free (Head Lice) Policy. This means that after examination by the school nurse, if a student is found to have even one nit in the hair, he/she will be immediately excluded from attending classes. Please shampoo with the appropriate medicated shampoo and remove all nits (lice eggs). If your child is sent home due to this problem, they must return to the nurse between 7:30 – 8:00 the next day for re-examination. Absences for Head Lice will be excused for one day of treatment only and any absences exceeding that will be listed as Unexcused.

### Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.  Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student’s parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied.  After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used.  The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

### Excused

Generally, an absence is excused under the following guidelines:

* Student illness
* Health care appointments\*\* (see Medical Absences)
* Serious parent illness
* Death in the family\* (Immediate family members OR grandparents only)
* Unavoidable legal affairs (bring in a note from court or a lawyer)
* Prior approval by principal

It is Middle School policy that: after five (5) parent notes in one semester, your school principal will require only medical/dental notes to excuse an absence.

**If your child within the last 10 hours of time:**

* has a temperature over 100 degrees or has had a temperature of 100 or higher,
* is vomiting or has vomited,
* has diarrhea or has had diarrhea,
* has a rash or has had a rash other than poison ivy or poison oak, or
* has impetigo or has had impetigo, **PLEASE KEEP HIM/HER AT HOME.**

If your child/student is sent home by the nurse for head lice, they must report to the nurse the next day to be checked before being allowed to return to classes.

All prescription drugs, as well as non-prescription drugs, must be in their original container. The written request for administration of these must contain the following information: student’s name, name of drug, amount of dosage, time drug is to be given, and the parent’s signature.

There shall be no more than one medication per properly labeled container.

All medications will be stored and dispensed in the school clinic. The principal must approve any exception.

* No student may have prescription or non-prescription drugs in his/her possession on school grounds during school hours.
* If your student/child has the need of a doctor prescribed inhaler, they will be allowed to carry them in their backpacks and with them to P.E./Athletics. An appropriate medical form from the nurse’s office must be completed and a demonstration of the student’s ability to properly use the inhaler is required before students may be allowed to have their inhaler in their possession.
* **Under no circumstance will sharing of inhalers be tolerated.**

Perfect Attendance awards will be presented at the Awards Assembly in May for any student who has not had any absence **from any class**.

### Medical Absences:

If a student is counted present in at least 1 of their classes of the school dayand is signed out by a parent/guardian to seek medical attention during **the same day**, a medical absence will be entered for the student if they bring a written note from a licensed health care provider for that same day. A Medical Absence can be for only 1 day at a time, unless the process is repeated every single day that the student is absent. If a student does not return for several days, only the day they were at school and saw the doctor will be considered MEDICAL. All subsequent days will be regularly excused absences, as long as the student provides a written note within three days of returning and note is signed by a parent/guardian, or doctor’s note specifies number of days until student may return to school. Medical Absences do not count against the limit of 19 per year.

### Parent’s Note after an Absence

When a student **must** be absent from school, the parent/guardian should notify the school attendance office ( 254-694-6568). A parent’s phone call message or a parent’s written note will be accepted as an excuse for an absence. Students must get an admit slip to be admitted to your first period class. Forged notes or lying about an absence will result in disciplinary action.

### Unexcused Absences:

Unexcused absences are considered truancy and will be reported. The student has 48 hours to make up the missed work outside of regular school time and will receive a reduced grade for work turned in (highest grade will be a 70). If the student fails to make up the work in the allotted time, the student will receive a zero.

###  Warning Letters:

Parents and guardians will be notified by *standard form letter* of the number of absences a student has accrued. These letters are automatically generated from the computer accounting program that is used by the school. This procedure is used to keep both the parent/guardian and student informed and aware of his/her absences to date. It is required by state that the attendance clerk also notify the truancy officer regarding three or more unexcused absences. This could result in the parent/guardian and student incurring fines as assessed by law. Letters will be mailed as follows:

 **1st Warning Letter** - 5 unexcused **and/or** excused absences in a semester

**2nd Warning Letter** – 9 unexcused **and/or** excused absences in a semester

 **4 Week Truancy Letter** – 4 unexcused abs. in a 4 week period/also reported to truancy officer

 **6 Month Truancy Letter** – 10 unexcused abs. in a six month period/also reported to truancy officer

**Saturday School Attendance Letter** – will be sent when student accrues 19 unexcused **and/or** excused absences for the year. Students that move in to our district will have attendance from prior school added to our attendance. Letters will be mailed home informing parents/guardians of student’s need to attend Saturday school to make-up time required by the state.

### Procedure for Leaving Campus:

Good attendance and academic achievement have a direct correlation; however, emergencies sometimes require that a student be dismissed from school early. Any student needing to leave campus during the day must bring a note from a parent or guardian stating the reason for early dismissal. The student should bring the note to the attendance clerk **at the beginning of the day** and an early release form will be issued. Parents/guardians may also call the attendance office at 694-6568 to inform the attendance clerk of early dismissal needs. Parent/guardian must come to the attendance office and sign the student out of school. **Students leaving without a permit or being signed out by parent/guardian will be considered TRUANT**. The police will be called and disciplinary action will occur.

### Procedures for Returning to School:

Following an absence, students are to report to the attendance office with a note signed by the parent/guardian, if the school has not previously received notification by phone of the absence. Students may come to the attendance office between the hours of 7:30 – 8:00 a.m. to receive their admit slip. **Please do not wait until the first bell has sounded to** **get your admit slip.** If a notification is not received during the first three days of returning, the student’s absence will be remained unexcused. Students will present their admit slip to each teacher for his/her signature or initials. The last teacher of the day will collect the admit slip and hang it on the door for pick up. The admit slip MUST be returned to the office at the end of the day.

### Tardies

### To School

ANY LATE ARRIVAL TO SCHOOL MUST BE SIGNED IN AT THE ATTENDANCE OFFICE. **Students arriving at school later than 8:25 a.m. are considered ABSENT for 1st period.** To be considered an excused tardy, a parent/guardian must have notified the school **prior to 7:45 AM** that the student will be late, and a set time for arrival will be agreed upon. (If electricity goes out, these reports will be verified with the electric company). Any arrival time later than the agreed upon time will be an unexcused tardy. Oversleeping, (parent/guardian or student) ***will not*** be excused. Excuses such as flat tire, car trouble, etc. will be left to the discretion of an administrator.

### To Class:

Students are considered absent if NOT present in the classroom when the tardy bell rings. Students are considered tardy to class if NOT in his/her seat when the tardy bell rings or if they enter the classroom after the bell without a pass or admit slip.

### Discipline for tardies:

Two unexcused tardies to school or class will result in a lunch detention. Three unexcused tardies to school or class in a six weeks period will result in a full day of ISS.

## ACADEMIC PROGRAMS

The school counselor provides students and parents with information regarding academic programs to prepare for higher education and career choices. [For more information of this handbook and policies at EIF.] In order to better serve our students, two math classes for each student will be provided. We have two teachers per grade level. In addition to this. Students in a regular math class, will be enrolled in two math classes. The first class will be the regular grade level math course. The second class will be a math enrichment class, where students will have time for the following:

 Review of basic skills needed for a strong math foundation

 Review of daily lesson for concrete understanding and additional support

 Time for additional practice on grade level skills

Students enrolled in an honors math class will have their grade level honors math class as well as a math enrichment class. Students in Algebra will only be enrolled in the Algebra course. The following enrollment requirements are to ensure students in these honors classes are truly ready for the rigor and depth that they will be exposed to. All students who wish to earn a place in the honors math program will have to meet the following criteria for placement:

 6th and 7th graders to be considered for 7th grade honors and 8th grade Algebra 1

* STAAR results will be evaluated
* Must have had a 90 as a yearly average in 6th or 7th grade
* Must be granted teacher recommendation

5th graders to be considered for 6th grade honors

* STAAR results will be evaluated
* Must have had a 90 as a yearly average in 5th grade, and maintain a 90 in 6th grade
* Must be granted teacher recommendation

The purpose of the two math classes and consistent placement for honors classes, is to ensure student success in math, in middle school and beyond.

## ATHLETIC NOTICE

Extra corrective or disciplinary measures may be administered from the coach should an athlete (girl or boy) be involved in any kind of disciplinary measures (I.S.S., pops, etc.) from the principal’s office.

## AWARDS AND HONORS

Students who have at least a (90) average in any six week period in each class scheduled will be placed on that six week’s “A” Honor roll. No student will be placed on the honor roll with a disciplinary referral resulting in ISS or DAEP placement.

Perfect Attendance awards will be presented at the Awards Assembly in May/June for any student who has not had any absence from any class.

**Class Rankings**

Class ranking is determined by all grades from all classes. The top 10% of the grade level will determine Honor status.

### Honor’s Classes

WMS offers Honor’s Math for 6th-8th grade and Honor’s Language Arts and Reading for 7th-8th grade students. A student can be in any or all of the classes if he or she meets the qualifications. The overall qualifications for the program are as follows:

### Honor’s course requirements

The teacher in the subject area must recommend student.

Student should have a yearly average of 85 in the course for Math, 90 for Language Arts, and 100 AR points for Reading.

Student must pass the STAAR subject area test.

For 7th & 8th grade: Students must have a final average of 90 or higher in language arts

Have a final average of 90 or higher in reading plus have met the goal of 100 A.R. points.

Be willing to complete summer reading assignments of one book from the Middle School

Honors Reading List and write a book review. (It cannot be a book not previously read or tested on)

In order to maintain status during a single school year, a student may not fail a six weeks period or a semester. This will result in an automatic transfer into regular education classes.

Consideration for Honor’s Math classes is not an automatic consideration for Honor’s R/LA and vice versa. A student may be reconsidered each year for the courses, even if he or she was removed the previous year for failure or in the event that he or she elected not to enroll during the previous year.

It is important to understand that Honor’s courses are not strictly Gifted/Talented classes. The program is intended to be a coursework to lay the groundwork for Pre - AP (Advanced Placement) and AP classes in high school. It is based on the performance of the individual and should ultimately better prepare the student for college/higher level learning. For consideration for Honor’s classes please see: Jennifer Penney, Whitney Middle School Counselor, phone #: 254-694-6568, or e-mail her: jennifer.penney@whitneyisd.org.

### National Junior Honor Society

**Selection Procedures:** To be eligible for membership, the candidate must meet the following requirements: Student must have 85 or above in all classes and individual teacher’s evaluations.

## BULLYING

The district prohibits bullying on property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or through electronic means, or physical conduct. Bullying is not tolerated by the district and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint.

Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time.

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

## CHILD ABUSE

State law requires that any employee of a Texas public school district who believes that a child have been or will be abused or neglected, or has died of abuse or neglect, or has violated the school compulsory attendance laws on three or more occasions, must make a report. *(Texas Family Code. Section, 34.01).* Current law requires this report must be made to a local or state law enforcement agency or the Texas Department of Human Services. *(Texas Family Code. 34.02a)* the child abuse hotline is 1-800-252-5400.

## CLUBS AND ACTIVITIES

Whitney Middle School is proud to be able to offer the following clubs and activities: National Junior Honor Society, U.I.L. activities (academic and athletics), Texas Scottish Rite Dyslexia classes, Special Education classes (both resource & content mastery), Honors Math, Honors Reading, Honors Language Arts, and ESL classes. We also have P.A.L.S. (Peer Assistance Leadership Sponsors), Yearbook staff, and Cheerleading.

## 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 online at [www.k12.tx.us](http://www.whitney.k12.tx.us). 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 and parents will be asked to sign a 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-mails sent using district computers are not private and will be monitored by district staff.

## 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.

### 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. Students may also be assigned to Saturday School for Discipline.

### 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.

### Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off and out of sight during the instructional day (8:00 a.m. – 3:45 p.m.). The student is allowed to use phone before school and during lunch. **All phones will be taken up during all** **STAAR testing and returned when the test is completed**. The use of mobile telephones is strictly prohibited in classrooms**,** locker rooms, restroom areas, and assemblies. Whitney Middle School is not responsible for lost, stolen or damaged phones. The phone is the student’s responsibility. A student who uses a telecommunications device during classtime shall have the device confiscated. **Only a parent/guardian may pick up the confiscated telecommunications device from the principal’s office for an administrative fee of $15.00.**

Confiscated telecommunications devices that are not retrieved by the student or student’s parents will be disposed of.

**Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunications devices.**

### Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school. Teachers or any other school personnel may collect the items and turn them into the principal’s office. The principal will determine whether to return items to students at the end of the day, at the end of the school year, or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the ***Student Code of Conduct***. The district will not be responsible for any damaged, lost, or stolen electronic device.

### Social Events

School rules apply to all school social events. Parents attending these events are expected to observe the same rules as students. A student leaving before the end of the event; will not be readmitted. Students are not allowed to leave unless a parent/guardian is there to pick them up.

## 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 8 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.

## 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 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 principal’s office,in the superintendent’s office, and also at **www.whitney.k12.tx.us**.

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, volunteer, or another student is prohibited.

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 against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also 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 student might occur 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.

### 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.

### 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 involving 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).

## DELIVERIES

ALL DELIVERIES TO STUDENTS WILL BE MADE AT AND BY THE MIDDLE SCHOOL OFFICE ONLY.There will be no deliveries allowed for Homecoming Day, or Valentine’s Day. Students may wear mums to school on Homecoming Thursday or Friday, provided that all noisemakers on the mum are taped or silenced. Wearing of mums should not cause disruptions in normal school activities. Parent notes and phone messages will be delivered during lunch times or the last period each school day. **Please try to call for phone messages before 2:30 pm to minimize class disruptions**. Clothing, school materials and lunches will be delivered as soon as can be done without disturbing classes.

## DISCRIMINATION

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

## 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 yearbook and picture packages are made available for students/parents to purchase. All school publications are under the supervision of a teacher, sponsor, and the principal.

### Non-school 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

A student may appeal a principal’s decision in accordance with policy FNG (LOCAL). Any student who posts non-school 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.

### Non-school 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 policy GKDA. To be considered for distribution, any non-school 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 principal for prior review.

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 or a non-curriculum-related student group meeting held.
* Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school 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, prevents disruption, and minimizes safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:

The goal of WISD is to establish an educational atmosphere in which learning can occur to make each student a competent worker of high moral character. Each student must accept the responsibility to have their appearance project the image that they accept this goal. In concert with parents and guardians, Whitney Middle School will assist this decision making process by indicating a few of the obvious expectations of student appearance set forth by the majority of our community. Any student’s appearance which is disruptive to the learning environment of other students or endangers the health and safety of the student or others will be dealt with on an individual basis by the administration.

The following dress and grooming requirements **apply to school and all school functions:**

* Articles of clothing or footwear that cause damage to the building or furniture and equipment must not be worn. For example, students may not wear cleats, metal objects, or wheels on shoes or clothing. House shoes are not acceptable footwear to school.
* Students will not wear any item reflecting suggestive, obscene, or risqué writing or drawings reflecting tobacco, alcohol, drug use, or having profanity, gang, or sexual connotation.
* Clothing depicting violence, death, unexplained symbols, unsavory characters and/or crude situations is prohibited.
* Chains of any size are not permitted on wallets or clothing. Dog collars or choker style necklaces are not permitted.
* No visible tattoos or “writing” on the body will be allowed.
* Students will not wear any type of head coverings unless approved by the administration.
* Visible facial hair shall not be allowed.
* Hair will be neat, clean, well-groomed, and of natural hair color and the style shall not distract other students or staff form the learning process. Haircuts will not have “designs” cut into the head.
* Checks for lice will be done in the nurse’s office as needed. Your child will be excluded from school in the event of head lice. Please shampoo with the appropriate medicated shampoo and remove all nits (lice eggs). If your child is sent home due to this problem, they must return to the nurse between 7:30 – 8:00 the next morning for re-examination. Absences for Head Lice will be excused for one day of treatment only. After that all absences will be listed as Unexcused.
* Hair length for males may be no longer than the bottom of the collar or below the eyebrows. Males will not wear ponytails. Side hair may not extend past the earlobes. Hair may not stick up more than two inches from the students scalp. No rakes, combs, picks, or grill’s may be worn or carried in pockets. **Students will not have designs cut into their hair or have hair cut into a “Mohawk” style design.**
* Sunglasses may not be worn inside school buildings.
* Nose rings, tongue rings, or any other visible body piercing will **NOT** be allowed, except earrings for girls only. No studs, spacers, or Band-Aids may be used for cover-up of piercing.
* Glitter and stickers shall not be worn in school, on the face, or in the hair.
* **Girl’s shirts or tops must be at least 2 inches wide at the straps on both shoulders.** Tank tops, halter tops, bathing suit tops, spaghetti straps or transparent shirts or lace backs are **NOT** permitted. All tops will be long enough to cover the midsection when arms are fully extended above the head. Girls will not wear off the shoulder tops or see through blouses.
* **No** cleavage or bare backs should be visible.
* All boys’ shirts must have sleeves. All shirts must be long enough to be tucked in and stay tucked in when arms are extended above the head. Tank tops, muscle shirts, or shirts with holes and not allowed.
* **Jeans must be secured at the waist so as no sagging in the seat occurs.**
* No student should dress in such a way that his/her underwear is partially or totally exposed. Pants/short/skirts will be above the point of the hip bone and will not be more than one waist size larger than the actual size of the waist of the student. Proper supportive undergarments must be worn and may not be visible.
* Shorts, skorts and **heavy flannel pajama bottoms** are allowed to be worn. Shorts must be walking length shorts with a smootheven hem on each leg. They cannot be spandex or of a material that has vent holes. The length of shorts is determined by having the student bend one knee until parallel with the floor. We observe the hip flexor and end of the knee. Shorts will be no shorter than the mid-point of the leg, including the comfort slits. Skirts should be long enough that they will not “hike up” when walking with a backpack on the back.
* Leggings will be allowed to be worn with the mini-skirts, shorts or under jeans. No leggings by themselves will be allowed.Tops should completely cover the student’s derriere/bottom.

**Final authority for the dress code shall rest with the Principal.**

## EXAMS

### Semester Exams

*All classes will have some form of Semester and Final exams, whether it is an applied exam or over content. Semester and Final exams count 1/7th of the semester grade. No exams will be given early without permission from the administration. If a student is absent on the day semester exams, they must make arrangements to make them up as soon as possible.*

.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored 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 inter-district competition. The following requirements apply to all extracurricular activities:

* A student who receives a grade below 70 in any academic class at the end of a grading period 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 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 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. For student-organized, student-led groups, see **Meetings of Non curriculum-Related Groups**.]

## 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.
* Personal physical education and athletic equipment and apparel issued to the student.
* 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.
* Fees for lost, damaged, or overdue library books or textbooks or I-pads
* Summer school for courses that are offered tuition-free during the regular school year.

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 campus principal. [For further information, see policies at FP.]

## FIELD TRIPS

Guidelines for field trips will be set by each grade level prior to the field trip.

## FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes.

## GIFTED AND TALENTED PLAN

Whitney Middle School offers services to students identified as gifted in the core curriculum areas. Teachers trained to work with students identified as gifted will serve these students in regular classroom settings. These students are also encouraged to work outside of the regular class time on projects demonstrating their ability to do in-depth research and analysis of the subjects.

In the spring of each year, parents or teachers may request that a child be considered for the gifted and talented services. Parents are then asked to give consent that the student be tested and evaluated by a team of trained educators. All students in the program will have annual reviews to see if they achieved the necessary level of application of knowledge needed to remain classified as a part of the program.

### Opportunities for Gifted and Talented instruction

School personnel, parents, community members, peers, or the student may make a nomination for the Gifted and Talented Program. Nominations for students in grade one through twelve must be turned in by April 15.

For Kindergarten students, nominations need to be turned in by January 15. Kindergartners that are identified will begin the G/T program no later than March 1. Teachers, parents, or interested persons may nominate students for the gifted and talented program at any time. Conferences will be held prior to identification at the request of the parent(s). Nomination forms will be available in the office of each campus.

Whitney I. S. D. will offer a flexible system of viable program options throughout the district that provides a learning continuum and reinforces the strengths, needs, and interests of gifted and talented students. Whitney I. S. D. will provide an array of learning opportunities that are commensurate with the abilities of gifted/talented students and that emphasize content in core academic areas

In grades 6-12, students will be served in subject areas; identified students will have access to a subject area advisor who will work with the student’s teacher(s) in the student’s gifted subject area(s). Learning experiences will result in the student contributing a culminating product focusing on their area(s) of giftedness.

Whitney I. S. D. will provide students the opportunity to:

* Demonstrate a comprehensive understanding of broad-based items, themes, and problems.
* Increase his/her creative thinking skills through the development of fluent, flexible, original, and elaborate thinking processes
* Become self-directed learners and discoverers of information
* Develop skills in logical reasoning and critical thinking through the application of higher-level cognitive thinking processes
* Demonstrate the ability to produce original, advanced level products and performances.
* Extend skills in research/independent study through planning and conducting teacher-facilitated, self-directed studies
* Broaden skills of written, visual, and oral communications through providing opportunities to discuss, display, and present their ideas and products
* Increase awareness of the affective domain through better understanding of self and others, greater self-confidence, and appreciation of the uniqueness, worth, and contributions of other people
* Develop awareness of world citizenship through accepting responsibilities for productive citizenship in home, community, nation, and world
* Develop an awareness of their strengths (giftedness), a positive self-concept, and an appreciation/understanding of themselves and others
* Develop gifts and talents in a way that enables him/her to make a positive contribution to society

### Gifted and Talented Data Collection

The building counselor will be responsible for collecting nomination forms and gathering data for identification. Written parental consent will be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. Assessment of students for the gifted and talented program will include measures collected from multiple sources for each area of giftedness served by the district. Data considered in the identification process will include, but not be limited to:

* Renzulli Hartman,
* Toni-3,
* SAGES,
* SAGES-P,
* SOI,
* Student product,
* Parent survey

### Optional forms of assessment may include:

* student achievement tests,
* student interviews,
* Purdue Academic Rating Scale,
* STAAR,
* ITBS.

Data and procedures used to identify students for the gifted and talented program will assure that all populations have access to assessment and, if identified, services offered as part of the program for gifted students.

### Screening and selection for Gifted and Talented

Students not yet identified will be considered for nomination and screened once a year for services that is part of the program for gifted students.

Final selection of students for services designed for gifted students will be made by a committee of at least three (3) local district educators who have received training in the nature and needs of gifted students.

Written parental/guardian consent will be obtained prior to any assessment conducted as part of the screening/identification process. Information collected during the screening/identification process may become a part of the student’s educational record.

Data used in the screening process will be collected from multiple sources including both qualitative and quantitative data. This data will include, but not be limited to:

* Achievement Measures
* Gifted Screening Instruments (SAGES, SAGES-P, and/or SOI)
* Teacher Checklist of Gifted Characteristics (Renzulli-Hartman Scale)
* Student Product(s), i.e. portfolios, writing samples
* Parent Survey (Grades K-12), Student Interview (Grades 5-12)
* Purdue Academic Rating Scale (Grades 6-12)

Optional information may also be considered by the committee, if, additional data is needed.

The District Screening and Selection Committee will carefully review all data collected and will, according to established criteria, select students whose educational needs will most effectively be met/addressed in the gifted and talented program.

Parents and/or students will be notified as to the committee’s decision with regard to placement.

The district will obtain written permission from parents/guardians before the student is served through educational experiences that are a part of the gifted and talented program.

Participation in the program for gifted and talented students in Whitney I.S.D. will be voluntary.

### Gifted and Talented furlough

Students who are, for any reason, unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain goals established by the selection committee. School personnel, parents, or students may request a furlough. A student may be furloughed for a period of time deemed appropriate by the selection committee. At the end of the furlough, the student’s needs will be reassessed and a determination will be made as to the educational setting that will be most appropriate for that student. The committee may decide that the student may reenter the gifted and talented program, be exited from the program, or be placed on another furlough.

### Reassessment of Gifted and Talented

Whitney I.S.D. shall not perform routine reassessments. If at some point, it is determined that it is in the best interest of a student to be reassessed, the district will inform parent(s) and student of the selection committee decision and a reassessment will be performed. Furlough will be considered before a student is reassessed. An informal reassessment (checklist and/or teacher observation) may be conducted when students move from elementary school to middle school or to an educational setting in which the gifted and talented program prototype is different (i.e. to determine classes (subject areas) in which student needs differentiated curriculum).

### Exiting of Students from G/T Program

# Student performance in the program shall be monitored on a regular basis. A student may be removed from the program at any time the selection committee determines it is in the student’s best interest. If an identified student (or the student’s parent) decides that it is in the best interest of the student to be exited from the program, the student or parent may submit a written request for the exit. The district shall honor such requests, but may ask the student and/or parent to discuss the issue with the selection committee if committee members feel that it is in the best interest of the student to remain in the program.

### Appeals for Gifted and Talented

Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeals should first be filed, in writing, with the building principal or his/her designee. Once the appeal has been filed, the district representative will schedule a meeting with the selection committee, the parents, and the student. The situation of the particular student will be discussed, with all parties having an opportunity for input. The selection committee will notify the parent and/or student of their final decision with regard to placement. Any subsequent appeals should be made in accordance with FNG (Local) beginning at Level Two.

### Transfer Students in Gifted and Talented

In the event that an identified student from Whitney I.S.D. transfers out of the district, Whitney I.S.D. will send documentation of identification (the identification matrix or profile) with the other records of the student to the receiving district. When a student identified as gifted by another school district transfers into the Whitney I.S.D., the student’s records will be reviewed by the selection committee to determine if placement in the District’s program for gifted and talented students is appropriate. The committee will make its determination within 30 days after the receipt of data from the student’s previous district. Students who were identified in a previous district will be served at Whitney I.S.D. until the committee makes its formal decision. The committee shall base its decision on transfer records, teacher observation, student and parent conferences, and/or reassessment.

### Grievance Procedure

Any aggrieved parent or student who has complaint should process as follows:

1. Arrange a conference through the office with the teacher or staff member.
2. Should the concerns still be unresolved, a conference should be arranged through the office with the principal, parent, and/or student, and the staff member.
3. Should the complainant not be satisfied, a referral to the Superintendent of Schools shall be made.
4. If a solution is not reached at this level, the matter will be referred to the Board of Trustees.

## GRADING GUIDELINES

In grades 6– 8, achievement is reported to parents as:

90+ A

80-89 B

70-79 C

Recommended grade calculation:

Six weeks grade = ½ daily work AND ½ test grades

Daily work is defined as work done by the student during the independent practice portion of the lesson cycle. Careful teacher monitoring is required and limited daily grade value should be awarded on work done outside of the classroom. Grades may be viewed on-line through the Parent Portal made available on the district web-site. These grades are in-put during the week by the teachers and updated by the system over each weekend. Each student will have a minimum of 10 grades each 6 weeks in each class.

## HARASSMENT

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

## HEALTH-RELATED MATTERS

### 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/>.

### 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.

### Human Sexuality Education

The curriculum offered at Whitney ISD will include the following human sexuality instruction as indicated per grade level:

6th – 8th Grade: Family, personal and peer relationships

 Making responsible decisions

 Practicing abstinence

 Sexually transmitted diseases, HIV, AIDS

High School Personal, family and peer relationships

 Adolescence and the life cycle

 Parenting and paternity awareness

 Scott and White’s “Worth the Wait” abstinence based curriculum

 Sexually transmitted infections, HIV, AIDS

 Structure and function of the reproductive systems

 Prenatal care, childbirth, child development

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or HIV or AIDS must:

1. Present abstinence from sexual activity as the preferred choice of behavior in

relationship to all sexual activity for unmarried persons of school age;

2. Devote more attention to abstinence from sexual activity than to any other behavior;

3. Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted disease, HIV, IADS, and the emotional trauma associated with adolescent sexual activity;

4. Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, HIV, AIDS;

5. If instruction on contraception and condoms in included n curriculum content, must teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Student may be separated according to gender for instructional purposes.

Parents/guardians may review instructional materials by contacting the campus principal. A parent/guardian may request that a student not attend any part of the instruction that conflicts with the parent’s religious or moral beliefs. A student removed from any part of the instruction will be given an alternative learning activity. Course materials relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) shall be selected by the Board with the advice of the local School Health Advisory Council. Parents interested in serving on the school Health Advisory Council may contact their campus school nurse.

### 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), meningococcal, 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. Students not getting the required immunizations by the due date noted by the school nurse, may be dropped from enrollment.

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>.]

### 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.
* All medicines must be of current date stamped on the original container.
* 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. Under no circumstance will sharing of inhalers be allowed.

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

### 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.

### Physicals

 **Whitney Middle School Health/Physical Education Rules**

**The Whitney Physical Education Department aim is to provide a successful learning environment. Each student will participate to the best of his/her ability.**

1. All Physical education students are required to suit-out every day. T-shirt, shorts, warm-ups and tennis shoes are required. **All lockers have combination locks issued by the coaches for student use.** Bring a towel if you are going to use the shower. Use deodorant & wear proper undergarments.
2. No jewelry will be worn in P.E. No phones or i-pods. No food or drinks allowed on the gym floor. (Bring a water bottle if needed.)
3. Materials needed: Folder with notebook paper and 2 pencils.
4. A doctor’s note is the only valid reason for not participating in P.E. The student must suit-out. Please notify your coach of any health problems you may have. A student is responsible to report any injury or accident to the coach.
5. **Tardy:** 1st- sign tardy log

 2nd- sign tardy log/lunch detention assigned

 3rd- sign tardy log/3 tardies in one six-weeks will result in1 full day ISS

 **Class Procedures:**

1. The coach will check roll 3 minutes after the tardy bell rings. Students will report to

 the assigned roll check area.

1. Students will be given 7 minutes at the end of class to dress.
2. Students will wait on the (HOME) sideline of the gym floor until the bell rings. Leaving the gym early will not be allowed. (Lunch D-hall will be assigned).

**Grading Policy**: P.E.-Cooperation and attitude (Daily Work)=50%

 Health-Written Exams=50%

\* 5 point deduction for each time not suiting-out; 3 no suits in same week = **2** lunch detentions/Parent contact

\* **7th No suit in one six weeks will be:**  = **1** full day of ISS/Parent contact

\* 5 point deduction for inappropriate behavior or language or being disrespectful  ***Fighting-referred to the Middle School Principal***.

**The Whitney Physical Education staff would like to provide a learning environment and a successful fitness for life program for your child. Please call if you have any questions or concerns at 694-6568.**

**Email:** **joshua.sonen****@whitneyisd.org (Conference Period: 2:00-2:50)**

**Email:** **kelsey.leech@whitneyisd.org** **(Conference period: 2:55-3:45)**

**Thank you, Coaches Josh Sonen & Kelsey Leech.**

Students desiring to participate in the UIL athletic program shall submit a completed state approved physical form from a licensed physician indicating that the student has been examined and is physically able to participate in the athletic program. This physical form is good for grades 7 & 8.

### Physical Activity for Students in Middle School

The District shall require students in grades 6-8 to participate in moderate or vigorous daily physical activity for at least 30 minutes for at least four semesters during those grade levels as part of the District’s physical education curriculum. The district may as an alternative require a student enrolled in a grade level for which the District uses block scheduling to participate in moderate or vigorous physical activity for at least 225 minutes during each period of two school weeks. 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.

### Physical Examinations/Health Screenings

Vision & hearing screenings will be conducted during the year as required by the state of Texas and as deemed necessary for the health and well-being of students at Whitney Middle School. Parents will be notified for spinal screenings for 8th grade students that will screen for possible scoliosis.

### 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 P. E. teacher to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

### School Health Advisory Council

During the preceding school year, the district’s School Health Advisory Council held regular meetings. Additional information regarding the district’s School Health Advisory Council is available from the school nurse. [See also policies at BDF and EHAA.]

### Scoliosis Screening

In the spring of each year, the district nurse will conduct Scoliosis screenings of 8th grade students to check for curvature of the spine. This test is required and may also be done by a private physician.

### Vision and Hearing

Vision and hearing screenings will be conducted during the year as required by the state of Texas and as deemed necessary for the health and wellbeing of students at Whitney Middle School.

### 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 principal. [See policies at CO and FFA.]. The office has machines for pencils and pens for sale for the students. They also have poster board, spirals, folders, index cards and notebook paper for sale.

**Wellness Policy**

Whitney I.S.D. recognizes that there is a link between nutrition education, the food served in our school, physical activity, and environmental education and that wellness is affected by all of these. W.I.S.D. also recognizes the important connection between a healthy diet and a student’s ability to learn effectively and achieve high standards b school.

W.I.S.D. recognizes that it is the District’s role, as a part of the larger community, to model and actively practice, through policies and procedures: the promotion of family health, physical activity, good nutrition, and environmental restoration.

W.I.S.D. recognizes that good physical and mental health fosters improved student attendance education and learning.

W.I.S.D. desires to assist students in developing skills that promote healthy habits regarding eating and physical activity.

The Superintendent or designee shall oversee the implementation, management and enforcement of this policy. The wellness policy will be assessed annually by the School Health Advisory Council and any recommendations for improvement or adjustments will be made to the Superintendent and the School Board. The SHAC may be composed of Parents, students, faculty, administrators, clergy, health professionals, local business alliances, law enforcement officials, school board representatives and other interested community members.

1. Nutrition & Health Education Goals

Consistent nutrition education will be provided in grades K-12 as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health. The staff responsible for nutrition education will provide basic knowledge of nutrition, using techniques and strategies designed to promote healthy eating habits.

The primary goal of nutrition education is to influence student’s eating behaviors and lead to a healthy lifestyle.

Nutrition education will be offered in not only health classes, but will be integrated across the curriculum.

Parents will be offered information that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families.

Nutrition and health education will be taught by staff who are adequately prepared and who participate in professional development activities in order to deliver an effective program.

Health education will continue to be offered as part of the curriculum at Whitney High School.

1. Physical Activity Goals

The District shall implement a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. The current program being implemented in grades K-8 is CATCH (Coordinated Approach to Child Health.)

The District shall provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports. Physical education classes shall regularly emphasize moderate to vigorous activity.

The District will encourage teachers to integrate physical activity into the academic curriculum where appropriate.

1. School-Based Activities Goals

The District will create an environment conducive4 to healthful eating and physical activity and to express a consistent wellness message through other school-based activities.

Sufficient time shall be allowed for students to eat meals in the lunchroom facilities that are clean, safe, and comfortable.

Wellness for students and their families shall be promoted at suitable school activities. Concession stands that sell during school events will offer increasing numbers of healthy food choices each year.

Wellness activities will be conducted for the staff that will inspire school staff to serve as role models and practice healthy eating, physical activity, and other activities that support staff.

Nutrition Standards/Guidelines

Students’ life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products will be available during the normal school day.

Whitney I.S.D. will provide school meals which meet or exceed the nutritional standards required by Texas and the National School Lunch & Breakfast Program. W.I.S.D. will comply with USDA regulations and state policies. Food and beverages sold or served at school will meet or exceed the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

W.I.S.D. will encourage all students to participate in breakfast and lunch opportunities. In particular, W.I.S.D. will maker efforts to ensure that families are aware of need-based programs for free or reduced price meals and that eligible families apply.

Students and staff will have adequate space to eat meals in clean, safe, and pleasant surroundings and will have adequate time scheduled as near the middle of the school day as possible to eat, relax, and socialize. Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.

The district shall provide teachers with education and guidelines on the use of food as a reward in the classroom.

The District will establish guidelines for school-sponsored fund-raising activities that involve serving and selling food.

The District will ask that concession stands that sell during school event have available at least 3 healthy choices for their customers. This could include: water, mineral water, granola bars, pickles, peanut butter/cheese crackers, baked chips.

The Wellness Policy and the Whitney ISD Food Service addendum and the Nutrition Standards in the National School Lunch and School Breakfast Programs may be view in their entirety on the website: www.whitneyisd.org

### Other Health-Related Matters

#### Asbestos Management Plan

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the principal’s office. If you have any questions, please contact Brian Caperton at 254-694-4121.

#### 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 Brian Caperton at 254-694-4121.

#### 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.]

**Food Allergy Management Plan**

 The district shall develop and implement a student food allergy management plan (See FFAF (Local) that includes the components below.

General Procedures

 Procedures to limit the risk posed to students with food allergies shall include:

1. Specialized training for employees responsible for the development, implementation, and monitoring of the District’s food allergy management plan.
2. Awareness training for employees regarding signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction.
3. General strategies to reduce the risk of exposure to common food allergens.
4. Methods for requesting specific food allergy information from a parent/guardian of a student with a diagnosed food allergy. [See FD].
5. Annual review of the District’s food allergy management plan.

Students at Risk for Anaphylaxis

 Procedures regarding the care of students with diagnosed food allergies who are at risk for anaphylaxis shall include:

1. Development and implementation of food allergy action plans, emergency action plans, individualized health-care plans, and Section 504 plans, as appropriate.
2. Training, as necessary, for employees and others to implement each student’s care plan, including strategies to reduce the student’s risk of exposure to the diagnosed allergen.
3. Review of individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity.

Distribution

 Information regarding this policy and the District’s food allergy management plan shall be distributed annually in the student handbook and made available at each campus.

## HOMELESS STUDENTS

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Vicki Satterwhite, at 254-694-7303.

## LUNCHROOM

Whitney schools offer a hot lunch including a half-pint of milk to children each day. Breakfasts are also served on all campuses. Breakfast prices are: $2.00 regular and $.30 for reduced. Lunch prices are: $2.75 regular and $.40 for reduced. Adult prices are: $3.75 for lunch and $2.50 for breakfast. Parents may also pay for lunches by going online at: EZschoolpay.com.

Student account info:

All students have a 4 digit personal account number.

Any amount of money can be credited to a student’s account using cash, money order, or check.

When pre-paying with a check or money order, please make them payable to: WISD cafeteria.

Be sure to include students ID number on the check or money order.

A child with insufficient funds on their account will be required to have cash to purchase a meal. If a student’s account has a negative balance and they do not have money for their meal, he/she will be offered a sandwich and milk.

Positive and negative balances will roll over school year.

Charging is not allowed.

Free and Reduced Meal applications are available to every student, but only one application per household is necessary. List all students in household on one application. When listing household income, list everyone including all children of all ages (even if no income). Return your application to any principal’s office, or cafeteria manager, or mail it to: WISD P.O. Box 518 Whitney, Texas 76692 Attention: Judy Bailey

**D-hall policy**

Students are not allowed to use phones, I-pods, I-pads, or any other electronic devices while serving D-halls.

**Food Allergy Management Plan**

 The district shall develop and implement a student food allergy management plan (See FFAF (Local) that includes the components below.

General Procedures

 Procedures to limit the risk posed to students with food allergies shall include:

1. Specialized training for employees responsible for the development, implementation, and monitoring of the District’s food allergy management plan.
2. Awareness training for employees regarding signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction.
3. General strategies to reduce the risk of exposure to common food allergens.
4. Methods for requesting specific food allergy information from a parent/guardian of a student with a diagnosed food allergy. [See FD].
5. Annual review of the District’s food allergy management plan.

Students at Risk for Anaphylaxis

 Procedures regarding the care of students with diagnosed food allergies who are at risk for anaphylaxis shall include:

1. Development and implementation of food allergy action plans, emergency action plans, individualized health-care plans, and Section 504 plans, as appropriate.
2. Training, as necessary, for employees and others to implement each student’s care plan, including strategies to reduce the student’s risk of exposure to the diagnosed allergen.
3. Review of individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity.

Distribution

 Information regarding this policy and the District’s food allergy management plan shall be distributed annually in the student handbook and made available at each campus.

## MAKEUP WORK

### Routine and In-depth Makeup Work Assignments

For any class assignment missed, the teacher may assign makeup work based on the instructional objectives for the subject or course. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB (LOCAL).]

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

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

Remember, it is the parent’s responsibility to request homework when a student will be out for 3 or more school days.

### DAEP 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, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course 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).]

### In-school Suspension Makeup Work

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. Once a student has accumulated 10 days of ISS, an Alternative Placement may be considered. Pops in lieu of ISS will solely be at the discretion of the Principal. Hours for ISS are 8:00 am – 3:45 pm. If a student leaves early or is late, they will be assigned another day to serve in ISS. You must have a full and successful day [See policy FO (LEGAL).]

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

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

## 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 a minimum of 3 course-level or grade-level standards.

To be promoted from one grade level to the next, students must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: language arts (including reading), mathematics, social studies, and science.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessment of Academic Readiness (STAAR), 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 STAAR is administered the first time.

Retention

A student may be retained in the same grade for failure to meet attendance requirements during the year or failure to pass a class academically, or for not attending Saturday school.

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

## RELEASE OF STUDENTS FROM SCHOOL

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

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

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school office. The student must have a pass signed by an office staff member to go to the nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.

## REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, a written progress report of their child’s performance will be sent home with the students. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent may request to schedule a conference with the teacher of that class or subject

Teachers follow grading guidelines that have been approved by the principal 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).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days. The final report cards may be mailed home ONLY if the student brings a LONG, SELF-ADDRESSED STAMPED ENVELOPE to the office. Otherwise, they will be available for pick-up the Thursday after the last day of classes.

## RETALIATION

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

## SAFETY

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

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

### Accident Insurance

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

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

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

### Fire Drill Bells

3 bells leave the building

1 bell halt: stand at attention

2 bells return to the classroom

### *Emergency Announcements*

#### Evacuation

Announcement for a campus evacuation or a fire alarm means students and staff should begin campus evacuation immediately.

#### Lockdown

Announcement for a campus lockdown means immediately go into classroom and lock door and turn off the lights.

#### Tornado/Severe Weather

Announcement for tornado/severe weather or one continuous fifteen second bell means move to an inner wall away from windows, duck and cover.

#### Reverse Evacuation

Announcement for a reverse evacuation means all staff & students will come into building, go to classrooms, and lock doors.

#### Shelter in place

Announcement to shelter in place means stay in classroom and close doors.

### Tornado Drill Bells

1 continuous bell move quietly but quickly to the designated locations

2 bells return to the classroom

### Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### Emergency School-Closing Information

Severe weather alerts will be announced over the P.A. system and the posted procedure will be followed:

Closing of School procedures: Radio stations WBAP – 820AM and KHBR – 1560AM and television channels 6 and 10 in Waco and 8, 11, 5 in DFW make all official announcements concerning the postponement or cancellation of school. The superintendent’s office may also make an all-inclusive telephone calls concerning closings or delays to school.

## SCHOOL FACILITIES

### Conduct Before and After School

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

### Use of Hallways during Class Time

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

### Use by Students before and After School

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

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

* Cafeteria
* Front lobby by the library when weather is bad or raining

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.

### Library

The library is a learning laboratory with books, e-books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is an integral part of the school program. Its resources complement the curriculum of the school as well as provide for reading enjoyment. The librarian and aide are available to help library users. Students should never hesitate to ask for help and always check with the librarian/aide if they have difficulty locating something or to be sure they have located the best material.

The library is open from 8:00 -3:40 Monday through Friday. A pass is required to enter the library during school hours. Students must sign in at the circulation desk when entering the library. Students are not to leave before the bell rings unless they have a signed pass to return to class. No gum, food, or drink is allowed in the library. Library books are checked out for the current six weeks. All materials are due on the last day of each six weeks period. E-books are automatically returned after three weeks. Magazines are checked out for 2 days only. Fines will be issued for overdue books at a rate of $.10 a day. There is a five-day grace period before fines begin accruing. Overdue lists are issued periodically to the reading teachers and notes are attached to report cards and three-week progress reports.

All overdue library fines must be paid for before student is allowed entrance to school dances.

Library users are responsible for the materials they borrow and must pay for lost or damaged items. Damage to books beyond reasonable wear and all lost books shall be charged replacement costs. Current prices will be used to determine replacement cost of books, and all lost magazines are $10.00 per title to cover the cost of the protective binder. Students returning books with damaged or lost barcodes, spine labels, or just jackets will be fined $1.00 per damaged item. Any book returned with water damage will be charged the full replacement cost.

Students with books more than six weeks overdue or those owing fines will not be allowed to check out other library materials. Students will also be subject to suspension of computer access until library obligations are cleared.

Students returning books that were lost and previously paid for will be reimbursed the replacement charge less a $2.00 processing charge.

Library computers, technology, and the internet are to be used only for educational purposes. Inappropriate use of library equipment will result in loss of use and charges for excessive printing of $.20 per page will be assessed.

### Meetings of Non-curriculum Related Groups

Student-organized, student-led non-curriculum-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).

A list of these groups is available in the principal’s office.

## 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 locker cubicles

Student desks, gym lockers and cubicles 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, lockers and cubicles. Students must be certain that their gym lockers are locked, and that the combinations are not available to others.

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

The parent will be notified if any prohibited items are found in the student’s desk, locker or cubicle.

### 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 the principal or counselor.

## STUDENT SPEAKERS

The district provides students the opportunity to lead the student body in pledges over the PA system and make announcements concerning certain student organizations. Students are eligible to introduce these events if they sign up on the calendar posted on the office door.

## STUDENT SCHOOL WORK

**Please do not let any matter that is of concern to you go too far before setting up a conference. We are here to work with you and want to keep you informed of your child’s progress in all areas.**

### Conferences

Students and parents may expect teachers or administrators to request a conference if the student is not maintaining passing grades or achieving the expected level of performance, if the student presents any other problem to the teacher, or in any case the teacher or administrator considers necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher before contacting the counselor or the principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher’s conference period or request that the teacher phone the parent during a conference period or at another mutually agreeable time.

### Grading

**Teachers do not GIVE grades. Students EARN grades. A student earns a grade; the teacher records it.**

The following grading scale will be applied at Whitney Middle School

 Grade \_ Letter

 90 - 100 A

 80 - 89 B

 70 - 79 C

 69 and Below F (Failing)

### Grade Calculations

#### Six weeks grade: ½ daily work, ½ tests

Daily work is defined as work done by the student during the independent practice portion of the lesson cycle. Careful teacher monitoring is required and limited daily grade value should be awarded for work done outside of the classroom. Each student will have a minimum of 10 grades per 6 weeks.

#### Semester grade:

In computing the semester grade, the six 6-week grade averages should be entered twice and the final exam grade entered once. The total of those grades is then divided by 7 to determine a final grade.

 EXAMPLE: First Six Weeks 82

 Second Six Weeks 90

 Third Six Weeks 85

 Semester Exam 95

 609/ 7 = 87 Semester Average

#### Grading Policy for PE: SEE INSERT ON PG 45

* Deduction of 3 points if students do not dress out or participate.
* Deduction of 2 points if students participate but do not dress out.
* Deduction of 1 point if students dress out but do not participate.

#### Grades during OSS (Out-of-school suspension)

The highest grade a student can make on any assignment is 70.

#### Bonus Points

Bonus points on any assignment or test will be limited to no more than 5 points per assignment.

#### Homework

The purpose of homework is to provide further opportunity for practice in areas where the pupil needs strengthening or where he/she failed to complete assignments at school. Homework is an outgrowth of work done during instruction of that subject in the classroom and as such needs little if any instruction at home. Parents can help by showing a positive attitude toward this work and by providing a place where it can be accomplished. Students are expected to complete all homework assignments on time. If not, they will be subject to disciplinary action, as well as a deduction on their grade.

#### Honor Roll

To be listed on the **“A” Honor Roll** at the end of each six weeks, a student will be required to have an “A” (90) or higher average in all subject areas. Citizenship grades must be Satisfactory (S) or higher.

**“Outstanding Behavior”** awards will be issued to students having all E’s on the report card.

#### Late Work

If work is worth assigning, it is worth doing. Ten (10) points per day will be deducted for each late assignment with a maximum of three days allowed (maximum of 30 points deducted). This includes: work left in locker, in the car, etc. If the work is not readily available in the classroom when it is due, it is late. If work is more than three days late, the classroom teacher will make an effort to contact the parent by phone or e-mail.

#### Makeup Work

Whenever absent, ***it is the student’s responsibility to secure the assignments*** that were missed and turn them in to the teacher. The rule is that the student is given a minimum of one day to make up work for each day that the student is absent. Students are to contact their teacher for makeup work as soon as they return to their classes. On unexcused absences, the highest grade a student can receive on makeup work is a 70.

The parent may call the school attendance office at **694-6568** to get assignments only for the student who will be out for three (3) days or more. Parents should call by 10 a. m. to allow teachers to use their conference period for preparation. Assignments will be placed in the HOMEWORK BOX in the school office and need to be picked up by 3:30 p. m.

#### Paper Headings

Paper headings will be per each teacher’s instructions.

Papers with no names will receive a deduction of ten (10) points when claimed. Unnamed and unclaimed papers will be discarded and a zero (0) will be placed in the grade book for all students who do not have assignments turned in within three (3) days.

#### Reporting Student Progress

In an effort to keep parents informed about student progress, the following measures are used:

1. Students should be encouraged to share their work and experiences with parents and siblings. If a student makes below a 70 on any test, the student may be required to obtain a parent signature on the failing paper.
2. Notes, phone calls, emails and conferences are encouraged. WMS staff welcomes the opportunity to meet with parents.
3. After the third week of each six weeks, progress reports or notices of concern are sent home with all students. In addition, teachers and P.T.O. will send home grade level newsletters to keep parents/guardians informed about what is going on at school and other important information, dates, etc.
4. Report cards are issued every six weeks and are to be signed by the parent/guardian and returned the following instructional day. Signing of the report card does not necessarily mean that you agree with the grades, it simply means that you acknowledge seeing the report card. Report cards will be mailed home to parent/guardian at the end of the school year **only** if a legal size, self-addressed, stamped envelope has been turned into the main office by the last day of classes.

## SATURDAY SCHOOL

Saturday School attendance is required by the state of Texas for classroom “seat time” make-up. It is for those students who exceed 19 absences in any one day or period during the regular school year. Parents/guardians will be notified by mail when a student must attend. Saturday school for discipline matters may be assigned by the principal.

## SUMMER SCHOOL

Summer school may be offered in select subject by those 8th grade students who do not meet minimum requirements on the state assessment tests. No other summer school courses are offered for Middle School students at this time.

## SUPPLIES

School supply lists are made available in the office at any time, posted in the newspaper, and posted at local businesses. Parents should make sure their child has the necessary supplies in order to participate and be successful at school. Students going to class without all the necessary supplies for that class are subject to disciplinary actions. All students will always need their textbooks, pen or pencils, folders, notebooks and any other supplies as needed or specified by the teacher, every day to every class. **NO EXCEPTIONS**! Supplies will need to be replenished several times during the year.

## STAAR (State of Texas Assessment of Academic Readiness)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments S.T.A.A.R. 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).]

## TARDINESS

Please refer to the section on Absences/Attendance

***TECHNOLOGY AGREEMENT***

**Whitney Independent School District**

Responsible Use Technology Agreement for SECONDARY STUDENTS

**Please return this agreement, signed by student and parent, to your teacher.**
The Whitney Independent School District provides an array of technology resources for student use. This agreement outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

**GOVERNMENT LAWS:**
I will use computers in conformity with laws of the United States of America and the State of Texas. Violations include, but are not limited to, the following:

**Criminal Acts** – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).

**Libel Laws** - Publicly defaming people through the published material on the internet, email, etc…

**Copyright Violations** - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

**NETIQUETTE and APPROPRIATE USE GUIDELINES:**

**NETWORK RESOURCES** - The use of the school network is a privilege, not a right, and may be revoked if abused.  The student is personally responsible for his/her actions when utilizing the school’s computer resources.  Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

**PRIVACY** – Network storage areas are the property of the school district.  The Network Administrator may review any storage area of the school network to maintain system integrity and to insure that students are using the system responsibly.

**COPYING/DOWNLOADING** - Students are NOT permitted to download or install any software, shareware, or freeware onto the school’s computers.  Students are NOT permitted to copy others’ work or intrude into others’ files.

**INAPPROPRIATE MATERIALS OR LANGUAGE** – Students are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate.  Should students encounter such material by accident, they should report it to their teacher immediately. The use of district online systems for personal gain, political lobbying or any other purpose which is illegal or against district policy or contrary to the district’s best interest is NOT permitted.

**STUDENT UNDERSTANDING:**

* I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.  I understand that my school network and email accounts are owned by the District and are not private. Whitney ISD has the right to access my information at any time.
* I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so.  I will have the supervising teacher or the district technology department personnel scan the media for viruses and check for appropriate content before using it on school equipment.
* I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators.
* I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
* I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites such as MySpace, Bebo, Twitter, YouTube and Facebook should not reflect negatively on my fellow students, teachers, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet.
* I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
* I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Whitney ISD's computer resources. I am responsible for not pursuing material that could be considered offensive.  I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
* I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
* I will refrain from attempting to bypass, or circumventing, security settings or Internet filters, or interfere with the operation of the network by installing illegal software, or web-based services and software not approved by the Whitney ISD Administrators or Technology Department.
* I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
* I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other’s work without proper citation and permission.
* I will refrain from the use of or access of files, software, or other resources owned by others without the owner’s permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
* I will follow all guidelines set forth by the District and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
* I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.  I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.
* I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

**Appendix A – Unlawful Online Conduct and Applicable Federal Laws**

The chart below details the type of unlawful online conduct, potentially applicable federal laws, and the section of the Department of Justice with subject-matter expertise. If the subject matter expert is not a section of the Department, but rather another agency, the entry will have an asterisk following its initials. In many cases, prosecutors may also consider whether the conduct at issue is a violation of [18 U.S.C. § 2](http://www4.law.cornell.edu/uscode/18/2.html) (aiding and abetting) or [18 U.S.C. § 371](http://www4.law.cornell.edu/uscode/18/371.html) (conspiracy).

|  |  |  |
| --- | --- | --- |
| Unlawful Conduct | Applicable Federal Law | DOJ Section |
| Denial of Service Attacks | [18 U.S.C. § 1030](http://www4.law.cornell.edu/uscode/18/1030.html)(a)(5)(A) (transmission of program, information, code, or command, resulting in damage) | CCIPS |
| [18 U.S.C. § 1362](http://www4.law.cornell.edu/uscode/18/1362.html) (interfering with government communication systems) | CCIPS |
| [Use of Misleading Domain Name](http://www.usdoj.gov/criminal/cybercrime/) | [18 U.S.C. § 2252B](http://www4.law.cornell.edu/uscode/18/2252B.html) (using misleading domain name with intent to deceive a person into viewing obscene material or with intent to deceive a minor into viewing harmful material) | CEOS |
| Password Fraud | [18 U.S.C. § 1030](http://www4.law.cornell.edu/uscode/18/1030.html)(a)(6) (trafficking in computer passwords) | CCIPS |
| [18 U.S.C. § 1029](http://www4.law.cornell.edu/uscode/18/1029.html) (access device fraud) | Fraud/CCIPS |
| [18 U.S.C. § 1343](http://www4.law.cornell.edu/uscode/18/1343.html) (wire fraud) | Fraud |
| Obscenity | 47 U.S.C. § 223(a)(1)(A) (using telecommunications device to make, create, or solicit, and transmit any obscene comment, request, suggestion, proposal, image, or other communication) | CEOS |
| [18 U.S.C. § 1465](http://www4.law.cornell.edu/uscode/18/1465.html) (using interactive computer service for purpose of sale or distribution of obscene material) | CEOS |
| Piracy and Intellectual Property Theft | [17 U.S.C. §§ 1201-1205](http://www4.law.cornell.edu/uscode/html/uscode17/usc_sup_01_17_10_12.html) (Digital Millennium Copyright Act) | CCIPS |
| [17 U.S.C. § 506](http://www4.law.cornell.edu/uscode/17/506.html) and [18 U.S.C. § 2319](http://www4.law.cornell.edu/uscode/18/2319.html) (criminal copyright infringement) | CCIPS |
| [18 U.S.C. § 2319A](http://www4.law.cornell.edu/uscode/18/2319A.html) (trafficking in recordings of live musical performances) | CCIPS |
| Electronic Threats | [18 U.S.C. § 875](http://www4.law.cornell.edu/uscode/18/875.html) (transmitting communications containing threats of kidnap or bodily injury) (Hobbs Act) | CTS |
| [18 U.S.C. § 1951](http://www4.law.cornell.edu/uscode/18/1951.html) (interfering with commerce by robbery, extortion, threats or violence) (Hobbs Act) | DSS |
| [47 U.S.C. § 223](http://www4.law.cornell.edu/uscode/47/223.html) (a)(1)(C) (anonymously using telecommunications device to threaten person who receives communication) | CCIPS |
| Electronic Harassment | [47 U.S.C. § 223](http://www4.law.cornell.edu/uscode/47/223.html) (a)(1)(C) (anonymously using telecommunications device to harass person who receives communication) | CCIPS |
| [47 U.S.C. § 223](http://www4.law.cornell.edu/uscode/47/223.html)(a)(1)(E) (repeatedly initiates communication with a telecommunication device solely to harass person who receives communication) | CCIPS |
| Interception of Electronic Communications | [18 U.S.C. § 2511](http://www4.law.cornell.edu/uscode/18/2511.html) (intercepting electronic communications) | CCIPS |
| [18 U.S.C. § 2701](http://www4.law.cornell.edu/uscode/18/2701.html) (accessing stored communications) | CCIPS |
| [18 U.S.C. § 1030](http://www4.law.cornell.edu/uscode/18/1030.html)(a)(2) (accessing a computer and obtaining information) | CCIPS |
| Cyberstalking | [18 U.S.C. § 2261A](http://www4.law.cornell.edu/uscode/18/2261A.html) (using any facility of interstate or foreign commerce to engage in a course of conduct that places person in reasonable fear of death or serious bodily injury to person, person's spouse or immediate family) See also Electronic Harassment | DSS |
| Hate Crimes | Look to civil rights laws and penalty enhancements | Civil Rights |
| Libel/Slander | Look to civil laws |   |
| Posting Personal Information on a Website (e.g., phone numbers, addresses) | This is not a violation of law. May also be protected speech under First Amendment. |   |
| Invasion of Privacy | See Interception of Electronic Communications |   |
| Disclosure of Private Information | [18 U.S.C. § 2511](http://www4.law.cornell.edu/uscode/18/2511.html)(1)(c) (disclosing intercepted communications) | CCIPS |
| Spam | [18 U.S.C. § 1037](http://www4.law.cornell.edu/uscode/18/1037.html) (CAN-SPAM Act) | CCIPS |
| Spoofing Email Address | [18 U.S.C. § 1037](http://www4.law.cornell.edu/uscode/18/1037.html) (CAN-SPAM Act) | CCIPS |

**Whitney Independent School District**

**Bring Your Own Technology (BYOT) Agreement Form**

**And**

**Protocol for the Use of Technology on Campus**

At Whitney ISD, we use technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices. With these new opportunities come new responsibilities. We want students to embrace appropriate use of technology so they may become responsible, digital citizens.

**Definition of “Technology”**

For purposes of BYOT, “Technology” means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for work processing, wireless internet access, image capture/recording and information transmitting/receiving/storing, etc.

**Internet**

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not to be used to access outside internet sources at any time.

**Security and Damages**

Responsibility to keep the personal technology secure rests with the individual owner. WISD is not liable for any device stolen or damaged on campus. WISD can NOT replace or provide financial restitution for any stolen or damaged personal technological device. If any technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Additionally, protective cases for technological devices are encouraged.

**BYOT Student Agreement**

The use of technology to provide educational material is a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students will not be issued I-pads from the District this year, but they will be made available in the classrooms for classroom use. The technology policy applies to classroom use.

***TEXTBOOKS/CALCULATORS***

**All textbooks/calculators issued to the student are the responsibility of the student.**

**Sharing of books/lockers is prohibited to prevent loss of textbooks/calculators**

State-approved textbooks/calculators 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 when the book is issued to them. Any student failing to return a book/calculator issued by the school loses the right to any more free textbooks/calculators until the book is returned or paid for by the parent; however, the student will be provided textbooks/calculators for use at school during the school day.

Periodically during the year, we conduct textbook/calculator checks. Students who have lost or damaged textbooks/calculators will be required to pay for these when it is noted that they are missing or damaged. The teachers will make notes in the damaged textbooks as to the extent and location of damages. All textbook/calculator fines and charges must be paid before entry is allowed to dances.

## TRANSPORTATION

### Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

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 the Bus Barn at 254-694-4121.

Students wishing to ride home with another student or get off at another stop must have parent/guardian call the Bus Barn at 254-694-4121 and speak to someone there about having a bus pass sent to the school. Bus passes are not always approved, and are at the discretion of the bus barn personnel. These passes will be faxed or e-mailed to the campus office and delivered (usually during 8th pd) to the student.

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.
* 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.
* Fasten their seat belts, if available.
* Wait for the driver’s signal upon leaving the bus or van and before crossing in front of the vehicle.

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

## 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, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

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

## VISITORS TO THE SCHOOL

### General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal’s office and must comply with all applicable district policies and procedures.

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

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

## WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent/guardian. The parent may obtain a withdrawal form from the principal’s office. The signed original form will be placed in the student’s permanent file.

On the student’s last day of attendance at school, the withdrawal form will be printed for the parent/guardian’s signature. Students or parents need to bring all textbooks, library books, and/or athletic uniforms to the office. All fines for damaged or missing books and any fines for athletics must be paid at the time of withdrawal. A copy of the students’ AR report will be printed and given to the parent to take to the next school. A copy of the withdrawal and immunization record will be given to the parent/guardian to take to the next school.

Should a student be withdrawn for Home Schooling, the school has a form letter for the parent to sign stating which Home School program the student will be enrolled in and utilizing. A copy of this form will be sent to the Hill County Truancy Officer and a copy will be placed in the student’s permanent file.

## 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.

**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; accommodations for state or district wide 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.

**LAT** stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**State-mandated assessments** 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.

**STAAR** is the State of Texas Assessment of Academic Readiness, the state’s standardized achievement test currently given to students in certain subjects in grades 3–11.

**STAAR-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of STAAR available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

**STAAR-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**STAAR-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

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