

**White Deer Elementary-
Junior High
Student Handbook
2009-2010**



Adventures in Learning

**Approved by the White Deer ISD
Board of Trustees**

NOTICES TO PARENTS

Statement of Nondiscrimination

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Karl Vaughn, School Superintendent, 806-883-2311.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Linda Allen, White Deer Elementary/Jr. High Counselor 806-883-2311
- All other concerns regarding discrimination: See the Superintendent Karl Vaughn.

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the Administration building. If you have any questions, please contact Kacy Davis, Maintenance Director at 883-2311.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Information concerning these applications may be obtained from Kacy Davis at 883-2311.

Additional Notices

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

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

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

PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

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

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

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

Both students and parents should become familiar with the White Deer ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted on <http://www.whitedeerisd.net/>.

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 provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their children and reference it during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

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 <http://www.whitedeerisd.net/>.

Elementary/Junior High Table of Contents

PREFACE.....	1
BELL SCHEDULES.....	7
SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS.....	8
PARENTAL INVOLVEMENT	8
Working Together.....	8
PARENTAL RIGHTS	8
Obtaining Information and Protecting Student Rights.....	9
“Opting Out” of Surveys and Activities	9
Inspecting Surveys	10
Displaying a Student’s Artwork and Projects.....	10
Requesting Professional Qualifications of Teachers and Staff	10
Reviewing Instructional Materials	10
Accessing Student Records	10
Granting Permission to Video or Audio Record a Student	11
Granting Permission to Receive Parenting and Paternity Awareness Instruction	11
Removing a Student Temporarily from the Classroom	11
Removing a Student from Human Sexuality Instruction.....	11
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags	12
Excusing a Student from Reciting a Portion of the Declaration of Independence.....	12
Requesting Notices of Certain Student Misconduct	12
Requesting Transfers for Your Child	12
Requesting Classroom Assignment for Multiple Birth Siblings	13
OTHER IMPORTANT INFORMATION FOR PARENTS.....	13
Parents of Students with Disabilities	13
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education	13
Accommodations for Children of Military Families.....	14
Services for Title I Participants.....	14
Student Records	14 & 15
DIRECTORY INFORMATION.....	16
Directory Information for School Sponsored Purposes.....	16
Release of Student Information to Military Recruiters and Institutions of Higher Education.....	16
COMMUNICABLE DISEASES/BACTERIAL MENINGITIS	17, 18, & 19

SECTION II: INFORMATION FOR STUDENTS AND PARENTS.....	19
ADMISSIONS.....	19
ABSENCES/ATTENDANCE	19
Compulsory Attendance.....	19
Attendance for Credit	20 & 21
Parent’s Notes After an Absence	22
Doctor’s Note After Extended Absences for Illness	22
Driver’s License Verification	22
ACADEMIC PROGRAMS.....	22
BULLYING	22
CARE OF SCHOOL PROPERTY	22
CAREER AND TECHNOLOGY PROGRAMS.....	23
CHILD SEXUAL ABUSE.....	23
CHEATING/PLAGIARISM/ACADEMIC CHEATING.....	24
CHEERLEADERS.....	24
CLASS SCHEDULES	24
COMPLAINTS AND CONCERNS	24
COMPUTER RESOURCES.....	24
CONDUCT	24
Applicability of School Rules.....	24
Corporal Punishment.....	25
After School Detention	25
Lunch Detention	25
ISS	25
DAEP AND SATURDAY	25 & 26
Weapons.....	26
Disruptions.....	26
Appeals.....	27
Telecommunications Devices, Including Mobile Telephone.....	27
Inappropriate Use of Technology.....	28
CONTAGIOUS DISEASES / CONDITIONS.....	28
COUNSELING.....	28
Personal Counseling	29
Psychological Exams, Tests, or Treatment	29
CREDIT BY EXAM—If a Student Has Taken the Course.....	29
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	29

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION.....	29
Dating Violence.....	30
Discrimination.....	30
Harassment	30
Sexual Harassment	30
Retaliation.....	31
Reporting Procedures	31
Investigation of Report.....	31
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS.....	32
School Materials.....	32
Nonschool Materials...from students	32
Nonschool Materials...from others.....	32
DRESS AND GROOMING.....	33 & 34
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	35
FEES.....	35
FUND-RAISING	36
Gang Free Zones	36
GRADING, REPORT CARDS, AND PROGRESS REPORT	36
GRADUATION	
Graduation and Honor Graduates	37
HEALTH-RELATED MATTERS.....	37
Emergency Medical Treatment	37
School Health Advisory Council.....	37
Physical Activity for Students.....	37
Physical Fitness Assessment.....	38
Vending Machines	38
Other Health-Related Matters.....	38
Tobacco Prohibited.....	38
Alcohol and Drug Use	38
Homeless Students and Title 1	38
HOMEWORK.....	39
HONORS	39
IMMUNIZATION.....	39
INTOXICANTS, FIREARMS, AND FIREWORKS	40
LAW ENFORCEMENT AGENCIES	40
Questioning of Students	40

Students Taken Into Custody	40
Notification of Law Violations	41
MAKEUP WORK	41
Routine and In-depth Makeup Work Assignments	41
DAEP or In-school Suspension Makeup Work.....	42
MEDICINE AT SCHOOL AND HEALTH SERVICES	43
Psychotropic Drugs.....	43
MOTORIZED VEHICLES	43
PARENT-TEACHER CONFERENCES.....	43
PARTIES AND SOCIALS	43
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE	43
PRAYER	44
PROMOTION AND RETENTION	44
RELEASE OF STUDENTS FROM SCHOOL	45
SAFETY	45
Accident Insurance.....	45
Drills: Fire, Tornado, and Other Emergencies.....	45
Fire Drill Bells.....	45
Tornado Drill Bells.....	45
Emergency Medical Treatment and Information	46
Emergency School-Closing Information	46
SCHOOL FACILITIES	46
Use by Students Before and After School	46
Conduct Before and After School	47
Use of Hallways during Class Time	47
Cafeteria Services	47
Library	47
Meetings of Non-curriculum-Related Groups	47
SEARCHES.....	48
Students' Desks and Lockers	48
Vehicles on Campus.....	49
Drug Testing	49
Trained Dogs.....	49
Social Events	49
SPECIAL PROGRAMS	49
STEROIDS.....	49

STUDENT SPEAKERS.....	50
SUMMER SCHOOL.....	50
TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)	50
TARDINESS.....	50
TEXTBOOKS	50
TRANSFERS.....	51
TRANSPORTATION	51
School-Sponsored Trips	51
Buses and Other School Vehicles	51 - 54
VANDALISM.....	54
VIDEO CAMERAS	55
VISITORS TO THE SCHOOL	55
General Visitors.....	55
Visitors Participating in Special Programs for Students.....	55
WITHDRAWING FROM SCHOOL	56
GLOSSARY	56-57
INTERNET USE	58- 61

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the White Deer Elementary/Jr. High Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

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.
- 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 883-2311 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, contact the principal.
- Participating in campus parent organizations.
- 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 the principal.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**.]

Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

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.

Displaying a Student's Artwork and Projects

The district will seek parental consent before displaying your students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

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

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.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district’s parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the district’s health education classes.

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.

Removing a Student from Human Sexuality Instruction

As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

The curriculum that White Deer ISD uses advocates “abstinence only” in accordance with our current school policy. The objective of this program is to encourage abstinence until marriage for our teenagers. The curriculum includes topics such as valuing self, physical changes, dating,

family, making decisions, communication, human reproduction, drugs, alcohol and tobacco prevention, and teen pregnancy. Specially trained teachers, the school counselor, or guest speakers will present these topics in the classroom to students during designated class time. We will be covering the curriculum topics throughout the school year.

The responsibility for human sexuality training belongs first with the family. The role of the school is to enhance the role of the family. This program promotes and facilitates good communication within the family. The student's participation in this program is voluntary and not required, but encouraged for the student's physical and emotional welfare. If you have questions concerning the programs, please contact the school counselor, at 806-883-2311.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

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

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

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

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

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

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

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]

To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Special Programs and contact the counselor or principal at 883-2311.

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 the counselor or principal.

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

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the principal and may be contacted at 883-2311.

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 swerving 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 request 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 401 Omohundro Street

The address of the principal’s office is: 604 S. Main Street.

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 found in policy FNG(LOCAL). 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. **Finality of Grades FNG(LEGAL)**, [See **Report Cards/Progress Reports and Conferences**, and **Student or Parent Complaints and Concerns** for an overview of the process.]

The district’s policy regarding student records found at FL(LOCAL) is available from the principal’s or superintendent’s office or on the district’s Web site at <http://www.whitedeerisd.net/>.

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 with this handbook.]

Directory Information for School-Sponsored Purposes

The district has not designated a separate list of student information as directory information for school sponsored purposes. As a result, if you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, or athletic programs.”

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

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

Communicable Diseases

In order to prevent the spread of communicable diseases:

1. Students should stay home with fever of 100.4 or above, vomiting, or diarrhea.
2. Have rashes diagnose by a physician.
3. A written certificate or permit from a physician or health department is required for readmission for diphtheria, meningitis, polio, and TB.
4. Pink eye is a 1 day excused absence unless other directions are received by a physician.
5. Head lice is a 1 day excused absence.
6. All students who have been excluded with pink eye, head lice, or chicken pox are to be checked by the school nurse or principal before being allowed in the classroom.

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school principal so that other students who have been exposed to the disease can be alerted. These diseases include:

Amebiasis, Campylobacteriosis, Chickenpox, Common cold with fever, Fifth Disease, Gastroenteritis; Viral, Giardiasis, Head Lice (Pediculosis), Hepatitis; Viral (A,B, or C), Impetigo, Infectious mononucleosis, Influenza, Measles (Rubeola), Meningitis; Bacterial, Mumps, Pinkeye (Conjunctivitis), Ringworm of the scalp, Rubella(German measles), Salmonellosis, Typhoid fever, Scabies, Shigellosis, Streptococcal disease; invasive, Tuberculosis; Pulmonary, and Whooping Cough (pertussis).

Only those persons with a direct need to know, such as the principal, school nurse, other person responsible for the school health program, shall be informed of the condition of a student who has a chronic reportable disease (Hansen's disease, viral hepatitis type B, AIDS / HIV infection).

Bacterial Meningitis

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

- **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and

drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- **How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- **How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the principal at 806-883-2311.

ADMISSION

A student (or the student's parent) seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the principal.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

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

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required

tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

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

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and

documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Please note:

A student absent from school for any reason other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening. In case of extenuating circumstances, the principal may waive this rule.

- In those rare circumstances when a student must be absent from school, the student (upon returning to school) must bring a note, signed by the parent, which describes the reason for the absence. A note signed by the student, even with parent's permission, will not be accepted unless the student is 18 or older.
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Students should bring a doctor's note whenever possible. White Deer ISD asks parents to call the office at 883-2311 ext. 200 when a student must be absent from school. A parental note is still required.
- A student absent for any reason should promptly make up specific assignments missed and/or complete the additional in-depth study assigned by the teacher. 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
- **Students who have been absent from school must bring a note to the principal's office explaining the reason for their absence. A student has 3 days to bring their note, or the absence will be considered an unexcused absence.** Failure to bring a note

may result in disciplinary action. After two parent notes per six weeks, the principal may require the parent to furnish doctor notes in order for the child to be excused.

- A parent wishing to withdraw a student school must present a signed request to the principal stating the reason for the withdrawal and the effective date.

Parent’s Note After an Absence

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

Doctor’s Note After Extended Absences for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. [See FEC(LOCAL).]

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus office.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information this handbook and policies at EIF.]

BULLYING

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

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

CARE OF SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or rented by the District or by District schools. Parent or guardians or students guilty of damaging school property shall be liable for damages in accordance with law.

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in business education, agriculture, and family and consumer sciences. Admission to these programs is based on student interest, course sequence, and available space.

White Deer ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

CHILD SEXUAL ABUSE

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Disciplinary actions may be taken.

CHEERLEADERS

Please refer to the Cheerleader Handbook at the website <http://www.whitedeerisd.net/> or request a paper copy from the principal office.

CLASS SCHEDULES

Class schedules for 6th through 8th grade will be distributed to the students during 1st period on the first day of school. PK-5th grade students will receive the class schedule from their teacher during the first week of school.

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 <http://www.whitedeerisd.net/>.

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-mail using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

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

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.

It may be administered with the following guidelines:

1. The student is told of the reason corporal punishment is being given.
2. The principal or a teacher may give corporal punishment.
3. The instrument to be used shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and out of view of students.

After School Detention Hall

After-school detention, for infractions of the Student Code of Conduct, will be assigned by the principal. Detention hall will always be a working detention for either maintenance around the school grounds, i.e. students picking up trash on school property and/or city property; or coursework detention for incomplete work in the classroom. If the principal determines that the weather is inappropriate for outside duties, the students will serve detention hall in a designated room in the elementary/junior high building. If an assigned detention hall is skipped, there will be one added day to the original detention assignment for each day skipped. After school detention is held from 3:30 to 4:30 p.m. and transportation for bus students who are assigned to detention is not provided.

Lunch Detention Hall

Lunch detention is for infractions assigned by the teacher and principal. The student must attend lunch detention with class work or library book. The student will be assigned to lunch detention on the same day of the infraction when it occurs during the morning. For infractions occurring after lunch, the student will attend lunch detention on the following school day. The lunch detention teacher will take role for the students attending detention and day(s) will be added if the student skips the assigned detention session. The student is only allowed to eat the cafeteria meal, sack lunch, or sack lunch from home. There will be no outside food brought in the detention room. Lunch detention begins five minutes after the lunch period begins until the lunch period ends. Students K through 12th grades are subject to lunch detention as a consequence for misconduct.

In-School Suspension

The ISS has been implemented to serve students who would normally be suspended from school for disciplinary reasons. Instead of being sent home for certain number of days, a student is assigned to this special class.

Discipline Alternative Education Program

Certain offenses committed by students require placement in an DAEP. Student may be placed into DAEP for other offenses.

Saturday School

Saturday school can be used for attendance makeup or discipline issues.

Weapons

Students shall not bring to school any type of instrument that may be used in any method as a weapon.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person-student or non-student-who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Interferes with the movement of people to an exit or entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without the authorization from an administrator.
- Disrupts classes while on District's 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; entering a classroom without organization; and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.
- Gangs and other prohibited Organizations- under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.
- Hazing activities- State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.
- Verbal threats-In the interest of insuring that WDISD is a safe place for everyone, threats will be taken seriously. ***Please read and discuss the information below with your child.***

The rules and expectations have changed regarding use of language related to threats of violence. In the past if someone said, "I am going to get a gun and shoot it at school," it may have been treated as a joke or an idle threat. Due to violent incidents in schools, statements of this type will now be taken seriously. This change in rules is similar to increased security in airports. Not long ago security screening did not take place in airports. Now, if someone jokingly states, "there might be a bomb in my bag," the very least that will happen is that person will be

detained and interview and probably will miss his/her flight. "I was only joking" is not a reasonable explanation or defense. This type of comment will be treated as seriously in our school as in an airport.

The types of behavior that will be considered threatening include:

- Stating that you have a weapon or bomb in your possession at school
- Stating that you plan to bring a weapon or bomb to school
- Stating that you plan to cause physical harm to a student, staff member, or volunteer
- Making a false statement that there is a bomb or other destructive device at school
- Any written or verbal indication you intend damage to person or property.

In addition to parental notification, possible outcomes/consequences that could be imposed for issuing a threat include: further investigation by school personnel, detention, suspension, expulsion, and further investigation by law enforcement agencies, prosecution for disorderly conduct, criminal mischief, or menacing.

Appeals

To appeal disciplinary decisions involving your child: if, after a conference with your child's administrator, you feel that your child is being treated unfairly or unjustly then you may file a formal appeal with the district. This process is found in section FNG of the White Deer ISD Board Policy. The appeal documents may be obtained from the superintendent's office.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must not be on, visible, or heard during the instructional day, including during all testing.

A student who uses a telecommunications device during the instructional day shall have the device confiscated and:

- On the first offense, the student will be assessed a \$15.00 charge/fee to get the phone back.
- Each subsequent offense shall result in the mobile phone being confiscated by the principal with the parents being contacted to secure the return of the phone. A fee of \$15.00 will be assessed and collected with disciplinary consequences being issued.
- If the student uses a mobile phone for academic dishonesty, cheating, or other inappropriate conduct, the mobile phone will be confiscated and the student will be appropriately disciplined.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

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, unless prior permission has been obtained from the principal. Without such permission, teachers will collect

the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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.

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

CONTAGIOUS DISEASES / CONDITIONS

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

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

COUNSELING

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 will provide educational, and person/social counseling to students individually and in the classroom setting. The counselor may also make available information about community resources to address these concerns.

Appointments may be made in the Counselor's Office before classes begin, during the lunch period, and after school. To be excused from class to see the counselor, a student must have an appointment slip from the Counselor's Office. These services are offered to students as a part of the school program and may be requested at any time during the school year. Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. Students who are interested in attending a college, university or training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities as well as information about financial aid and housing.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policies EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. A student will earn credit with a passing score of at least 90 on the exam. Information about testing dates may be obtained from the counselor. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

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

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

Unwanted and unwelcome conduct of a sexual nature: words, gestures, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee is unacceptable. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by and employee. To the greatest extent possible, complaints will

be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNC (LOCAL).

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. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

Investigation of Report

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

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

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

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and/or yearbook are available to students.

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

Nonschool Materials...from students

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

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

Nonschool Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, minimize safety hazards, and teach respect for authority. The dress and grooming code must be followed during the school day and at all school activities held on or off school property both during school hours and after school hours.

Students shall come to school clean and neat and exhibit grooming that will not be a health or safety hazard to the students or others. The district prohibits pictures, emblems or writing on clothing that art lewd, offensive, vulgar or obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs on their clothing or grooming that in the designated administrator's judgment may reasonably be expect to cause disruption or interference with normal school operations. Students are expected to comply with the specific dress and grooming regulations.

Good taste in dress contributes substantially to the educational environment and reflects the quality of the school, student conduct, and student academic work. Students are required to wear appropriate school clothes. Listed below are the types of clothing inappropriate in the school setting. The following should not be worn to school:

- With the exception of students Pre-K through 4th grade, all shirts, blouses, and dresses will have sleeves. Half shirts, halter tops, mesh shirts, back-less dresses, bare midriffs, crop tops, athletic gray sweat pants, or see through blouses or shirts considered inappropriate and will not be worn during school or during school-sponsored activity. Clothing that has holes or has been cut or torn is subject to appropriateness. If there is potential for your abdomen showing or undergarments showing, the attire is deemed inappropriate. Formal dress may be allowed with administrative approval for formal events such as graduation, banquets, etc.
- Footwear is required to be worn by all students. (No slippers or house shoes)
- No hats or headgear shall be worn in any instructional setting. This includes the halls of any instructional setting. This rule may be relaxed on principal approved dress-up days.
- Male students are not permitted to wear earrings on any part of their body. Female students may wear earrings only in their ears but are limited to two earrings per ear. No body piercing may be visible.
- Chains on belts, billfolds, or key chains will not be permitted.
- Sagging is not permissible by boys or girls. If the clothing your child wears show undergarments, then it is not allowable to be worn at school or to any school function.
- Wearing either identified gang apparel or wearing clothing in a gang-style as identified by law enforcement agencies is prohibited.
- Skirts must be not shorter than 4 inches from the top of the knee.
- If the clothing in question creates a distraction or problem in the building or classroom, then it will be considered inappropriate.
- Shirts on boys will be buttoned. Only the top two buttons on a normal button-down shirt will be allowed to be unbuttoned. Undershirts must be worn under an unbuttoned shirt unless it is a polo type shirt.

- Sleepwear is not to be worn at school, except with principal approved dress up days. **5th-12th grade students will be checked by the 1st period teacher for appropriate dress. Students failing to meet the grooming standards of the White Deer ISD will be sent to the office to put on clothing that will cover the inappropriate dress. Students that are sent home to change or parents are called to bring appropriate clothing may be given an unexcused absence or tardy.**

Guidelines for Students who wear shorts in grades 5-12.

- The shorts must be no shorter than four inches from the top of the knee. Shorts shall be loose fitting.
- Inappropriate shorts that cannot be worn to school are those that are tight form fitting, cut off shorts (no ragged edges-must be hemmed) of any material type, and shorts made from spandex materials. Shorts with ragged edges cannot be worn. All shorts must be hemmed.
- Students who violate this policy will the right to wear shorts for a specific length of time or for the remainder of the school year.
- The principal in cooperation with the coach, sponsor, or teacher may regulate the dress and grooming of students who participated in extracurricular or co-curricular activities. The dress and grooming standard may be higher standard than for the regular school day. Because of this higher standard, the principal, coach, sponsor, or teacher may decide if shorts are to be worn to extracurricular or co-curricular events held during the school day or after regular school hours.

Guideline for Length, Grooming, and Style of Hair

Length and style of the hair will be regulated to eliminate any health and safety hazards and to prevent any disruption of normal school operations. The following regulations should be followed:

- Girl's and boy's hair must be clean and neatly groomed at all times and not in such a way to prevent blocking the face or hindering vision. Boy's hair is to be not longer than the middle of the ear (and cannot be pulled behind the ear to meet this requirement) and will be not longer than the bottom of a dress shirt collar. Girls are not permitted to wear curlers.
- Hair color that is pink, green, orange, purple, etc. is not permissible.
- Students in shop classes, band, agriculture, UIL teams, other clubs and organization, and athletics will conform to the instructor rot coach's requirement or safety or appropriateness. These requirements may be more stringent than the requirements for students who do not participate in these activities.
- No facial hair will be permitted unless permission has been granted from the One Act Play director and the Administrator.
- Sideburns shall be well groomed; they cannot extend below the bottom of the ear.
- Display of tattoos is not permissible.

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 interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

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

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.

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

FUND-RAISING

Prior approval in writing must be given by the principal and superintendent for all fundraising projects. Prior approval is required before any items are ordered for sale. A form is available in the principal's office for approval of fund raising projects. Such projects will be limited in number to prevent financial hardship upon our patrons and the communities. Community groups that use school facilities for fund raising activities may also be limited in the number of fund raising activities on school property. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Grading, Report Cards, and Progress Reports

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

Report cards of students' grades and absences shall be issued to parents at least once every six weeks. Progress Reports are usually mailed out at the end of the first three weeks of a grading period. If a student receives a six-week grade of less than 70 in any class or subject, the parent may be requested to schedule a conference with the teacher of that class or subject. Under Education Code 20.084, students whose grades fall below 70 in a grade reporting period must attend tutorials. Tutorials are scheduled during the day, before school, and after school as determined by the principal, counselor and teachers.

An unsatisfactory progress report and/or grade, the teacher will state whether tutorials are required for a student. Mandatory tutorials may be required if a teacher requests a student to attend. In the event a student does not show up for mandatory tutorials, the students will be considered truant and disciplinary actions will administered.

Teachers follow grading guidelines approved by the principal that have been 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 the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. See policies at EIA

GRADUATION

Graduation Activities

Graduation activities will include commencement program for 8th grade students that successfully complete the requirements of 8th grade, including the successful passing of state administered tests in Reading and Math.

Honor Graduates

The 8th grade will designate ten honor graduates to be announced at 8th grade graduation. The following criteria will be met for their determination:

- The 8th grade student must have attended 8th grade at White Deer Jr. High for the entire 2009-2010 school year.
- The grade average will be determined from the 8th grade class averages for all classes except Physical Education and Band/Elective for the 1st through 5th six weeks average.
- The 8th grade student enrolled in accelerated classes, for example Algebra I, will have their class average weighted according to the approved White Deer High School class weighting of the class enrolled. This weighted class average will be used with the other 8th grade class averages according to determine the overall average.
- The top ten students will be announced at 8th grade graduation with the number one position named as the valedictorian and number two position as the salutatorian of the class.

HEALTH-RELATED MATTERS

Emergency Medical Treatment

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the students, as permitted by law. Other information that may be required in case of emergency should be provided and updated by the parents as necessary.

School Health Advisory Council

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

Physical Activity for Students in Elementary and Middle School

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

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

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

Physical Fitness Assessment

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

Vending Machines

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

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.] Matches and lighters may not be brought on school property.

Alcohol and Drug Use

The use of illicit drugs and unlawful possession and use of alcohol is prohibited on school property and at any school activities. The use of the following is prohibited:

1. Any controlled substance or dangerous drug as defined by law, including, but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any glue, aerosol paint, or any other chemical substance of inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Any student who uses a drug authorized by licensed physician through prescription specifically for that student's use shall not be considered to have violated this policy. (any medication to be administered at school must be left in the office.) Students who violate this policy shall be subject to disciplinary action. Cars and lockers may be searched for alcohol and drugs with reasonable cause.

HOMELESS STUDENTS and Title I Participants

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Linda Allen at 883-2311.

Parent Involvement Coordinator, who works with parents of students participate in Title I programs is the principal and may be contacted at 883-2311.

HOMEWORK

The purpose of homework is to reinforce concepts learned at school or to introduce concepts to students. Homework plays an important role in learning.

Students may have points deducted and assigned to lunch or after school detention for refusal to do homework. If parents have questions concerning homework, please talk with the teacher and building principal for more details.

Honor Awards

Six Weeks Honor Rolls

A & B Honor roll is announced after each six weeks grading period. The student receiving 90 or above for the six weeks in each class will receive All A Honor Roll. The student receiving any combination of 90 or above and 80 to 89 will receive A & B Honor Roll. The students receiving the A and A & B Honor Roll recognition will be listed in the White Deer News after each six weeks. The students receiving 90 or above during the first through 5th six weeks will receive an A Honor Roll Medal at the academic awards assembly in May. The students receiving a combination of 90 or above and 80-89 during the first through 5th six weeks will receive an A & B Honor Roll Medal at the academic awards assembly in May.

1st Semester School Board A Honor Roll Recognition

Students that have received all 90 or above during the first, second, and third six weeks will be recognized by the school board at one of their scheduled meetings. The award is given to students that received only 90 or above during the six weeks of the first semester.

Attendance Awards

Students will be recognized each six weeks during a school assembly for perfect and recognized attendance. The student having no absences for any reason from the first day of school will receive perfect attendance certificates after the end of each six weeks. The student with 3 or less absences from the first of school will receive a recognized attendance certificate after the end of each six weeks. The students meeting these same qualifications will receive a medal for the year attendance at the academic awards assembly in May.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious

belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken

pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

INTOXICANTS, FIREARMS, & FIREWORKS

Possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the district or while entering or inside any enclosure, field, or stadium where any athletic event sponsored or participated in by a school in the District is being held constitutes a misdemeanor.

No person shall be permitted to interfere with activities, occupancy, or use of any building or portion of campus of any school by exhibiting or using or threatening to exhibit or use a firearm. No fireworks shall be ignited or exploded on school property. Fireworks may not be brought on school property.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

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

[For further information, see policies FL (LEGAL) and GRA(LEGAL).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

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

A student will be permitted to make up tests and to turn in projects due in any class missed because of absences. Teacher discretion regarding the amount of time allowed to complete make-up work shall prevail. However, a minimum of one day for each day absent shall be provided.

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 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 FO CA(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. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student any method of completion provided by the district. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL AND HEALTH SERVICES

A student who becomes ill during that day may leave class with permission of the teacher to go to the Nurse's office. A tardy will not be counted unless such conduct becomes habitual. .

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

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only when the parent has previously provided written consent to administer medication 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.

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

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

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

MOTORIZED VEHICLES

Any motorized vehicle that is operated on school grounds will only be allowed if it is operated by a licensed driver. This includes golf carts, motor scooters, etc.

PARENT-TEACHER CONFERENCES

Students and parents may expect teachers to request a conference: 1) If the student is not maintain passing grades or achieving the expected level of performance, 2)if the student presents any other problem to the teacher, or 3)any other reason the teacher considers necessary.

A conference with the teacher should always be scheduled if problems or concerns arise. 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 calls the parent during a conference period or at another mutually convenient time. Conference should be scheduled with the counselor or principal when needed.

PARTIES AND SOCIALS

The rules of good conduct and grooming shall be observed for school social events. Guests, when allowed to attend, will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of a party will not be readmitted.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

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

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

RELEASE OF STUDENTS FROM SCHOOL

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 nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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 from the office, students should follow the direction of teachers or others in charge quickly, quietly, and in a single file orderly manner. Talking during the evacuation of the building is prohibited.

Exit maps will be posted in each classroom. Two students who sit near the door of each classroom will be made familiar with the exit plan from the room and will take the lead in all drills. The last person to leave the room will close the classroom door.

Fire Drill Alarm

Continuous Buzzer leave the building quickly

Tornado Drill Bells

1 continuous bell move quietly and quickly to the designated locations

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Severe weather conditions or other emergencies may require the schools to close early, delay the start of school, or prevent the opening of school. An announcement will be released from the office of the superintendent as early as possible. A code system has been established between the media and superintendent's office to help prevent misinformation.

Such statements will be made on the radio and television stations listed below as early as possible:

Radio

KGRO (Pampa)

Television

KAMR (Channel 4)

KVII (Channel 7)

KFDA (Channel 10)

School Website:

www.whitedeerisd.net

SCHOOL FACILITIES

Use By Students Before and After School

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

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

- Activity building from 7:30 a.m. until dismissal for class at 8:00 a.m.
- School cafeteria from 7:30 a.m. for students eating breakfast. If a student plans to eat breakfast, they must arrive by 7:45 a.m.

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.

Students are to leave school promptly after the dismissal bell. Pre-K students will be dismissed at 11:30 a.m. Kindergarten students will be dismissed at 2:30 p.m. All other students will be dismissed at 3:30 pm.

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

Conduct Before and After School

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

It can be considered trespassing when an individual is in any part of the campus buildings after instructional hours without permission.

Skateboards are strictly prohibited on White ISD District property without permission from an administrator.

Use of Hallways During Class Time

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

Cafeteria Services

Students may choose to select the regular type A lunch and eat in the cafeteria or bring a lunch and eat in the cafeteria.

Consideration of fellow students will make the cafeteria an appropriate setting for meals. Returning all trays and utensils to the counter and planning all paper cups and wrappers in trash containers, refraining from combing, brushing or otherwise arranging hair, and talking in a conversational tone will help create an appropriate atmosphere. Failure to return trays to pick up trash may result in disciplinary action.

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the campus office or administration office to apply.

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use with a teacher permit:

Meetings of Non-curricular-Related Groups

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

SEARCHES

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

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property. School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District will turn the matter over to local law enforcement officials.

Searches of student's outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others. Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting or under the influence of alcohol or other controlled substances. The following are a few, but not all of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath.
2. Present inability to communicate coherently.
3. Dilated pupils.
4. Odor of marijuana.
5. Habitual sleeping in class.
6. Bloodshot eyes.
7. Canine alert on one's locker, books, car, etc.

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

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

Drug-Testing

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

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.

SOCIAL EVENTS

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

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

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.

STERIODS

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

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

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

STUDENT SPEAKERS

The district provides students the opportunity to introduce certain school events: Students who are eligible to introduce these events must comply with FNA(LOCAL) the district's ELIGIBILITY criteria.

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

[See FNA(LOCAL).]

SUMMER SCHOOL

White Deer Elementary/Jr. High School offers extended year services for students with special needs, and attendance recovery.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

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

The TAKS testing calendar can be found on the school web site, school calendar that your child will be home, or TAKS information may be obtained from the campus office.

[See policy EKB(LEGAL).]

TARDINESS

Students are considered to be tardy if they are not in their assigned class when the bell rings. Students without an excuse note from an adult employee will be assigned lunch detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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

TRANSFERS

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the principal or designee. Transfers shall be granted for one regular school year at a time. In approving transfers, the principal shall consider availability of space and instructional staff, the student's disciplinary history, and attendance records. Transfer approval will be made without regard to race, religion, color, sex, disability, national origin, or ancestral language. A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement. Written notification of any transfer revocation shall be sent to the school district of residence.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.. The principal, however, may make an exception if the parent/guardian makes a written request that the student be released to the parent or to another adult designated by the parent. The principal may also obtain permission from the student parent or guardian via a phone call.

Buses and Other School Vehicles

The White Deer ISD operates buses for the convenience of students and patrons. Use of bus transportation is in complete cooperation between students, parents, drivers, and the school administration.

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. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the principal.

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:

- The driver is in full charge of the bus and students. Students must obey the driver promptly.
- Students must obey and respect the directive of bus drivers and monitors on duty.
- Students must be on time; they cannot wait for tardy students.

- Students must never stand in the roadway while waiting for the bus. They shall wait a sufficient distance from the pavement to allow the bus to pull off the pavement onto the shoulder.
- Unnecessary conversation with the driver is prohibited.
- Outside of ordinary conversation, any other conduct is prohibited.
- 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.
- Students must not throw waste paper or other rubbish on the floor of the bus.
- Observe all usual classroom rules.
- Students must not try to get off the bus or move around within the bus while it is in motion.
- Any damage to the bus must be reported at once to the driver and/or Principal.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Students going to and from a bus stop will walk on the left-hand side of the road (on the shoulder) and whenever a car approaches them at high speed or in a reckless manner, they should move several feet from the pavement.
- In case a teacher rides a bus, students are to obey him/her with respect to conduct and safety.
- The school is operating the buses for the convenience and service of the children and parents. Unless the children obey the bus driver, they will be prohibited from riding the bus.
- Should your bus fail to arrive and deliver you to school, it is the student's responsibility to have a parent contact the main office. (It is not an excuse to skip school).
- No food or drinks are to be opened or consumed on the bus unless the sponsor or bus driver grants permission.

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

Students Responsibility

The same type of conduct is expected of the students while they are riding the bus as would be expected of them while they are in the classroom.

Before loading (from home and from school)-

1. Be on time at the designated bus stop.

2. Stay off the road or bus lane at all times while waiting for the bus.
3. Form a line and wait until the bus comes to a complete stop before entering. pushing will not be allowed.
4. Always walk in front of the bus so that the driver can see you. Look both ways before crossing the street.

While on the bus-

1. Move promptly to your seat without running.
2. Student must remain seated until the bus arrives at their stop. Each student must face the front and keep arms and feet out of the aisle.
3. Do not tamper with the bus or any of its equipment. Bus equipment is for your safety.
4. Keep hands and head inside the bus at all times.
5. Keep books backpacks, coats, and all other objects out of the aisle.
6. Promptly report any vandalism to the driver.
7. Assist in keeping the bus safe, clean, and sanitary.
8. Guests will be permitted on the bus only if the driver receives written permission from the guest's parents.
9. Help look after the safety and comfort of smaller children.
10. Be courteous to fellow riders, the driver, and the monitor. **PROFANTIY IS STRICTLY FORBIDDEN.**
11. In case of emergency, all students will remain on the bus unless otherwise directed by the bus driver.

Leaving the bus-

1. Remain seated until the bus comes to a complete stop.
2. Do not leave books, lunches, etc. on the bus.
3. Students will be allowed to off the bus only at their designated stop. A written note from a parent is required for any other arrangements.
4. Exit the bus in an orderly manner. **DO NOT PUSH.** If a student must cross the street, he should walk in front of the bus.

Concerning students on the bus-

The driver has authority to assign any/or all student as assigned seat.

1. The driver will discharge a student only at the student's designated stop unless the student presents written permission from the parent.
2. In order for a guest to be permitted to ride a school bus, the child must present a note to the office prior to 10:00 a.m. for approval by office personnel. Approval will only be granted if there is room on that bus an extra student to ride that day.

3. The bus driver is to write up a transportation disciplinary report for any student who refuses to follow the prescribed rules of conduct.

The bus route-

1. The transportation department will establish and maintain a route schedule.
2. The transportation department will establish an alternative route or bus stop for inclement weather and inform those student affected.
3. The driver is NOT obligated to wait or honk at a bus stop.

BUS DRIVERS WILL SPEAK WITH PARENTS CONCERNING DISCIPLINARY MATTERS IF NEEDED AT PREARRANGED CONFERENCES. CONFERENCES CAN BE ARRANGED THROUGH THE DIRECTOR OF TRANSPORTATION OR PRINCIPAL.

CONSEQUENCES

First Bus Report

The student will have a conference with the principal or designee, and/or the disciplinary action may be taken. The student may lose bus privileges for the first offense as well as other disciplinary action. The parent will be notified of the offense, the conference, and/or other disciplinary action.

Second Offense

Student will be referred to principal. Appropriate discipline including ISS may be administered. Parent will be notified by mail and /or phone.

Third Offense

Student will be suspended from bus transportation for 5 school days.

Fourth Offense

Student will be suspended from bus transportation for 30 school days.

Fifth Offense

Student will lose bus privileges for the remainder of the school year.

Severe Clause

Fighting, destruction of property, or other hazardous behavior will result in automatic conduct report to the principal and possible suspension of riding privileges.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

Visitors Participating in Special Programs for Students

On High School College Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

WITHDRAWING FROM SCHOOL

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

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

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

GLOSSARY

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

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

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.

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

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

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

TAKS-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.

TAKS-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.

INTERNET USE

INTERNET SAFETY POLICY

For White Deer Elementary and White Deer High School and/or any employee representing the White Deer Independent School District

Introduction

It is the policy of White Deer High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information or minors; and (d) comply with the Children's Internet Protection Act { Pub.L. No. 106-554 and 47 USC 254 (h) }

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filter") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purpose.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the White Deer High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so called "hacking", and other unlawful activities; (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the White Deer High School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, U.S. Code; or
2. Child Pornography, as defined in section 2256 of title 18, U.S. Code

3. Harmful to minors. This term means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS

The following policy for acceptable use of computers and networks, including the Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

The Internet is a network of many types of communication and information networks. It is possible that users may encounter areas of adult content or material users of parents may find objectionable. Parents are encouraged to have a discussion with their children concerning access to inappropriate materials. While the District will take reasonable steps to restrict access to such material, it may not be possible to absolutely prevent such access. It is the user's responsibility to follow the rules for appropriate use.

Access to computer resources is a privilege, not a right. Failure to comply with the guidelines set out in the AUP may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. Student users should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the computer system.

ACCEPTABLE USE POLICY

1. White Deer ISD makes not guarantees, implied or otherwise regarding the reliability of the data connection. White Deer ISD shall not be liable for any loss of corruption of data resulting while using the Internet connection.
2. Because of the size of the Internet, many kinds of materials eventually find their way onto the system. If a user is observed downloading non-educational material from the Internet or observing inappropriate material (i.e. obscene messages, obscene pictures, occult material and occult pictures etc.) from the Internet, their Internet privileges will be revoked; information may be downloaded only under teacher supervision.
3. White Deer ISD reserves all rights to examine data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Further more, White Deer ISD reserves the right to use electronic means to track and monitor use.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

5. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized staff members). Users shall not use or try to discover another user's password.
6. Users shall not use WDISD computers or networks for any not-instructional or non-administrative purpose (e.g. game or activities for personal profit).
7. No student shall incur, or attempt to incur any financial obligation through the use of the White Deer telecommunication connection without prior written parental permission.
8. White Deer ISD users shall not be involved in illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall have their accounts revoked. Other disciplinary action may be administered. All users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.
9. All federal copyright laws apply to materials located or transferred on the Internet or other online resources.
10. Users shall not use a computer or network for unlawful purposes, such as the illegal copying or installation of software.
11. Users shall not copy, change or transfer any software or documentation provided by WDISD, teachers, or another student without permission from the site.
12. Users shall not write, product, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
13. Users shall not deliberately use the computer to annoy or harass anyone with language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
14. Users shall not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another reputation, or illegal.
15. Users shall not engage in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
16. Users shall not publish electronic material that is designed to promote or encourage illegal behavior or could threaten school safety.
17. Users shall not possess material that is pornographic.
18. Users shall not intentionally damage the system, damage information belonging to other, misuse system resources, or all other to misuse system resources.
19. Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or technologist.
20. Users shall not take home technology equipment (hardware or software) without written permission by the supervisor or principal.
21. No CD-ROMs or disks brought from home are to be used in any school district computer without the permission of the technologist or principal.
22. All users should keep in mind that when they use the Internet, they are entering a global community, and any action taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

23. White Deer ISD administration reserves the right to change these rules at anytime without notice.

CONSEQUENCES FOR VIOLATIONS

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for the users. They are also intended to minimize the burden of administration of the networks, so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of White Deer ISD concerning the use of computers and networks will result in disciplinary actions similar to other Code of Conduct violation.

- Level I Warning. Student will lose computer privileges/Internet access until a parent conference. Further loss of privilege and length of time will be determined by the administration
- Level 2 Pattern of abuse of flagrant violations. Any student who, after Level I warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from class and recommended for suspension.
- Level 3 Expellable offense - Student could be expelled from school if he or she engages in conduct on the Internet that contains the elements of the offense of criminal mischief. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or instances when students have used WDISD Internet access to violate the law or to compromise another computer network.

