

Tannahill Intermediate School

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Fort Worth, TX 76108

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<http://tannahill.wsisd.net/>

Chris Jenkins, Principal

August 2009

In its efforts to promote nondiscrimination, White Settlement Independent School District does not discriminate on the basis of race, religion, color, national origin, 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 requirements:

ADA/Section 504 Coordinator:

Sandy Borden, Special Programs

8500 Rockway Drive

Fort Worth, Texas 76108

(817) 367-1327

Title IX Coordinator

Audrey Arnold, Superintendent of Schools
White Settlement ISD Administration Building

401 South Cherry Lane

Fort Worth, TX 76108

(817) 367-1300

Title I Coordinator

John Hebert, Assistant Superintendent of Elementary Instruction

White Settlement ISD Administration Building

401 South Cherry Lane

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(817) 367-1300

Liaison for Homeless Children and Youth

Gwynne Hulcy, Special Programs

8500 Rockway Drive

Fort Worth, Texas 76108

(817) 367-1327

Parent Involvement Coordinator

Frank Molinar, Assistant Superintendent of Human Resources and Community Relations

White Settlement ISD Administration Building

401 South Cherry Lane

Fort Worth, Texas 76108

(817) 367-1330

WELCOME TO TANNAHILL INTERMEDIATE SCHOOL

Tannahill Mission Statement:

The mission of Tannahill Intermediate School is to promote a motivating environment that encourages academic, emotional, and social responsibility for lifelong learning.

Motto:

Tannahill...where schools blend and friendships begin.

School Mascot: Tanda Bear

August 2009

Dear Tannahill Intermediate School (TIS) Students and Parents,

Welcome to the 2009-2010 school year! Our faculty and staff want this year to be a successful and rewarding one for each student. We are dedicated to helping you make your intermediate school years productive ones filled with many fond memories.

The TIS Student Handbook contains information that both parents and students are likely to need during the school year. The guidelines and rules included in this handbook are intended to make school a safe, orderly, and pleasant place for every student to receive a quality education.

We have attempted to make the language in the handbook as straightforward as possible; however, please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the White Settlement ISD Student Code of Conduct. The Student Handbook is updated yearly; however, policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

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

We recommend that you review the entire Student Handbook with your child. If you or your child has questions about any of the material in this Student Handbook, please contact a teacher or an administrator. Also, please complete and return the acknowledgement form at the end of the handbook.

We are looking forward to a school year rich with opportunities to excel academically, emotionally, and socially. Thank you for your support of the Tannahill Intermediate School community of learners.

Sincerely,

Chris Jenkins
Principal

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Academic Achievement

The philosophy of Tannahill Intermediate School is that all students will succeed in every classroom. In an effort to promote student success and ensure an understanding and mastery of skills covered, the following procedures will be followed:

Steps towards Success Policy (STS)

1. If all assignments are not successfully completed by the end of the week, then student will have the opportunity during Fun Friday time to complete work.
2. The parent will be notified by short form and phone call if work is not completed during Fun Friday time.
3. If the work is not completed, the student will attend tutorials with the team teacher for one day.
4. If the work is not completed during tutorials, the student will miss the following Fun Friday to complete work. If work is still not completed, an additional short form will be issued.
5. If all assignments are not successfully completed by the end of the six-weeks grading period, the teacher issues a STS violation, and the student is sent to the office.
6. An administrator will then place the student in an STS location to complete the missing work. If the student still fails to complete the work, the student will receive a zero for the assignment.

Tutorials

Tannahill teachers provide tutorial assistance at designated times during the school day. Students that have failed the TAKS or Benchmark assessments will qualify to attend tutorials. In addition, teachers may use tutorial times to assist students on missing work or missed concepts.

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 in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

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.

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; 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.

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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL). The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

This means Tannahill must cooperate with police and courts to prosecute students and their parents when poor attendance records accumulate.

The school day begins at 7:40 A.M. The first bell rings at 7:30 and the tardy bell rings at 7:40. Students arriving at school after 7:40 A.M. should report to the office to receive a pass before proceeding to class. If the student is tardy, please send a note. All students arriving after 10:30 A.M. will be considered absent for the day.

Students should not arrive at school earlier than 7:00 A.M. Students arriving prior to this time will not be monitored. Breakfast will be served from 7:00 to 7:30. Students arriving between 7:00 and 7:30 can report to the designated areas. Fifth-grade students may go to the gym, and sixth-grade students may report to the main hall. Students who are waiting for rides after school will wait either directly in front of the building or inside of the front doors. Teachers and administrators have meetings after school and are not available to monitor students, who are late being picked up. For the safety of all students, please make arrangements for children to be picked up on time.

Attendance is very important for student's educational benefit. When a student must be absent due to illness, injury, or emergency, we appreciate knowing about the situation. Please call the attendance clerk, Ms. Santiago, at (817) 367-1370 by 10:00 A.M. the day the student is absent. Students must bring a note to the office as soon as they return to campus. Please include the date of the absence, the reason for the absence, an official parent signature, and the student's first and last name.

Absences due to visits to doctors or dentists must be documented with forms their offices regularly provide for school records. If a student fails to bring a note to the office within three days, the absence must be recorded as unexcused. After the fourth consecutive day of the student's absence, a doctor's note is required for an excused absence. Other extenuating circumstances for which students may be excused are:

- An extracurricular activity or public performance, subject to approval by the District's Board of Trustees
- Required screening, diagnosis, and treatment for Medicaid-eligible students
- A temporary absence resulting from any cause acceptable to the principal, including student illness, or illness or death in the immediate family
- A juvenile court proceeding documented by a probation officer
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.

Students who leave campus during the school day must be signed out in the school office by a parent or guardian (Please note that no student will be released to anyone not listed on the student's registration card as having parental permission to remove that student from campus. Picture identification is also required.) Excessive student absences are referred to the Attendance Review Committee for remedial, corrective, and/or legal action.

Tannahill Attendance Policy

1. Once a student incurs five (5) unexcused absences, the Attendance Clerk will send a letter to the student's address of record notifying the parent/guardian of the accrued unexcused absences.

2. Once a student incurs ten (10) unexcused absences, the Attendance Clerk will fill out an A.S.A.P. and send a Warning Letter to the parent/guardian. This Warning Letter will be mailed to the student's address of record.
3. Documentation of parent contact will be noted on the A.S.A.P. The A.S.A.P., Warning Letter, and copy of the addressed envelope will be kept in the Attendance Clerk's file.
4. Once a student's total number of unexcused absences exceeds ten (10), and the Warning Letter has been mailed to the parent/guardian, the situation will be turned over to the WSISD Police Department for further action.
5. The A.S.A.P., Warning Letter, and a copy of the addressed envelope will then be faxed to the WSISD Police Department.
6. The WSISD Police Department will be notified that the A.S.A.P. and related documents are on their way to them.
7. Tannahill will continue to maintain contact with the WSISD Police Department as to the pending situation of each case.

Note: After a total of ten (10) parent notes for student illness, each student absence for illness thereafter must have an accompanying doctor's note; otherwise, the absence will be unexcused.

Tardies

The tardy bell will ring 10 minutes after the first bell rings. Students that arrive after the tardy bell rings need to report to the office to receive a tardy pass. Excessive tardies will be referred to campus administrators. The attendance policy above will also be followed when a student accrues many tardies. (3 tardies = 1 Unexcused Absence)

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).]

Cafeteria

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. The district follows the federal 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).] A lunch menu will be sent home with the students at the beginning of each month.

Students are assigned a student ID number, and lunch fees can be paid by the week on Monday morning or by the month. This is a very convenient way to pay for student lunches. Students are not encouraged to charge school lunches. Students are not allowed to charge lunches during the last three weeks of the school year. If a student does not have the necessary funds for lunch, he or she will be served a sandwich and milk for that day. Free and reduced price lunches are available, and families who qualify are encouraged to complete the necessary forms for these benefits. For additional information contact Kathy Huey at 817-367-1310.

Vending Machines

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

Check Acceptance Policy

The district has established the following policy for accepting checks and collecting insufficient checks:

- All checks must include a current and accurate name, address, telephone number, driver's license number, and state.
- If the check is returned for non-payment, the face value may be recovered electronically as well as the state-allowed recovery fee.
- WSISD has contracted with an electronic check recovery service to simplify and expedite payments returned for insufficient funds. This process will eliminate the need for individuals to provide an additional check or cash after a check has been returned.

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, which may be accessed at www.wsisd.com. 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 manage 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>).

Clubs, Organizations, Student Activities

TIS students are encouraged to become involved in extracurricular and co-curricular activities at school. Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Students should be picked up promptly at 3:45. Students picked up after 4:00 will be considered being picked up late. After two late pick-ups the student is not eligible for study trips and is subject to dismissal from the club. Sponsors of student clubs and performing groups such as the band, choir, and intramural 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.]

Communicable Diseases/Conditions

To protect children from contagious diseases, 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 communicable or contagious disease, the parent should contact the school nurse, at (817) 367-1370 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.

BACTERIAL MENINGITIS

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 the most common and least serious form. 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 1 or 2 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 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. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These circumstances 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What Should You Do if You Think Yourself or a Friend Might Have Bacterial Meningitis?

Seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctors, and the staff at 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 Texas Department of Health office to ask about 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 Texas Department of Health: <http://www.dshs.state.tx.us>.

Conduct

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.

We ask that students leave personal belongings at home. Unless an item is needed for instructional purposes, students should leave games, cards, CDs, electronic devices, and toys at home. These items can be a disruption to the educational environment, and the school cannot be responsible for items such as these that are lost or stolen. Students who bring these items to school are cautioned that they will be taken up and not returned until the end of the school year.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.

- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. See Appendix II Electronic Device Policy. 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. See Appendix II – Electronic Device Policy.

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.

Conferences

Good communication between parents and teachers is vital to any student's progress. Parents who wish to schedule a conference at school should call the school office and leave a message. The office staff will give contact information to the instructional team. One of the teachers will call to schedule a conference time.

Counseling

Students and their parents are encouraged to talk with the counselor about TIS course offerings. She is available to assist students with personal concerns in such areas as social, family, emotional, and substance abuse issues. She can provide information about community programs and resources that address these concerns. A student who wishes to meet with the counselor should contact the front office.

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.

Credit by Exam-If 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 included, 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 counselor and policies EEJA.]

Credit by Exam-If a Student Has Not Taken the Course

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction at school. These exams are scheduled several times each school year at the Education Service Center Region IX, 3001 North Freeway, Fort Worth, 76106. Any student planning to take one of these examinations for acceleration must register with the principal no later than 30 days prior to the scheduled testing date. Please call our school office for current information about testing dates and times. 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(LOCAL).]

Date 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, gender, religion, national origin, gender, 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 education program or activity; creates an intimidating, threatening, hostile, or offensive education environment; 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 other to engage in these behaviors.

Discrimination

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

Harassment

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissibly physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Retaliation

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction.

Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

Investigation of Reported Discrimination, Harassment, or Retaliation

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

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

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

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

Distribution of Published Materials or Documents

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

The TIS yearbook is available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Material...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 within two school days. The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this 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 at GKDA. To be

considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the 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 noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

Dress Code

To ensure the safety of our students and to provide a school atmosphere that enables all children to excel, White Settlement ISD implemented a Standard Dress Policy in 2007-08. The Standard Dress Policy is a vital step toward maintaining our students' safety and to better prepare them for the future. Some "school uniforms" DO NOT meet White Settlement ISD's standard dress guidelines (i.e. extra pockets). Please adhere to the district's policy when making your shopping decisions.

ACCEPTABLE SHIRTS, SWEATERS AND SWEATSHIRTS FOR ALL STUDENTS

- All shirts, sweatshirts and sweaters are solid colors. Sweatshirts and sweaters must be worn over an approved shirt. Collar must show.
- Collared polo-style or oxford-style dress shirts (short, three-quarter or long sleeve)
- Turtleneck/mock turtlenecks and sweater vests
- Males- Shirts must be long enough to tuck in and are always tucked in.
- Females- Shirts with uneven hems, shirt tails, and any shirt longer than the wrist must be tucked in. Shirts must fit appropriately.
- Sweaters and sweatshirts are pull-over or cardigan style and cannot extend more than 4 inches below the waist.
- Solid-colored undershirts, T-shirts as undershirts, Henley shirts as undershirts, or thermal shirts as undershirts must fit appropriately.

ACCEPTABLE PANTS & SHORTS FOR YOUNG MEN

- Dockers® or similar style pants or shorts and dress pants in tan or light-colored khaki, navy, black, gray, or brown
- Pants or shorts are flat-front or pleated.
- Pants and shorts must have no more than 5 pockets (2 in front, 2 in back and a fob/watch pocket).
- Shorts are knee-length or longer.
- Pants must be worn at the waist.
- Boys- Pant legs must be worn over boots-not tucked inside them.
- If bottoms have belt loops, a belt must be worn.
- All bottoms must be hemmed or cuffed.

UNACCEPTABLE SHIRTS, SWEATERS AND SWEATSHIRTS FOR ALL STUDENTS

- T-shirts or thermal type shirts as outer shirts
- Denim shirts or vests and denim jackets as shirts
- Unhemmed or sleeveless shirts
- Shirts that are tight, low-cut, show cleavage or midriff. (If a collared shirt has button holes, no more than the top two may be unbuttoned.)
- Hooded sweaters and sweatshirts inside the building (see outerwear)

- Logos larger than 1.5 X 1.5 inches (school approved logos accepted)
- Shirts, sweaters, sweatshirts and undershirts with pinstripes, stripes, polka dots, etc.
- Rolled up pant legs

UNACCEPTABLE PANTS AND SHORTS FOR YOUNG MEN

- Denim jeans or shorts
- Oversized or baggy clothing
- Pajama pants
- Sweatpants, drawstrings, overalls or similar styles
- Cargo or carpenter-style pants or shorts (These pants will have additional loops and pockets. Pockets sewn on the outside of the pants are not allowed, and any shorts/pants with pockets below the hips.)
- Soccer or boxer-style shorts
- Brads, studs, embellishments or other extraneous decorations
- Leather, suede, spandex, nylon, vinyl or stretch-type materials
- Bottoms with tears or holes
- Logos larger than 1.5 x 1.5 inches
- Pinstripes
- Tight-fitting pants

ACCEPTABLE PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS AND CAPRIS FOR YOUNG WOMEN

- Dockers® or similar style pants, shorts, or capris and dress pants in tan or light-colored khaki, navy, gray, brown or black
- Pants, shorts and capris are flat-front or pleated.
- Pants/shorts must have no more than 5 pockets (2 in front, 2 in back and a fob/watch pocket).
- Shorts, skirts, skorts and jumpers (with or without leggings) are knee-length or longer. (Jumpers must be worn with an approved standard dress shirt.)
- Shorts, skirts, jumpers and capris. Shorts and capris must meet same requirements.
- Pants and capris must be worn at waist.
- If bottoms have belt loops, a belt must be worn.
- All bottoms must be hemmed or cuffed.

ACCEPTABLE OUTERWEAR

- All outerwear must be worn with an approved standard dress shirt and fitted appropriately.
- Lightweight jackets that are worn in the school building must be a solid color (unless school approved).
- Letter jackets and solid colored jackets of similar weight and style may be worn in the building.
- Any outerwear garment that does not meet standard dress requirements must be removed upon entering the school building and remain off.
- The outerwear must be placed in a locker or on the back of chair in classroom (if school does not have lockers).
- Any jacket must remain unbuttoned or unzipped in the building.

UNACCEPTABLE PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS AND CAPRIS FOR YOUNG WOMEN

- Jeans and denim
- Oversized or baggy clothing
- Pajama pants
- Sweatpants, windpants, overalls or similar styles
- Cargo or carpenter-style pants, shorts or capris (These pants will have additional loops and pockets. Pockets sewn on the outside of the pants and any shorts/pants/skirts/capris with pockets below the hips are not allowed.
- Soccer or boxer-style shorts
- Brads, studs, embellishments or other extraneous decorations
- Slits or kick pleats that extend above the knee
- Leather, suede, spandex, nylon, vinyl or stretch-type materials
- Bottoms with tears or holes
- Logos larger than 1.5 X 1.5 inches.

- Pinstripes
- Tight-fitting pants

UNACCEPTABLE OUTERWEAR

- Heavy coats and oversized jackets may not be worn in the building.
- Outerwear with lettering or logos larger than 1.5 by 1.5 inches is not allowed (unless district or campus logo).
- Sweaters or sweatshirts with hoods
- Hoods or headwear worn in building
- Trench coats or parkas
- Denim coats and jackets

ACCEPTABLE SHOES, SOCKS, BELTS AND ACCESSORIES FOR YOUNG MEN AND WOMEN

- Tennis shoes, loafer-style shoes, dress shoes, boots or other closed-toe shoes, open toe/open heel shoes
- Leather-like dress style or canvas style belts with a buckle
- Socks, tights or hosiery must be solid colored.
- Leggings and knee socks must be white, black, gray, navy, or tan or light khaki.
- Dresses and skirts worn with leggings must be knee length.
- Shoelaces must be white or match the primary color of shoe.
- Shoes designed with shoestrings must have shoestrings and be appropriately tied.
- Pierced jewelry is limited to the ears.
- Armwear/jewelry is limited to no more than two bracelets or watches on each arm.
- Accessories that may be distracting in the classroom will not be allowed.
- Velcro and straps must be fastened and shoelaces must be tied.
- Makeup must be of a natural appearance.
- Maximum shoe height is 5 inches.
- Socks must be matching.
- Shoes must be matching.

UNACCEPTABLE SHOES, SOCKS, BELTS AND ACCESSORIES

- Flip flops (any shoe that goes between toes) and athletic slides
- Crocs®
- Slippers, house shoes
- Skate shoes or Heelies®
- Para-military boots
- Steel-toed boots
- Fishnet hosiery/clothing
- Suspenders
- Designs on socks or hosiery
- Belts that are distracting or a safety hazard to others
- Tie, fringe, chain or metal belts
- Scarves or ribbons used as a belt
- Hats, caps, visors, head coverings, do-rags, bandanas, sweatbands and sunglasses
- Grills, spacers, piercing coverings and bandages
- Armsocks/gloves
- Extreme or distracting hairstyles (Mohawks, superspikes) or unnatural hair colors
- Wild eye contacts
- Chains that attach to wallets or other clothing accessories that might reasonably be used as a weapon

Special Needs Students

- Students who have a special need may apply for a waiver.
- Waivers will be evaluated and approved by the building principal.

Other Guidelines

- Principals may designate certain days per year as spirit days and will determine what can be worn on those days.
- Wording/lettering on any clothing is not allowed unless school approved.
- No rolling backpacks.

Dress Code Consequences

All returning students and any new students that registered prior to August 25, 2008 are expected to be in standard dress on the first day of school, August 24, 2009. New Students will have five days inclusive of the day they enroll to comply with the standard dress guidelines. Students not adhering to the standardized dress will receive the following consequences:

- Beginning on the first day of school, August 24, 2009, parent will be contacted and informed that their child is in dress code violation. If the parent cannot bring clothes that meet the standard dress code, the student will be placed in ISS on the day of violation.
- After three placements in ISS for Standard Dress Violation, student will be placed on home suspension for one day. Student must be escorted by parent and in standard dress upon return to school.
- Any additional violations will result in one day of suspension. Student must be escorted by parent and in standard dress upon return to school. After student has received three separate suspensions, the student will be placed in DAEP. Each occurrence is a separate infraction.

Drills: Fire, Threatening Weather, Lock-down, and Other Emergencies

From time to time, students, teachers and other school district employees practice emergency procedures. Official warning signals and evacuation areas are posted beside the main doorway in each TIS classroom. In all emergency situations, students should follow the directions of the teacher quickly and quietly.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and 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, etc. Therefore, parents are asked each year to complete the emergency care consent portion of the registration card.

It is critically important for parents to keep current emergency phone numbers and emergency numbers for home or work.

The school is not responsible for medical expenses associated with a student's injury. The school does make available, however, an optional, low-cost accident insurance program to assist parents in meeting medical expenses.

Emergency School Closing Information

In case of inclement weather, students and parents should tune to radio station WBAP 820 AM or television station KXAS Channel 5 for reports of school closings. These announcements will begin at 6:00 A.M. or earlier. Please listen or watch specifically for White Settlement ISD because there are private and parochial schools listed in White Settlement that are not included in our school district. Remember, too, that our schools do not automatically close when Fort Worth ISD schools close.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to students. 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:

- Cost for materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased student accident insurance.
- Voluntarily purchased pictures, publications, yearbooks, and t-shirts.
- Musical instrument rental or purchase.
- Fees for lost, damaged, or overdue library books and lost or damaged textbook issued to the student.

A required fee may be waived if the student and parent are unable to pay. Applications for such a waiver may be requested in the school office.

Fund-Raising

Student clubs/organizations or PTA will be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be submitted to the principal at least 30 days before the event is planned to begin. No fund-raising by any group or individual may take place on school property without prior approval by the administration.

Students who take products to sell for the purpose of raising funds must agree to return payment in full on or before the date established as the close of the fundraiser. Under no circumstances will door-to-door fundraising be permitted.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, 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, 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 Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the parent must present a certificate signed by a United States licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any 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/school_info.shtm]

Insurance

At the beginning of the school year, the school district makes available to students and parents a low-cost student accident insurance program. Premiums are paid to and claims will be submitted through the school office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs of treating injuries or assume liability for any other costs associated with injury.

Law Enforcement

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.
- The principal will ordinarily make reasonable efforts to notify parents unless the interviewer rises what the principal considers to be a valid objection.
- The principal will ordinarily be present unless the interviewer rises what the principal believes to be a valid objection.

Students Taken Into Custody

State law requires the school 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 law enforcement officer if there is a 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 Protective and Regulatory 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 delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his/her ability, will verify the officer'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 persons rise 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 school 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 of delinquent conduct for any felony offense or certain misdemeanors. [For further information see policies FL(LEGAL) and GRA(LEGAL).]

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.

Lockers

Students' lockers are located close to their teaching teams' classrooms. Locker combinations are assigned when school begins or when a student enrolls.

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked, and that the combination is not available to others. Negative consequences are often a result of sharing locker combinations, especially since the student is personally responsible for assigned textbooks and other items stored in student's locker. Neither the school district nor its personnel shall be liable for neither damage to nor loss of a student's personal property, including cell phones confiscated by school personnel.

Searches of lockers or desks may be conducted at any time, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's locker.

Please remember that backpacks are not allowed in classrooms. Therefore, if students choose to bring backpacks to school, their lockers must be cleaned and organized enough to accommodate the backpacks during the day.

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.

Makeup Work

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 consequences. See STS Policy on page 5.

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

DAEP Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension (ISS) 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. Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level. [See policy FO(LEGAL).]

Medicine at School

Any student who must take a prescription or non-prescription medicine during the school day must bring a written request signed by the physician and the parent/guardian. Tannahill also require that the student's parent/guardian complete a Medication Form describing the medication and the daily-prescribed dosage. Physicians will often fax these instructions to the school office. The school nurse is happy to assist parents in completing the required forms for our medical files.

Under no circumstances is any student allowed to self-medicate on our campus. Medication, in its original prescription container, must be brought to the nurse's office and kept in locked storage.

It is important for students who take medication at school on a regular basis to know when to report to the clinic for their required dosages. Since a significant number of students take medication at school, especially at lunchtime, it is each student's responsibility to come to the clinic and receive medication under the nurse's supervision.

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

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

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]

Metal Detectors

Both walk-through and handheld metal detectors are used on occasion by officers of our school district's police department in order to ensure campus security and student safety. [For further information, see policy FNF(LOCAL).]

Parent Involvement, Responsibilities, and Rights

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:

- Encourage students to put a high priority on education and commit to making the most of the educational opportunities provided.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Become familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Team calendars will be sent home with students on a monthly basis.
- Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requested additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 817-367-1370 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.
- Become a school volunteer. [For further information, see policies at GKG and contact school office at 817-367-1370.]
- Participating in the TIS Parent Teacher Association. This organization meets once a month and supports a variety of school programs and student activities.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the school principal.
- Attending board meetings to learn more about district operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

Students 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.

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

“Opting Out” of Surveys and Activities

Parents also 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 collected from students 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 under state law. [See policies EF and FFAA.]

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.

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.

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 parents related to leave or deployment activities may be excused by the district.

Parents also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the 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.
- To request information about the qualifications of any paraprofessional who may provide services.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered.
- To inspect a survey created by a third party before the survey is administered or distributed.
- To review your child's student records when need. These records include:
 - Attendance records
 - Test scores
 - Grades
 - Disciplinary records
 - Counseling records
 - Psychological records
 - Applications for admission
 - Health and immunization information
 - Other medical records
 - Teacher and counselor evaluations
 - Reports of behavioral patterns
 - State assessment instruments that have been administered to your child
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety
 - When it relates to classroom instruction or a cocurricular or extracurricular activity
 - When it relates to media coverage of the school
- To remove a student temporarily from the classroom, if an instructional activity in which the student is scheduled to participate in conflicts with religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, students must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To 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 policy EC(LEGAL).]

- To request that your child be excused from recitation of a portion of the Declaration of Independence. Stat 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).]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]
- To request the transfer of your child to another classroom or campus if your child has been determined by the district officials to have been a victim of bullying as the term is defined by Educational Code 25.0341. Transportation is not provided for a transfer to another campus. [See policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if you child attends school at a campus identified by the TEA as persistently dangerous or if your child has been a victim of a criminal offense while at school or on school grounds. [See the district's (LOCAL) policy on School Safety Transfers.]
- To request the transfer of your child to another campus if your child has been a victim of sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for the assault. [See the district's (LOCAL) policy on School Safety Transfers.]
- To request your children of 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).]
- To provide consent before the district can display your child's artwork, special projects, and photographs taken by your child on the district's Web site, in printed material, by video, or by any other method of mass communication.

Prayer

Each student has a right to individually, voluntarily, 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 refrain from such prayer or meditation during any school activity.

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.]

Physical Activity

In accordance with EHAB, FFA, 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 and middle student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Please contact Audrey Arnold for any additional information regarding the district's School Health Advisory Council. [See also policies at BDF and EHAA.]

Physical Fitness Assessment

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

Promotion and Retention

Daily grades and test grades will be given equal value when averaging six weeks grades. All homework grades will be averaged together and count as one grade. Example grade situation:

Homework Grade	Grade Average
81	88 homework
92	96 daily
100	84 daily
76	79 test
<u>93</u>	100 daily
442 divided by 5 = 88.4 = 88	88 daily
	100 test
	<u>94 daily</u>
	729 divided by 8 = 91.1 = 91

Semester grades will be determined by averaging the three six week's grades.

First Six Weeks	92
Second Six Weeks	94
<u>Third Six Weeks</u>	<u>93</u>
Semester Average	279 divided by 3 = 93

The yearly average will be determined by averaging the two semester grades

First Semester	93
<u>Second Semester</u>	<u>91</u>
Yearly Average	184 divided by 2 = 92

Retention Policy

Students in grades 5-6 are promoted to the next grade level based on an overall yearly average of 70 on a scale of 100. This average is based on grades in the core curriculum area: Reading, Math, English, Science, and Social Studies.

For courses involving two semesters, the semester grades are combined and the resulting sum divided by two to determine the yearly average. Full credit shall be awarded if one semester's grade is high enough to bring the yearly average to at least a 70.

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 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessments in English or Spanish.

Parents of a student in grade 5 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. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Such students will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parents, 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 policy EIE.]

Release of Students from School

Student will not be released from school at times other than at the end of the school day without parent's permission. Parents who wish to sign out their student from campus before the end of the school day should report to the office, submit a picture I.D., and sign their student out on the documents provided. **No student will be released to the custody of anyone not officially listed by the parent on the student's registration card as having permission to remove the student from school.**

A student who becomes ill during the school day should, with the teacher's permission, report to the nurse's office. The nurse will notify the student's parent if it is necessary for the student to go home.

Report Cards and Progress Reports

Written reports of absences and student grades or performance in each class or subject are sent home with students once every six weeks.

At the end of the first three weeks of a six-week grading period, progress reports are sent to parents if a student has a grade below 75. If a student receives a grade of less than 75 in any class or subject during a grading period, parents will be asked to confer with teachers by phone or in person. The report card or progress report will specify if tutorials are recommended for a student who receives a grade below 75 in a class or subject.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).] Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

Report cards and progress reports must be signed by the parent and returned to school within three school days.

Residency Requirement

Students who move out of the White Settlement ISD during the course of a semester must withdraw from TIS. A call to the school office, (817) 367-1370, will allow us to help parents begin the process of official school withdrawal and the preparation of records for the new school.

Safety and Accident Prevention

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

- Avoid conduct that is likely to put the student or other student's 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, and bus drivers.
- Remain alert and promptly report to a teacher or 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. They are posted beside the doorway in each classroom.
- Follow immediately the instructions of teachers, administrators, bus drivers, and of school employees who are overseeing the welfare of students.

School Facilities

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the administration office. If any parents have questions, please contact Kit Mason.

Pest Control Information

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application in their student's assignment area or campus may contact Kit Mason.

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 GKA & FNCE policy]

Skateboards

For safety reasons, students may not bring skateboards on the bus. Non-bus riding students may bring skateboards to school; however, skateboards are not allowed in the building. Skateboards must be locked up on the bike racks.

Special Programs

The school district provides special programs for gifted and talented, bilingual, students with limited English proficiency, migrant, dyslexic, homeless, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered by the district or by other organizations. A student or parent with questions about these programs should call the school office at (817) 367-1370.

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact the school diagnostician or counselor.

Special Education-Options and Requirements / Assistance Provisions

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 evaluation is needed, the parent will be notified and asked to provide 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: Sandy Borden, Executive Director of Special Programs, 817-367-1332.

Special Education Records

Parents of students with disabilities who have been provided special education services by the district will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has passed, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but, the records will be maintained until the time has expired.

State Assessment

In addition to routine tests and other measures of achievement, students at certain grade levels will take state assessment tests (such as TAKS) 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 grade 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, 11
- Any other subject and grade required by federal law

Test results will be reported to students and parents. Parents may review the assessment test that was given to their student. Certain students, such as students with disabilities and students with limited English proficiency, may be eligible for exemptions, accommodations, or a deferment. For more information, please speak with the principal, counselor, or director of special education. [See policy EKB(LEGAL).]

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 purpose 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 educational records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized educational 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 government 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 as the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

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 records 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 accurate. 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, 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. [See Finality of grades at FNG(LEGAL).]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office. 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 students.

Certain information about district students is considered directory information and will be released to anyone who follows proper procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards in school, and most recent previous school attended. The district's complete policy regarding this information is available from the principal's or superintendent's office.

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.

Student or Parent Complaints and Concerns

Usually a phone call or a conference with the teacher can address student or parent complaints simply. 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. In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and

a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes. Additional information can also be found in the designated Board policy, available in the principal's and superintendent's offices. (**White Settlement Independent School District, 401 South Cherry Lane, White Settlement, Texas 76108**)

Technology – Acceptable Use Policy

The White Settlement Independent School District (WSISD) provides its students with a Wide Area Network (WAN), and Internet access necessary for the performance and fulfillment of curriculum requirements. Through this system, students will be able to communicate with other schools, colleges, organizations, and people around the world. Students will have access to numerous on-line, electronic information systems and networks.

It is important that parents and students read the District policy, administrative regulations, and agreement and ask questions if you need help understanding the contents. Network access is provided so that students may complete educational objectives. The system is not intended for non-WSISD use.

Please note that the Internet is a network of many types of communication and information networks. WSISD utilizes a content filtering system to block and filter content for both minors and adults to certain text and visual depictions as required by The Children's Internet Protection Act (CIPA). It is possible that students may run across areas of adult content and some material students or their parent might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be the student's responsibility to follow the rules for appropriate use.

Students are not provided e-mail services unless it is required by classroom curriculum. In these cases, the teacher will make all arrangements for the student's e-mail account. Students requiring e-mail services must follow the rules for appropriate use to maintain their e-mail account.

Inappropriate use of WSISD network resources can result in the loss of the privilege to use the educational tool.

Any connection to the Internet offers an opportunity for non-authorized users to view or access WSISD information. Therefore, it is important that all network connections be secure, controlled, and monitored.

Consequently, students should have no expectation of privacy while using WSISD-owned or WSISD-leased equipment. Information passing through or stored on WSISD equipment can and will be monitored. Students and parents should understand that WSISD maintains the right to monitor and review Internet, e-mail, and WAN use as necessary.

Rules for appropriate use

The WAN, e-mail, and Internet connections of WSISD exist primarily to support education-related activities (e.g., classroom instruction, etc.)

In general, the support of WSISD network resources requires a consistent operating environment. A major component of this environment is the software configuration on each computer on the WSISD network. It is vitally important that the configuration on each computer be as consistent and static as possible. Any uncoordinated and/or unauthorized changes (e.g., by downloading software from the Internet) to one or more computer configurations can result in significantly degraded network performance. It is understood that new software requirements come up frequently in a school environment. The District will strive to meet all educational technology needs, provided they are coordinated with appropriate WSISD personnel.

Therefore, it is vitally important that students do not alter the configuration of a machine in any way, unless it has been coordinated and approved by WSISD staff.

Permitted use

Use of network resources is restricted to educational purposes. Specific purpose and methods of use will be guided by state, district, and campus regulations and policies. Students are:

- Assigned an individual account.
- Responsible for the proper use of your personal network account.
- Prohibited from sharing ID's and password regardless of circumstances.
- Held responsible for the misuse of ID's and password.

Prohibited use

Students are not authorized to use WSISD network resources for any personal, recreational, or malicious purposes. In general, improper uses of the WSISD WAN, e-mail, and Internet systems fall into three categories:

- Copyright infringements or software licensing violations
- Illegal activities
- Degradation of abuse of network resources

Examples of improper use which fall into the above categories include, but not limited to:

- Any illegal purpose.
- Any use of WSISD network systems and data other than what is required to meet class/curriculum requirements.
- Any attempt or method to obtain another user's password (student or staff member), or a system password, which has not been explicitly assigned to the student for educational purposes.
- Any attempt to access, modify or manipulate WSISD network systems with the intention of degrading or prohibiting system access, compromising use or system passwords, or modifying or destroying data.
- Accessing or distributing materials which are offensive, abusive, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Any activity or use which promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability.
- Threatening or violent behavior.
- Commercial messages.
- Posting personal information such as addresses and phone numbers.
- Using someone else's network account (with or without permission).
- Abuse of WSISD network resources. Examples include, but are not limited to:
 - Physical defacement, damage or destruction of network resources.
 - Excessive printing, particularly for personal needs
 - Misrepresenting yourself and the WSISD to others
 - Any activity, which interferes with the ability of others to make effective use of WSISD network resources (e.g. playing internet games).
- Creation and/or distribution of software viruses.
- Gaining unauthorized access to restricted information or resources.
- Gambling.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from WSISD e-mail services or company machines.
- Downloading and/or installing of unauthorized and/or unlicensed software or files.
- Improper/unauthorized downloads include, but are not limited to:
 - Pornographic material.
 - Utilities, tools, and applications used to seek out system vulnerabilities and crack password.
 - Media players.

- MP3 files.
- Music sharing clients, such as Napster, KaZaa, Morpheus,
- Gnutella, Blubster, or any other like program.
- Web browse enhancements (Bonzai Buddy, Gator, and ect.)
- Games of any kind.
- Instant messaging clients (AOL, MSN Messenger, Bobzai Buddy, etc.)
- Copyrighted materials without permission from the copyright holder.
- Illegal / unlicensed software of any kind.

Parent or Guardian Agreement

By signing the Student Handbook Acknowledgment Form, you acknowledge that you have read the District's Student – Acceptable Use Policy and give permission for your child to use the District's WAN and Internet. You hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from your child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

If you do not give permission for your child to use the District's WAN and Internet, please note on the Student Handbook Acknowledgment Form. [For more information, see CQ (LEGAL) and CQ (LOCAL) policy.]

PaC Family Web Access

As a parent of a student that attends White Settlement ISD, you have the ability to access your child's grades, attendance, schedule, etc via your computer. If you applied in the past for your user id and password, you need not apply again. Your user id and password has not changed. If you are interested in applying for web access, go to www.wsisd.com and click on the PaC Family Access link. (SKYWARD FAMILY ACCESS)

For new access, fill out the Family Web Access Login/Password Request Form. You may fax it to Geri Womack, System Support and Textbook Coordinator at 817-367-1304 or email gwomack@wsisd.net. After receiving this, you will be emailed or mailed your user id and password. If you have difficulties accessing your child's information, or have any questions, please contact 817-367-5340.

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. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher to make sure it has been previously documented. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day

Transportation

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. Students are only permitted to ride their assigned bus. If a regular bus student has an emergency and requests to ride a different bus, it must be cleared through the transportation office, by the parents, before the student attempts to ride a different bus. When riding in district vehicles, students are held to behavioral standards established in this handbook, Student Code of Conduct, and Student Bus Rider Handbook. Students must:

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

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

Student Drop-Off/Pick-Up

Students must be dropped off and picked up **along the curb** in front of the school. The north parking lot is for teacher/staff and bus services only. Please do not use this area as a student drop-off point. Students riding a White Settlement ISD bus or a day-care bus or vehicle will be dropped off and picked up in the bus lane on the north parking lot of the school. **Only students who ride a bus will be permitted to use this area.** Questions regarding transportation can be addressed through the Transportation Department at (817) 367-1298.

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.

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 (front office hallways). Students will not be told when this equipment is being used.

The principal or his designee will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Visitors

Parents and other members of the school community are welcome to visit our school. For the safety of those within the school, all visitors must first report to the school office. Visits to individual classrooms during instructional times are permitted only with the approval of the principal and the teacher and only so long as their duration and frequency of these visits must not interfere with the delivery of

instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Withdrawing Students from School

A student 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 office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book/equipment 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.

Work Phone Numbers

It is important for the TIS office to have current work phone numbers where parents can be reached during school hours in case of emergency.

Appendix I

White Settlement ISD Credit-by-Examination Calendar 2009-10

Cycle 1: September 1, 2009- December 31, 2009

Testing Dates		Registration Deadlines
October 8, 2009	Thursday	September 11, 2009
October 9, 2007	Friday	September 11, 2009

Cycle 2: January 1, 2010 - June 30, 2010

Testing Dates		Registration Deadlines
February 23, 2010	Tuesday	January 22, 2010
February 24, 2010	Wednesday	January 22, 2010
June 22, 2010	Monday	May 21, 2010
June 23, 2010	Tuesday	May 21, 2010

Cycle 3: July 1, 2010 – December 31, 2010

Testing Dates		Registration Deadlines
July 13, 2010	Tuesday	June 8, 2010
July 14, 2010	Wednesday	June 8, 2010
October 6, 2010	Wednesday	September 10, 2010
October 7, 2010	Thursday	September 10, 2010

All testing will take place on individual campuses. The appropriate registration form must be approved and signed by the campus counselor and principal. The District Testing Coordinator must receive the application by the registration deadline. Contact Carolyn Dickinson, District Testing Coordinator, at 817-367-5318 for more information.

Acceleration for grades K-8

Student must test in June or July so results will be available in time to make the grade level acceleration before school begins. Student must score at least 90% on each of the following areas for the grade level to be skipped: mathematics, language arts, science and social studies. Student must not have had prior instruction for the grade level. Depending on the grade level of acceleration, the student may be required to take both the fall semester and spring semester exams for each core subject requiring 4 days to test. Each test is 3 hours in length and the student is required to stay in the testing area the full 3 hours.

Appendix II

White Settlement ISD Electronic Device Policy

White Settlement Independent School District prohibits students from using electronic devices during the school day. Electronic devices are those items deemed to be a distraction to the educational process, including, but not limited to, cellular phones, video cameras, compact disc players, cameras, MP3 players (e.g. the iPod and the Zune), and handheld video game systems (e.g. Sony PSP and Nintendo DS). For safety purposes, the District does, however, permit students to possess telecommunication devices on school property. Telecommunication devices include, but are not limited to, cellular phones, camera phones, video phones, one-way and two-way pages, electronic PDAs (e.g. Palm Pilot), and digital calendars. Although students are permitted to possess telecommunication devices on school property, White Settlement ISD is not responsible for the theft or loss of any electronic device.

All electronic devices must be turned off once the student enters the school building. Electronic devices shall be turned off until the end of the instructional day. Electronic devices are prohibited from being powered on, used, seen, and heard within the school building, including, but not limited to, classrooms, hallways, computer laboratories, the gymnasium, the auditorium, the library, bathrooms, and the cafeteria.

If a student's electronic device is seen or heard, the entire device, including any sim cards and batteries, will be confiscated and given to a school administrator. The student's parent/guardian must pick the device up. The phone can be released the same day with a \$15 fine in cash/money order or be subject to being held and can be picked up according to the order of the offense. The following consequences will apply when any electronic device is confiscated from a student:

First Offense

The electronic device is returned to the parent on the next school day or \$15 fine.*

Second Offense

The electronic device will be returned to the parent after either ten calendar days, or \$15 fine.*

Third Offense

The electronic device will be returned to the parent after either thirty calendar days, or \$15 fine.

Fourth Offense

The electronic device is returned to the parent at the end of the school year.

Students who use another student's electronic device are subject to disciplinary actions by administration.

In the instance where the electronic device is taken from someone other than the owner, the parents/guardians of all parties involved will be contacted. The electronic device will only be returned to the owner's parent/guardian. The above consequences will be applied to the owner of the device.

* Texas Education Code 37.082(b) (2) authorizes schools districts to "charge the owner of the device or the student's parent an administrative fee not to exceed \$15 before it releases the device."

Appendix III

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy or to electronically access at www.wsisd.net the Tannahill Student Handbook for 2009-2010 school year.

I have chosen to (please check ONE of the following options):

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

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding the Student Handbook, I should direct those questions to the principal at 817-367-1370.

Name of student (print): _____

Team/Grade _____

Signature of student: _____

Signature of parent/guardian: _____

Date: _____