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PREFACE

To Students and Parents:

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

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

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

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

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

Both students and parents should become familiar with the White Settlement Independent School District *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents.

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

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal.

Also, please complete and return to your child’s campus the following required forms which is included in the White Settlement Independent School District **Student Code of Conduct**.

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and

4. Consent/Opt-Out Forms.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.wsisd.net.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Audrey Arnold at (817) 367-1300.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Sandy Borden at (817) 367-1327.
- All other concerns regarding discrimination: See the superintendent Dr. Audrey Arnold at (817) 367-1300.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (817) 367-1200 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, see policies at GKG or contact Lorimer Arendse at (817) 367-1200.
- Participating in campus parent organizations. Parent organizations include: PTA, Athletic Booster Club, Band Booster, Honeycomb Drill Team Booster, Project Celebration.
- 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, or contact Dr. Audrey Arnold at (817) 367-1300.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook].
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

Limiting the Display of a Student’s Artwork and Projects

As a parent, if you do not want your child’s artwork, special projects, photographs, and the like to be displayed on the district’s Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

- Attendance records,

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

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

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

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

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

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

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

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Sandy Borden at (817) 367- 1327.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all 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 at (817) 367-1327.

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

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Frank Molinar and may be contacted at (817) 367-1300.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records,

an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

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

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 401 S. Cherry Lane, Fort Worth, TX 76108.

The address of the principal’s office is:

1025 West Loop 820 North

Fort Worth, Texas 76108

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the district refuses the request to amend the records, the requestor has the right

to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL).

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

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

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

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 district's policy regarding student records is available from the principal's or superintendent's office www.wsisd.net.

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

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control

and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your children have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Lorimer Arendse at (817) 367-1200.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

- Is absent on three or more days or parts of days within a four-week period. If the student is over 18, the student's parent shall not be subject to penalties as a result of the child's violation of state compulsory attendance law.

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 90 percent of the days a class is offered or has not completed the 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]

The review committee consists of the At Risk Coordinator, a counselor, and two teachers appointed by the campus principal. Students must appear the review committee before attending Saturday school. There are six available Saturdays each semester for make up time. Please see the At Risk Coordinator for specific dates.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Excused Absences

The only excused absences according to the state are for doctor or dentist appointments, court dates, or a death in the family. All documentation must be original copies from the doctor or dentist, court, or the memorial card from a funeral.

Doctor's Note After An Absence for Illness

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

Driver License Attendance Verification

If a student receives (*) which indicates NC (no credit) in any class for the semester, he/she will not be able to obtain a TEA form. The TEA form is required to renew your driver's license or driver's permit. This form is required if the student is under 18 years of age. Making up time to recover the class does not remove your name from the no credit list. A student must wait one full semester and not have any NC's in any class before obtaining the TEA form. Additional information may be obtained by contacting the C.F. Brewer High School office at (817) 367-1200. To obtain a driver's license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus C.F. Brewer High School front office.

ACADEMIC PROGRAMS

The school counselors provide students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policies at EIF.]

CAREER AND TECHNOLOGY PROGRAMS

See Career and Technology Handbook.

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

See the Academic Handbook, pages 11-12 for further information.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor for further information about the application process and deadlines.

[For further information, see policies at EIC.]

CLASS SCHEDULES

See Academic Handbook

COLLEGE CREDIT COURSES

In addition to the programs offered by the district, students in grades 11-12 may earn college credit in various ways. To receive Dual Credit a student must earn at least a C (70) or above in the college course to earn state credit. Grades will be determined as follows: A—95 B—85 C—77 D—65 (no credit) F—50 (no credit). Contact Lea Duncan at (817)367-1200 for more information.

COMPLAINTS AND CONCERNS

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

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

COMPUTER RESOURCES

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

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

CONDUCT

Applicability of School Rules

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

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

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 district vehicles.

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 student exits the school building at the end of the school 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, 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 received 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 taken away from a student:

First Offense

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

Second Offense

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

Third Offense

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

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.

“Neither the school district or its personnel shall be liable for damage to nor loss of student's personnel property, including cell phones confiscated pursuant to student handbook and/or cell phone guidelines.”

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

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

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

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8th through 11th will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and **vocational** opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should sign in with the counselors' secretary.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

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

[For further information, see the counselor and policies EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled are available through the counseling office or through the academic coordinator.

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

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

CREDIT BY EXAM CALENDAR

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

Testing Dates

October 8, 2009

October 9, 2009

Registration Deadlines

September 11, 2009

September 11, 2009

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

Testing Dates

February 23, 2010

February 24, 2010

June 22, 2010

June 23, 2010

Registration Deadlines

January 22, 2010

January 22, 2010

May 21, 2010

May 21, 2010

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

Testing Dates

July 13, 2010

July 14, 2010

October 6, 2010

October 7, 2010

Registration Deadlines

June 8, 2010

June 8, 2010

September 10, 2010

September 10, 2010

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper, The Bear Facts, and the yearbook, Bear Tracks, are available to students.

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

Nonschool Materials...from students

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

The principal has designated the front office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the 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 AND GROOMING

STANDARD DRESS POLICY (Updated 5/11/09)

To ensure the safety of our students and to provide a school atmosphere that enables all children to excel, White Settlement ISD will require a higher expectation of dress for our students in 2009-2010. The Standard Dress Policy is a vital step toward maintaining our students' safety and to better prepare them for the future.

STANDARD DRESS will continue in the 2009-2010 school year for all WSISD students.

Perfumes and Other Fragrances

Since some students have respiratory problems, allergies, and other health problems related to strong odors, students should refrain from the excessive use of perfumes, deodorants, scented lotions, or other substances that emit a strong odor in the classroom setting. Furthermore, students are prohibited from spraying, expelling, and placing onto the body any perfumes, deodorants, scented lotions, or other substances that emit a strong odor, while the student is within the school building, including, but not limited to, hallways, bathrooms, and locker rooms. Continued violation of this policy will result in disciplinary action under the *Student Code of Conduct*.

ACCEPTABLE SHIRTS, SWEATERS AND SWEATSHIRTS FOR ALL STUDENTS

- All shirts, sweatshirts and sweaters must be solid colors. Mandatory shirts must be polo-style or oxford-style shirts with buttons beginning at the collar which may be short, three-quarter, or long sleeved. Sweatshirts and sweaters must be worn over an approved shirt, and a collar must show.
- Turtleneck/mock turtlenecks and sweater vests may be worn with an appropriate fit.
- Males-Shirts must be long enough to tuck in and must always be tucked in. Henley-style shirts must only be worn under the mandatory shirt.
- Females-Shirts with uneven hems, shirt tails, and any shirt longer than the wrist must be tucked in. Shirts must fit appropriately with no more than two buttons from the collar undone. No tanks, tight vests, babydoll-style shirts, or any such type of shirt may be worn over the mandatory polo-style or oxford-style shirts.
- Sweaters and sweatshirts are pull-over or cardigan style and cannot extend more than 4 inches below the waist.
- Undershirts or T-shirts as undershirts must be solid color and tucked in. Tanks worn under the mandatory shirt must also be solid in color, and lace edging is unacceptable.

*Spirit tee shirts may only be worn on Fridays and must only be ROYAL BLUE. These alone may be worn without a collar and only on the district approved spirit day which is Friday. No other tee shirts are allowed even with a collar.

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.
- Pre-K thru 4th grade may wear jeans and denim shorts that meet same requirements.
- 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.
- Pant legs must be worn over boots-not tucked inside them.
- If bottoms have belt loops, a belt must be worn (grades 5-12).
- All bottoms must be hemmed or cuffed.

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

- Dockers® or similar style pants, shorts, or caprice and dress pants in tan or light-colored khaki, navy, gray, brown or black
- Pre-K thru 4th grade students may wear jeans that meet the same requirements.
- 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 are knee-length or longer. (• Jumpers must be worn with an approved standard dress shirt.)
- Denim shorts, skirts, jumpers and capris are allowed in grades pre-k thru 4 only. Shorts and capris must meet same requirements.
- Pants and capris must be worn at waist.
- Pants legs must be worn over boots-not tucked inside them.
- If bottoms have belt loops, a belt must be worn (grades 5-12).
- All bottoms must be hemmed or cuffed.

UNACCEPTABLE SHIRTS, SWEATERS AND SWEATSHIRTS FOR ALL STUDENTS

- T-shirts, denim, or thermal type shirts as outer shirts
- Unhemmed or sleeveless shirts
- Shirts that are tight, low-cut or show cleavage
- Hooded sweaters and sweatshirts inside the building (see outerwear)
- Logos larger than 1.5 X 1.5 inches (school approved logos accepted)
- Denim shirts, vests, or jackets worn as shirts.
- Shirts that tight, low-cut, show cleavage or midriff. (If a collared shirt has button holes, no more than the top two may be unbuttoned.
- Shirts, sweaters, sweatshirts and undershirts with pinstripes, stripes, polka dots, etc.

UNACCEPTABLE PANTS AND SHORTS FOR YOUNG MEN

- Oversized or baggy clothing
- Pajama pants
- Sweatpants, drawstrings, overalls or similar styles

- Cargo or carpenter style pants or shorts
- 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
 - Denim jeans or shorts
 - Cargo or carpenter-style pants or shorts (pants with additional loops and pockets. Pockets sewn on the outside of the pants are not allowed.
 - Any short/pants with pockets below the hips.
 - Pinstripes
 - Tight-fitting or “skinny” pants
 - *White or any other color not listed previously as an acceptable color
 - *Corduroy
 - *Colored Denim, even acceptable code colors, are allowed in pants/shorts of any kind

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

- Oversized or baggy clothing
- Pajama pants
- Sweatpants, wind pants, overalls or similar styles
- Cargo or carpenter style pants or shorts (pants with 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 or “skinny” pants
 - *White or any other color not listed previously as acceptable
 - *Corduroy
 - *Colored Denim, even in approved code colors, are allowed in pants/shorts, capris, skirts, jumpers of any kind

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 in a bag/backpack (if school does not have lockers).
- Any jacket must remain unbuttoned or unzipped in the building.

UNACCEPTABLE OUTERWEAR

Heavy coats and oversized jackets may not be worn in the building.

Outerwear with lettering or logos larger than 1.5 x 1.5 inches (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
 - Primary color of shoe must be solid brown, black, navy, white or neutral (stripes and insignia are allowed).
 - Bright-colored shoes are allowed in grades pre-k thru 4 (i.e. solid red, pink, purple).
 - Leather-like dress style or canvas style belts with a buckle
 - Socks, tights or hosiery must be solid color.
 - Shoelaces must be white or match the primary color of shoe.
 - Shoes designed with shoestrings must have shoestrings and be appropriately tied.
 - Character shoes are allowed in grades pre-k thru 4 (i.e. Cinderella).
 - 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 worn.
- *Accessory scarves and belts must be solid in color.

UNACCEPTABLE SHOES, SOCKS, BELTS, AND ACCESSORIES

- Skate shoes or Heelies®
- Para-military boots
- Steel-toed boots
- Fishnet hosiery/clothing
- Suspenders
- Designs on socks or hosiery
- Belt buckles larger than a credit card
- Belts with lettering, symbols, designs or excessive decorations
- 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 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
- Flip flops (any shoe that goes between toes) and athletic slides
- Crocs®
- Slippers, house shoes

Special Needs Students

- Students who have a special need may apply for a waiver from the state guidelines.
- 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.

*All dress code decisions remain at the discretion of the administration.

WSISD Student Standard Dress Guidelines

All returning students and any new students that registered prior to August 24, 2009 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.

Consequences for Violation of Standard Dress

Brewer High School (Grades 9 – 12)

- 1st and 2nd standard dress violation(s) – Student will be sent to office and allowed to call parent for a change of clothing. Student will be counted absent while waiting for clothes. After school detention (ASD) will be assigned for

1st & 2nd violation(s) even though clothes are changed. Student will be allowed to return to the class once dress guidelines are met.

- 3rd, 4th, and 5th standard dress violations – One day of in-school suspension (ISS) will be assigned for each occurrence. Parent will be notified of ISS placement.
- After three placements in ISS for standard dress violations, the student will be placed on home suspension (OSS) for one day for any additional violations. The student must be escorted by parent and in standard dress upon return to school.
- After three placements of OSS, the student will be placed in DAEP. Each occurrence is a separate infraction.

ELEVATOR USAGE

A student who needs to use the elevator must receive permission through the school nurse and carry an identification badge to activate the elevator. Identification badges will be provided by the principal's office.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics,

science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to absence restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- All fines, fees, books, etc must be cleared before try outs for drill team, cheerleading, student council, and other student groups are allowed.

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

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

Offices and Elections

Each grade level will conduct elections during the spring semester.

FEES

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

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

- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal, Paula Hope at (817) 367-1200. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal, Paula Hope at (817) 367-1200 at least 14 days before the event. [For further information, see policies at FJ and GE.]

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

In grades 9-12, achievement is reported to parents each three weeks in the form of a computer generated report card.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement (Advanced) Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

Students who entered the ninth grade during the 2004–2005 school year must meet the following credit requirements for graduation:

- Minimum Program 25 credits
- Recommended Program 25 credits
- Distinguished Achievement (Advanced) Program 25 credits

Students who entered the ninth grade during the 2005–2006 school year must meet the following credit requirements for graduation:

- Minimum Program 25 credits
- Recommended Program 25 credits
- Distinguished Achievement (Advanced) Program 25 credits

Students returning to high school who entered the ninth grade during the 2006–2007 school year must meet the following credit requirements for graduation:

- Minimum Program 24 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the

Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- Minimum Program 22 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program 26 credits

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See FMH(LEGAL)]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

HARASSMENT

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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, religion, color, national origin, gender, sex, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office www.wsisd.net.

Examples of prohibited discrimination 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. Examples of prohibited sexual harassment may include 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.

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

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

Investigation of Reported Harassment

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 will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district.

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

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 manages early intervention counseling programs. To find out what services may be available in your county, see

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

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

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

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

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

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

Reports may be made to:

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

HEALTH-RELATED MATTERS

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held 3 meetings. Additional information regarding the district's School Health Advisory Council is available from the superintendent's office. [See also policies at BDF and EHAA.]

Physical Fitness Assessment

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

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Director of Child Nutrition, Kathy Huey at (817) 367-1310. [See policies at CO and FFA.]

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the operation office. If you have any questions, please contact Victor Jones, at (817) 367-1221.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Victor Jones, at (817) 367-1221.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Gwynne Hulcy, at (817) 367-1327.

HOMEWORK

Please encourage your child to complete all homework assignments and projects in a timely manner.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

information, see policy FFAB(LEGAL) and the Department of State Health Services
Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

[For further information, see policy GRA(LEGAL).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time of one make up day for each day absent. [For further information, see policy EIAB(LOCAL).]

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

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

Final Exam Make-Up Procedure

A student who is absent or will be absent must make arrangements with Mr. Ferguson to take their final exam within 2 weeks after the last day of school (June 7 – June 18, 2010).

DAEP or In-school Suspension Makeup Work

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

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available,

including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).]

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

If a student is sent to DAEP and was scheduled into Pre-AP or AP classes they will be given other courses during their attendance there. When returning to BHS they will not be placed back into those courses. Some electives offered at BHS are not offered at DAEP so they will not be placed back into those classes either when returning to BHS.

MEDICINE AT SCHOOL

If possible, it is best for all medication to be given at home. If necessary, medication will be given at school with the following provisions:

1. All medication and equipment needed for administration must be:
 - Renewed yearly with parental permission slip, and a physician's order.
 - Provided by the parent.
 - In its original, properly labeled container (baggies will not be accepted)
 - Placed in a locked cabinet in the nurse's office.
2. Medication, medical equipment including syringes, needles and sharps must be accompanied by health care provider's orders and written parental permission slips. Please speak with the nurse if your student requires long-term medication or any special health care procedure or monitoring.
3. Prescription medication per school year requires a health care provider's order and written parental permission. Also, new health care provider's orders and written permission must accompany any changes made during the year.
4. Herbal medications, dietary supplements, and nutritional aids not approved by the FDA may not be administered at school.
5. If deemed medically necessary to carry an inhaler on their person, a health care provider's order stating such and written parental permission must be on file with the 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.]

NONTRADITIONAL ACADEMIC PROGRAMS

White Settlement Independent School District offers Mesa High School for students interested in an alternative high school setting. See Mrs. Lee, At-Risk Coordinator, at Brewer High School for more information. There is an application process.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

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

See the Academic Handbook, page three, for promotion and classification standards.

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

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

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented

by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF(LEGAL).]

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must be checked out by a parent or guardian listed on the student's registration card or brings a note from his or her parent that morning and follows the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

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

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

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

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

SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

KRLD (1080 AM)	KDFW (Channel 4)
102.1 FM	NBC5 (Channel 5)
KISS (106.1 FM)	WFFA (Channel 8)

WBAP (820 AM)
92.5 FM

KTVT (Channel 11)
UPN (Channel 21)

SAT, ACT, AND OTHER STANDARDIZED TESTS

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

SCHOOL FACILITIES

Use By Students Before and After School

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

The following area will be open to students before school, beginning at 7:35 a.m.

- Cafeteria

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

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

Conduct Before and After School

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

Pep Rallies. A series of pep rallies will be held during the school year at BHS to help support our athletic teams. Students not wishing to attend the pep rallies will report to the cafeteria for supervision. Assigned seats will be issued for monitoring purposes.

Use of Hallways During Class Time

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

Cafeteria Services

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

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the school day from 7:45 to 3:30.

Meetings of Noncurriculum-Related Groups

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

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Parking is a privilege and each student will follow the designated

parking guidelines or he/she will be ticketed and possible exclusion from driving on campus will be enforced. [See also the *Student Code of Conduct*.]

Trained Dogs

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

Metal Detectors

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

Drug-Testing

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

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Sandy Borden at (817) 367-1327.

STEROIDS

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

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

Students participating in UIL athletic competition may be subject to random steroid testing.

SUMMER SCHOOL

Information will be provided in May, 2010 for credit retrieval.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

- Mathematics, annually in grades 3–11

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

[See policy EKB(LEGAL).]

TARDINESS

1st Tardy – Conference with student by teacher.

2nd Tardy – Teacher calls home.

3rd Tardy – Teacher sends referral to office, After School Detention will be assigned.

4th Tardy – Teacher sends referral to office, Saturday Detention will be assigned and parent contacted.

5th Tardy – Teacher sends discipline referral to office, 1 day of ISS will be assigned and parent contacted.

6th tardy- Teacher sends discipline referral to office, 2 days of ISS will be assigned and parent contacted. Possible ticket issued.

Note: Students who are tardy and skip a class to avoid consequences will be assigned 3 days of ISS. No show to Saturday Detention will be assigned two days of ISS. If students are removed from Saturday Detention 3 days of ISS will be assigned.

TEXTBOOKS

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

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact (817) 367-1298.

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

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

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

When students ride in a district van or passenger car, seat belts must be fastened at all times.

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

Flowers and gifts will not be delivered to students during the school day. Any floral arrangements delivered to BHS will be kept in the office and the student may pick them up at the end of the day.

Lunch time visitors are limited to parents or guardians listed on a student's registration card. Outside food and drinks may not be left in the front office for delivery. Parents wishing to bring food for their students will need to make prior arrangements for pick up with the student.

Visitors Participating in Special Programs for Students

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

WITHDRAWING FROM SCHOOL

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

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

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

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 have applied in the past for your user id and password, you need not apply for web access, go to WSISD's web site at 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 mailed your user id and password.

If you have difficulties accessing you child's information, or have any questions, please contact (817) 367-5340.

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 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.

Student - 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 you read the District policy, administrative regulations, and agreement and ask questions if you need help understanding the contents. Your network access is provided so that you may complete educational curriculum requirements in accordance with WSISD educational policies. 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 you may run across areas of adult content and some material you (or your parent/guardian) 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 your 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. Student 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, you 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. You 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 you 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 will be assigned an individual account.
 - You are responsible for the proper use of your personal network account. You must ensure that you do not share your ID and password with anyone else, regardless of circumstances.
 - You can be held responsible for the misuse of your ID by other individuals.

PROHIBITED USES

You 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 are not limited to:

- Any illegal purpose.
- Any use of WSISD network systems and data other than what is required to meet your 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 you for educational purposes.
- Any attempt to access, modify or manipulate WSISD network systems with the intention of degrading or prohibiting system access, compromising user 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 about yourself or others (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 passwords.
 - Media players.
 - MP3 files.
 - Music sharing clients, such as Napster, KaZaa, Morpheus, Gnutella, Blubster, or any other like program
 - Web browser enhancements (Bonzai Buddy, Gator, etc.)
 - Games of any kind.
 - Instant messaging clients (AOL, MSN Messenger, Bonzai Buddy, etc.)
 - Copyrighted material without permission from the copyright holder.
 - Illegal/unlicensed software of any kind.

NOTE: Elementary (Pre Kindergarten through fourth grade) students will have limited and supervised Internet use and no email access.

If you do not give permission for your child to use the District's WAN and internet, please note on the Student Code of Conduct/Student Handbook Acknowledgment Form."