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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 Wills Point Elementary Schools 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.

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

Both students and parents must be familiar with the *Wills Point ISD Student Code of Conduct*, required by state law and intended to promote school safety and an atmosphere for learning. That document is sent home at the beginning of each school year.

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 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 student handbooks, 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, counselor, or a teacher. Also, please complete and return the following required forms:

1. Parental Acknowledgment Form
2. Student Directory Information Form
3. Consent / Opt – Out Form
4. Parent / School Pledge (Contract)

Mission Statement

We at Wills Point Elementary Schools believe that all children can learn. We will provide children with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We will strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. We believe that education is a cooperative effort among home, school, and community.

Nondiscrimination

In efforts to promote nondiscrimination, WPISD 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: Damon Davis at 903-873-3161.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Susan Seale at 903-873-2979.

Services for the Homeless and for Title I Participants

Other designated staffs you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Stefani Curtis at 903-873-2841.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Suzanne Blasingame at 903-873-3161.
- Students with Disabilities: Susan Seale at 903-873-2979.
- 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 Susan Seale at 903-873-2979.

Student's Name

A student must use their legal name that appears on their social security card and their birth certificate on all school records.

Class Assignment

Siblings, stepsiblings, and other close relations will not be placed in the same classroom. The only exception would be multiple birth siblings. Your written request must be submitted no later than the 14th day after the enrollment of your children.

IMPORTANT INFORMATION FOR PARENTS

Parental Involvement

Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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.
- Ensure that your child completes all homework assignments and special projects. Be sure your child 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. Monitor your child’s academic progress and contact 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 for an appointment. A 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: contact the PTO or the principal.
- Offering to serve 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 contact the principal.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about district operations.

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from 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.

Limiting the Display of a Student's Artwork and Projects

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission

- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child

Granting Permission to Video or Audio Record a Student

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

- When it is to be used for school safety;
- When it relates to classroom instruction or a 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.

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

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.]

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

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag, the request must be in writing. State law does not allow your child to be excused from participation in the required moment 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.

Requesting Notices of Certain Student Misconduct

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

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 principal to be a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

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 unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

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

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent may request a conference with the principal.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school the next day.

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

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 the principal or Susan Seale at Special Services (902-873-2979).

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the principal, counselor, or a teacher.

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.

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.

Notice of Destruction of Special Education Records

Wills Point ISD proposes to destroy all out-of-date special education files. Records will be stored at the Office of Special Programs on each student for a term of seven years after dismissal services. Records may be required for social security or other benefits. Parents or adult students may choose to request that records not be destroyed by contacting the Director of Special Education at 903-873-2979.

State-Mandated Assessment Tests

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.
- In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.
- Parents of students in grades 3-8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Student Records

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

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

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent 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.

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.

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.

Directory Information

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year.

Directory Information for School-Sponsored Purposes

Directory information will not be released to the public without the consent of the parent or eligible student.

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

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 Complaint may be mailed to:

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

The district's policy regarding student records is available from the principal's or superintendent's office or the district web site at www.wpsid.com. The parent's or eligible student's right of access to and copies of student records does 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.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CURRICULUM RELATED INFORMATION

Class Schedules

Primary and Intermediate

Regular

7:15	Students may arrive on campus
7:15 - 7:55	Breakfast served
7:55	School begins
8:05	Late for class
3:00	Car riders
3:00	Bus loading begins

Early Release

12:30	Car riders dismissed
12:40	Buses begin loading

Middle School

Regular

7:15	Students may arrive
7:15-7:55	Breakfast served
8:00-8:35	Period 1 (Homeroom)
8:40-9:25	Period 2
9:30-10:15	Period 3
10:20-11:05	Period 4
11:10-12:35	Period 5
12:40-1:25	Period 6
1:30-2:15	Period 7
2:20-3:05	Period 8

Early Release

1:15	Car riders and buses dismissed
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Computer Resources

To prepare students for an increasingly technological society, the district has made a substantial 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 their 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 electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

Student Internet Acceptable Use Policy (AUP)

It is the policy of the Wills Point ISD to permit students to have internet access. In general, the user's responsibilities to require responsible, decent, ethical, police, efficient, and legal use of the network resources. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

In compliance with the Children's Internet Protection Act (CIPA), a federal law that became effective April 20, 2001, the district uses filtering software. The software is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. WPISD believes that the filters monitor inappropriate sites. However, no system is perfect. On a global network it is impossible to control access to all materials that are objectionable and inappropriate. In addition, an industrious user may be able to gain access to sites that are supposed to be filtered. The District cannot and does not represent that users will not have access to inappropriate or objectionable material. Parents and guardians must consider this in deciding whether to permit their children access to the internet.

Terms and Conditions

Definitions:

Acceptable Use: Internet use must be consistent with the education objectives of the District. The use must also be consistent with the terms of the agreement.

Prohibited Use: Any use that violates federal or state law and/or school policy.

Rationale: To insure appropriate, responsible, ethical and legal access and use of the Internet by District students.

Privileges and Discipline: Internet usage is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary actions and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator can deny, revoke, or suspend, specific user access and/or user screen.

Authorized district employees will be responsible to determine what constitutes a violation of this policy. Authorized district employees have the right to intercept or read users' email review any material, which they believe, may be unlawful, obscene, defamatory, abusive or otherwise objectionable. If the District intends to impose any discipline other than revoking privileges for the remainder of the school year, the user will be afforded appropriated due process.

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.

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2009-2010 school year include:

Date Scheduled

June 2010

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the parent must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the school principal.

Gifted and Talented Program - A.C.E. Academic Challenge in Education

Students are selected on the basis of their general intellectual and creative abilities. The criteria used to help identify these students is:

- Teacher observation
- Objective assessment
 - criterion referenced
 - norm referenced

Nominations are accepted in March and April of each year from school personnel, parents and community members. A parent or community member may nominate a child by contacting the counselor by phone, in writing or by email. (NOTE: Kindergarten nominations will be accepted in January.)

The selection process is planned and conducted by a committee of professional educators who meet in May of each year. The committee decision ensures that WPISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The students are served through a cluster group where they are introduced to higher level thinking processes and creative activities.

For more information contact the campus counselor.

Summer School

If funding is available the District will offer extended year services for those students who are in danger of being retained. This program would be offered during the month of June 2010. To be eligible for this program, the student must have been enrolled in the Wills Point ISD since April 2010.

Textbooks

State-approved textbooks are provided free of charge for each subject or class. Books must be covered 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, a student will be provided textbooks for use at school during the school day.

INFORMATION FOR STUDENTS AND PARENTS

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

Absences / Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, 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 in the following sections:

Compulsory Attendance

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

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

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

A student must attend tutorial sessions as required by the district. These sessions may be scheduled before and after school hours.

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 the 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.

Note: “Parts of Days” = 45 minutes or more of the instructional time

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class

is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

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

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

Parent's Note After An Absence

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

Doctor's Note After An Absence for Illness

Upon returning 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.

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 will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. 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 leaves early, they are missing part of the instructional school day, which makes that student absent from that class. School is dismissed at 3:00 p.m. Repeated instances may result in truancy, which can lead to assessment of penalties for the parent.**

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Arrival after 8:00

A student who arrives at school after 8:00 must stop by the office to check in. When a student arrives after 8:00 they are tardy. If a student misses 45 minutes or more of the instructional day ("parts of day"), repeated instances can result in truancy, which can lead to assessment of penalties for the parent or guardian.

NOTE: At the Middle School, students are expected to be in class and seated when the tardy bell rings. Students who are tardy will receive consequences set by the teacher. Repeated instances may result in more severe disciplinary actions.

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. A withdrawal form may be obtained by the parent from the principal's office.

Makeup Work

Routine and In-depth Makeup Work Assignments

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

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.

NOTE: Middle School students who have an unexcused absence will receive a grade no higher than 70 for the make-up work completed.

Health Services

Each campus of the Wills Point ISD offers a full-time registered nurse to assist in meeting student's medical and health needs. The school nurse administers medications, provides first aid to injuries, assesses student illnesses, and addresses other needs that occur during the school day.

Communicable Diseases

The decision to exclude and re-admit students for medical reasons will be made by the school nurse following Texas Department of Health guidelines. To prevent the spread of diseases at school, students who are ill may not return to school until they have been without an elevated temperature (100.0° or less) without taking over-the-counter fever reducing medicine (e.g. acetaminophen or ibuprofen) for 24 hours. A doctor's statement indicating diagnosis of illness, treatment begun, and date may return to school may be required.

Emergency Medical Treatment

Parents are asked to complete the *Student Health Information and Emergency Authorization* form yearly. This information should be updated as necessary (e.g. change of work or home phone number). This form provides the school nurse with names and phone numbers of persons to be contacted in the event a student becomes ill or injured. The completed form also gives important information regarding student medications, any known drug allergies, and history of any medical conditions. By signing this form, parents give consent for school officials to obtain medical treatment in emergency situations as permitted by law. In the event of an accident or serious illness and parents have not been reached, the 911 system will be initiated. The student will be taken to the nearest emergency room. Wills Point ISD assumes no financial liability for the medical expenses.

Immunization Requirements

The state of Texas requires that all students be fully immunized to attend school. A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

2009/2010 Texas Minimum State Vaccine Requirements for Students K – 12

Vaccines	Kindergarten	7 th Grade	8 th -12 th Grade
Diphtheria, Tetanus, Pertussis ¹ (DTaP/DTP/DT/Td/Tdap)	5 doses or 4 doses ²	3 doses ³ 1 Tdap/Td booster ⁴	3 doses ³ 1 Tdap/Td booster Within last 10 years ⁵
Polio ^{1, 6}	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses
Measles, Mumps, and Rubella (MMR) ^{1, 7, 11}	2 doses	2 doses ⁷	2 doses ⁷
Hepatitis B ^{1, 8, 11}	3 doses	3 doses	3 doses
Varicella ^{1, 9, 11, 12}	2 doses	2 doses	1 dose ⁹
Meningococcal ¹		1 dose	
Hepatitis A ^{1, 10, 11}	2 doses		

Footnotes

¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

² Five doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the 4th birthday; however, 4 doses meet the requirement if the 4th dose was given on or after the 4th birthday.

³ Three doses, including one dose on or after the 4th birthday.

⁴ Students will be required to have a booster dose of Tdap only if it has been five years since their last dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

⁵ Students will be required to have a booster dose of Tdap if it has been ten years since their previous dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

⁶ Four doses of polio vaccine one of which must have been received on or after the 4th birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.

⁷ Two doses of MMR vaccine with the 1st dose on or after the 1st birthday. For the 2009-2010 school year, 7th grade students are required to have two MMR. 8th – 12th grade students are required to have a measles-containing vaccine, and one dose each of mumps and rubella vaccine.

⁸ Two doses of adult hepatitis B vaccine (Recombivax[®]) are acceptable for individuals 11-15 years of age.

⁹ Two doses received on or after the 1st birthday. Two doses are required if the first dose is received after the age of 13.

¹⁰ Two doses with the 1st dose received on or after the 1st birthday.

¹¹ Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

¹² Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

Students in PK or early childhood programs are required to meet Texas Immunization Requirements for Child-care Facilities. Haemophilus influenza (Hib), Hepatitis A, and invasive pneumococcal vaccines are needed in addition to MMR, DTaP, Polio, Hepatitis B, and Varicella. The school nurse will assist you in determining your child's immunization needs.

Student immunizations must be current in order to remain in school. Students enrolling in a public school for the 1st time (e.g. PK, Kindergarten) must present proof of at least 1 dose in each required immunization series in order to enroll. The remaining needed doses must be received as quickly as is medically possible in order to remain in school. Students who transfer from another Texas school district may be provisionally enrolled for 30 days pending receipt of shot records. Immunizations needed per records received during the 30 days must be obtained as soon as medically possible in order to remain in school.

Vaccination documentation from a licensed physician or his designee, public health clinic, official state or local health authority, or school officials that include the date of immunization, address and signature or rubberstamp validation is required. Physician, parent, or school nurse validation statement of occurrence of chicken pox (month, day and year) are accepted in lieu of the vaccination. Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, or Varicella illnesses require a blood test to confirm immunity or history of the disease to avoid vaccination.

Medical Exclusions from Compliance: Student's who should not be immunized because of medical reasons must provide a signed certificate from a physician licensed in the United States. The certificate must state the reason that in the doctor's opinion, the immunization would be harmful to the health and well being of the student or any member of the student's family or household. The certificate must be renewed yearly unless the physician specifies that a life-long contraindication exists.

Reasons of Conscience, including religious belief: A signed affidavit must be presented by the child's parents/guardian, stating that the child's parent/guardian declines vaccinations for reasons of conscience, including religious beliefs. The affidavit will be valid for a 2-year period. The parent/guardian must submit a written request through the U. S. Postal Service, commercial carrier, fax, or by hand delivery to:

Department of State Health Services
Immunization Branch (MC 1946)
P.O. Box 149347
Austin, Texas 78756
Fax – 512-458-7544

Additional information about exemptions for Reasons of Conscience can be found at the DSHS website: http://www.dshs.state.tx.us/immunize/school/school_exclusion.shtm. A sample Affidavit Request letter can be downloaded at http://www.dshs.state.tx.us/immunize/docs/sample_letter.doc.

District Immunization Clinics: Wills Point ISD is a Texas Vaccines for Children Provider. Monthly Immunization Clinics are scheduled on each campus in order to provide needed immunizations to students at no cost during the school day. Immunization Clinic letters will be provided to parents whose children need immunizations. Consent forms must be completed and return to the campus school nurse before the immunization will be given.

Medications

All Medications (prescription or over-the-counter non-prescription medications) that are brought to school shall be kept in the School Nurse's Clinic. Medications should be FDA approved, in the original container, properly labeled. No medications prescribed or purchased outside the United States will be given. All medications requested for greater than 10 days require

completion of WPISD SH-708 form, “Parent/Physician Request for Administration of Medication by School Personnel”. The medication will not be given at school if the doctor’s orders are not received within 2 days. Any change in a student’s medication (dosage, time, etc.) will not occur until written instructions are received from the doctor. The initial dose of any new medication will not be given at school.

Short-term medication requests (10 days or less) require parental permission with detailed instructions in writing. Prescription medications should have the pharmacy label clearly attached. Over-the-counter medications should be in the original container with the student’s name affixed. PRN (as needed meds) should have detailed instructions as to when the parent requests the medication be given. After 10 calendar days, a Dr’s order is required to continue the medication at school.

A medication that is to be administered three times daily should be given every eight hours. Since most students are not at school for more than eight hours, the medication should be given before school, after school, and then at bedtime.

Students diagnosed with asthma may self-administer their medications at school with doctor’s orders and written parental consent. The student and parent should notify the School Nurse if the student has been prescribed asthma medication for use during the school day. Physician completion of WPISD SH-524, School Asthma Action Plan, will permit the student to carry an inhaler and self-treat during the school day. The healthcare provider must indicate that the student has been instructed and is capable of managing his/her care. It is advised that a 2nd inhaler be left in the campus Clinic.

Physician completion of the Asthma Action Plan, Diabetic Management and Treatment Plan, and medications (scheduled or as needed) are required at the beginning of each school year and/or when changes are made during the school year.

Parents are encouraged to contact the school nurse to make arrangements to pick up medications. Medications will not be sent home with students unless written authorization is received from the parent. Any medications left in the clinic two weeks after the last dose taken will be destroyed. Medications not picked up after the last day of school will be destroyed.

Medications authorized to be given during the school day will be given on field trips unless the parent requests in writing that the medication not be given. Students participating in after-hours/overnight field trips may need medications not given during the school day. Parents will need to provide the medications in a properly labeled container with written authorization before the medications will be given. It is advised that parents contact the school nurse a week in advance of any after-hours/overnight field trips so that medication needs may be discussed.

Pediculosis (Head Lice)

Students found to be infested with head lice (nits or live lice) will be excluded (sent home) from school. The student may return to school after being treated with an approved pediculicide shampoo and all nits are removed. Personal articles should also be treated to prevent reinfestation. Treatment can usually be accomplished in one day with return to school on the following day. At that time the student will be rechecked by the school nurse before allowing return to classes. It is advised that the family bring the student to school for the re-check because the student will not be allowed to remain at school if nits or live lice are present. A second

treatment is recommended within 7-10 days. Daily checking by the family will help to ensure that reinfestation does not occur.

When head lice is discovered in a classroom, the school nurse will inspect all children in that classroom as well as any close contacts (e.g. siblings on other campuses). All children with lice will be sent home for treatment. The school nurse will notify parents to arrange for their pick up.

Bacterial Meningitis

State law 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 the 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) and adults with meningitis may have a severe headache, high temperature, vomiting, and sensitivity to bright lights, neck stiffness, joint pains, drowsiness or confusion.

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. 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 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 you should do if you think you or a friend might have bacterial meningitis?

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 meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

Contagious Diseases / Conditions

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

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

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.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

In accordance with EHAB, EHAC, and FFA, the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from Mary Rampley, RN at the High School campus.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. A copy of your child's physical fitness assessment results will be sent home. Please speak to your child's physical education teacher if you have questions regarding this assessment.

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.

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.

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in the compliance with state and federal regulations, is available in the superintendent's office.

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 Cecil Adams at 903-873-2011.

CONDUCT

Applicability of School Rules

As required by law, the District 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 the 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 of behavior will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*.

NOTE: Intermediate and Middle School use a campus-wide discipline management plan. A detailed explanation will be sent home the first week of school.

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. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

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

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO (LOCAL) in the district's policy manual.

Disruptions

As identified by law, disruptions include the following:

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

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return the items at the end of the day for students to take home or whether parents will be contacted to pick up the items.

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

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices.

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 may be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event may not be readmitted.

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 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 and lockers may be conducted at any time there is a reasonable cause to believe that they contain articles or materials prohibited by district 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.

NOTE: At the Middle School, students are assigned lockers. Under no circumstances should student's share or exchange lockers without prior approval from the office. There will be periodic locker checks to secure lost items and books. Do not keep food or drinks in your locker, EXCEPT for sack lunches. The school is NOT responsible for lost or stolen items from your locker.

Trained Dogs

The district may 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.

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 in the coming years – 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*.

FREEDOM FROM DISCRIMINATION

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an

intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office .

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

Sexual Harassment

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

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

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

In its efforts to promote nondiscrimination, the district makes the following statements:

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Damon Davis, 903-873-3161
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Susan Seale, 903-873-2979
- All other concerns: See the superintendent.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Stefani Curtis, 903-873-2841
- Parent involvement Coordinator, who works with parents of students participating in Title I programs: Suzanne Blasingame, 903-873-3161

Bullying

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

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

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 of delinquent conduct for any felony offense or certain misdemeanors.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered, 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 policy DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- The home and school need to cooperate in the matter of dress. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. Students are required to dress modestly. Their attire should be comfortable and appropriate for an active primary age child.
- Long shorts worn with proper tops are appropriate. Short shorts, tight shorts, and bicycle pants are not appropriate. Shorts and skirts may be no shorter than the index finger when the arm is placed by the side even if worn with tights. Shorts and pants should not have writing that is printed or stitched across the seat of the pants.
- Halter-tops, crop-tops, see-through, and sun dresses without backs are not appropriate for girls. Tank tops are inappropriate. T-shirts with pictures of liquor/drug advertisements or violent or sexually suggestive phrases or logos are not allowed.
- Sagging trousers will not be allowed. Any trousers worn below the natural waistline will be considered sagging. Well fitted belts are encouraged. Extremely wide-legged pants or pants with unrepaired holes or rips are prohibited. Chains are not allowed to hang from pants or wallets.
- Boys' hair must be neatly cut and groomed. Tails, pony tails, mohawks, or hair striping is not allowed. Designs, letters, shapes or parts should not be shaved into the hair. Hair must be cut so that it does not extend below the dress shirt type collar, nor should it extend below the mid-point of the ear or below the eye brows. No unnatural coloring or dyeing of the hair (i.e. purple, pink, orange, green, red, blue...) is permitted.
- Earrings on boys are not allowed. The only body piercing allowed is girls' earrings.
- Wearing caps, stockings, or hats is prohibited
- Wearing footwear designed for the bedroom is prohibited.

The dress code may not apply to every conceivable situation, and when questions arise regarding dress or grooming, the principal involved shall have the final responsibility of determining whether or not the conditions in question are in keeping with the intent of this dress code.

BACKPACKS (Middle School ONLY)

Book bags or backpacks of any type will not be allowed on campus. Students will receive books for home and school. This will eliminate the need for book bags. It is highly recommended that the student's zippered binder have a built in shoulder strap. Small mesh or see through bags may be used to carry gym shoes for PE class, and will be required to be kept in the students locker during other classes.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are 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.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books and textbooks
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Musical instrument rental and maintenance.
- Personal apparel used in extracurricular activities that becomes the property of the student.

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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Except as approved by the Superintendent, fund-raising is not permitted on school property.

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.

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

ACCIDENT INSURANCE

Soon after the school opens, 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. The district is not responsible for expenses.

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

- | | |
|-------------------|-------------------------|
| 1 continuous bell | leave the building |
| 2 bells | return to the classroom |

Tornado Drill

Notification through move quietly but quickly to the designated locations
School intercom system return to the classroom
Or Bull Horn

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

The decision to close schools or start the school day at a later time due to inclement weather or other emergencies will be made no later than 6:00 am on the day of the emergency. Announcements will be given to radio and television stations **only if there is a change** in the school day. Television station **KXAS Channel 5 and Radio station WBAP 820 AM will broadcast school closings.**

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 is open to students before school beginning at 7:10 a.m.

- Primary – Library
- Intermediate – Cafeteria
- Middle School - Gym

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.

CAFETERIA SERVICES

Wills Point ISD has a no charge policy for meals. 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.

The district participates in the National School Meal Program and offers students nutritionally balanced meals daily. Free and reduced priced meals are available with a completed approved application. All information regarding the student's participation is kept confidential. Parents/Guardians can apply at the Child Nutrition Office at 823 Lillian, Wills Point or may pick up an application at their campus. Please return all applications to the Child Nutrition Office or campus. Students may apply at any time during the year for the Meal Program.

Pre K- 1st grade will use the biometrics system. 2nd- 6th grade students will go through the breakfast/lunch line and enter their pin number into a key pad at the cashier stand. If a student does not have their money they must see the cafeteria manager first.

Breakfast serving time starts at 7:15am – 7:55am.

Meal Pricing Pre K – 6th Grade Breakfast-\$1.25, Reduced - .30 Lunch - \$2.00, Reduced .40
WPISD Staff Breakfast- \$2.25, Lunch-\$3.25 **WPISD Visitor** Breakfast-\$2.50, Lunch-\$3.50

Meal Substitutions at no additional costs for children who meet the definition of special needs will be served provided a physician has submitted a statement attesting to this fact and prescribing a substitute.

PRE-PAID MEALS IN THE MORNINGS ONLY 7:15AM UNTIL 7:55AM

If your student(s) are on a meal plan and they choose to bring their lunch or breakfast and would like a milk, they must pay .75. Students that do not pre-pay for their lunch in the morning, are required to pay each day they choose to eat.

Before a parent/guardian can withdraw a student, all charges must be cleared in the cafeteria.

WPISD has a “**NO CHECK CASHING**” policy under which all money submitted by check or cash is credited onto the student's meal account.

If your child does not have money for his/her meals they will be given an alternate meal for breakfast and lunch. If you have any questions or a problem, please feel free to call the Child Nutrition Service Office for assistance at 903-873-4541.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. All students have scheduled times for library usage.

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.

TRANSPORTATION

School-Sponsored

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. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Cecil Adams at 903-873-2011.

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, band 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.
- 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.

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 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.

WILLS POINT ISD

Title I Parent Involvement Policy

All campuses in the Wills Point ISD are part of the school-wide Title I program and all students are eligible for services.

- An annual meeting will be held to share with parents the Title I program, services offered and plans for use of Title I funds.
- A flexible number of meetings will be provided to allow for parent involvement. These meetings will be scheduled by the school in languages appropriate for parent groups. Topics covered during the meetings may include:

training programs to help parents support and work with their children at home and at school;

evaluating the effectiveness of the schools' parent involvement policy to increase parent participation in Title I activities;

improving communication between the school and home;

discussing current student assessment data and student progress;

conferencing with teachers;

providing information about school and district resources for student academic improvement and career and college opportunities.

- Parent input from the parent meetings and training sessions will be shared with the Site-Based Decision Making Committee (SBDM) to provide an organized, on-going, timely way of involving parents in planning, review, and decision making for improvement of the program.
- All parents will be informed in writing of meetings. Meetings will be posted on school marquees, on the district website and in the local newspaper. Targeted language groups will receive notice in their primary language.
- Parents will be provided an opportunity at each meeting for questions, and suggestions. Responses will be given in a timely manner or referred to the appropriate school administration. Suggestions will be reviewed by school administration and placed on the agenda at the next regularly scheduled SBDM meeting.
- Parents will be notified annually of assessments results. Results will be communicated in the primary language of the parent.

Compact for Learning Wills Point ISD

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A compact is a voluntary agreement between two groups that firmly unites them. You are invited to be involved in a partnership with Wills Point ISD.

Wills Point ISD Vision Statement

We are a family of learners dedicated to nurturing a strong sense of self among all students, staff, family and community members.

We have a strong sense of self-

- We respect ourselves, fellow human beings, and our earth.
- We value our differences and our connections.
- We have the knowledge and skills necessary to participate in and contribute to our family of nations.
- We believe in and have hope for the future.

Student Pledge

I will strive to –

- Attend school regularly.
- Complete assignments and return homework on time to teacher
- Show respect for myself, other people, and property.
- Accept responsibility for my own actions.
- Make an effort to do my best to learn.
- Resolve conflicts peacefully.

Family Involvement

Parents and other significant adults are asked to agree to the following commitments, as they are involved in assisting the school in ensuring a productive scho

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX I

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Wills Point Elementary Schools Student Handbook (and the Student Code of Conduct) for 2009-2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Dates of attendance,
8. Grade level,
9. Enrollment status,
10. Honors and awards received in school,
11. Most recent previous school attended, and

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Grade: _____

APPENDIX II
ACKNOWLEDGMENT FORM

My child and I have received a copy of the Wills Point Elementary Schools Student Handbook.

Print name of student: _____

Signature of parent: _____

Date: _____

Grade: _____

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

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

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 informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree 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:

Contact Person: Susan Seale, Director of Special Programs

Phone Number: 903-873-2979

Parent Pledge / Contract

To assist in the learning and success of my son / daughter in school, I will do the following:

- *Provide a quiet place to study every night
- *Attend Parent-Teacher conferences; Meet the Teacher Night, and any other school events if possible
- *Monitor my son / daughter's progress by signing the Homework Notebook, Progress reports, and Report Cards
- *Share reading experiences with my child

I will also encourage my son / daughter to:

- *Complete all homework assignments
- *Read for 30 minutes every day
- *Attend and be on time to all classes
- *Get proper rest for the best school performance

Student's Name / Signature _____ **Grade** _____

Teacher _____

Parent's Signature _____

Wills Point ISD Three-Way School Pledge

Staff Section

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out our responsibilities to the best of our ability.

Debbie Deen, Principal of Wills Point Primary School

Stacy Morris, Principal of E.O. Woods Intermediate School

Angela Barton, Principal of Wills Point Middle School

The staffs of Wills Point Elementary Schools

Student Section

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out my responsibilities to the best of my ability. I understand that my signature below acknowledges receipt of this handbook including the School/Home compact. I further understand that I will be held accountable for my behavior and that I am subject to disciplinary consequences outlined in the Student Code of Conduct.

Student Signature

Date

Parent/Guardian Section

I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out my responsibilities to the best of my ability. I understand my signature below acknowledges receipt of this handbook and includes the School/Home compact. I further understand that all students will be held accountable for their behavior and they are subject to disciplinary consequences outlined in the Student Code of Conduct.

Parent/Guardian Signature

Date