

**W.F. George Middle School**  
**Student Handbook**  
**2018-2019**



“Home of the Hawks”

**W.F. George Middle School**

**412 E. Cash  
Iowa Park, TX 76367**

**2018-2019**

Board of Education

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<b>Superintendent</b>	<b>Steve Moody</b>
<b>Principal</b>	<b>Darla Biddy</b>
<b>Assistant Principal</b>	<b>Adam Arredondo</b>
<b>Counselor</b>	<b>Nona Laminack</b>

School Telephone Numbers

<b>Middle School</b>	<b>592-2196</b>
<b>Middle School Fax</b>	<b>592-2801</b>
<b>Administration Building</b>	<b>592-4193</b>
<b>High School</b>	<b>592-2144</b>
<b>Bradford Elementary</b>	<b>592-5841</b>
<b>Kidwell Elementary</b>	<b>592-4322</b>
<b>School/City Tax Office</b>	<b>592-5082</b>

This handbook is not intended to be a complete representation of the Iowa Park Consolidated Independent School District policy. Complete and official copies are a matter of public record. Copies are located in the offices of the Superintendent and the building principals, as well as on the school website, [www.ipcisd.net](http://www.ipcisd.net).

A school calendar is available at [www.ipcisd.net](http://www.ipcisd.net); or a detailed, monthly calendar of events, go to the WFGMS homepage. Parents can sign up for Skyalerts for more information. There is also a WFGMS Announcements page on Facebook.

## Principal's Message

Dear Parents and Students,

Welcome to the 2018-2019 school year at W.F. George Middle School. As we begin another school year, I would like to express my gratitude to each of you for choosing our school for your or your child's education. It is a joy and honor to be a part of your lives. I hope your first days are exciting and that many positive memories are made. Middle school age, by the majority opinion, is difficult. Our goal is to alleviate your concerns and make your time with us meaningful.

The Middle School handbook is prepared for the use and guidance of each student in W.F. George Middle School and his or her parents. It has been designed in a manner to allow students, faculty, and patrons to become better acquainted with the general operation, activities, curriculum, rules, and regulations of the Middle School. We hope the Middle School Handbook will help each student make the best possible use of his or her school year and the he or she will develop to the fullest potential.

We welcome your input and participation in our daily processes and in the development of our students. If I or any of our staff can be of assistance, please let us know. I hope you all have a great school year!

*Mrs. Biddy*

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**Iowa Park CISD  
ALMA MATER**

Here's to our dear old school  
Iowa Park High  
Green and white banners waving to the sky  
Hawks ever strong and true  
Praises to thee  
We pledge our faithful love and loyalty.

**Mission of Iowa Park CISD**

The mission of the Iowa Park CISD is to ensure our students the best educational experience of any North Texas school district. We will provide a well-rounded school experience in a safe environment that will prepare our graduates to attain their life goals.

*With wings everyone can fly!*

At WFGMS, we strive to achieve this mission by focusing on four cornerstones of successful middle schools:

1. **Support**—being developmentally responsive to student needs, using the nature of young adolescents as the foundation on which all decisions are made.
2. **Academic Challenge**—recognizing that every student can learn and everyone is held to high expectations.
3. **Empowering Students**—providing all students with the knowledge and skills they need to take control of their lives.
4. **Equity for all**—advocating for every student's right to learn and providing challenging and relevant learning opportunities.

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## PREFACE

To Students and Parents:

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

The Iowa Park School District provides students a quality education soaring with Hometown Pride! **The mission of Iowa Park CISD** is to ensure our students the best educational experience of any North Texas school district. We will provide a well-rounded school experience in a safe environment that will prepare our graduates to attain their life goals.

In pursuing that mission, IPCISD emphasizes both academic and non-academic aspects of the public school experience, excelling in both. Iowa Park students have excelled in and out of the classroom; always representing the school and community with a unique character we call ... **HAWK PRIDE!**

The goal of W.F. George Middle School is to create an environment that is academically stimulating, responsive to student needs, and supportive to students, parents, and teachers.

The W.F. George Middle School Student Handbook is designed to provide basic information that you and your child will need during the school year. It is divided into eight different areas consistent with our goal.

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

**Both students and parents must be familiar with the Iowa Park CISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found at the back of this handbook or online at [www.ipcisd.net](http://www.ipcisd.net).**

The student handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedure, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct that were most recently adopted by the board are to be followed.

Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances. Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any

additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

We encourage parents to review the entire handbook with their children and 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 a teacher, the counselor, or the principal.

[See **Objecting to the Release of Directory Information** on page 18 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis or Evaluation** on page 16 for more information.]

Note: References to alphabetical policy codes are included so that parents can refer to board policy. A copy of the District's policy manual is available for review in the superintendent's office or online at [www.ipcisd.net](http://www.ipcisd.net).

## **Nondiscrimination**

In its efforts to promote nondiscrimination and as required by law, IPCISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including vocational programs, and provides equal access to the Boy Scouts and other designated youth groups.

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, including sexual harassment or gender-based harassment:**

Superintendent - Steve Moody

328 E. Highway

Iowa Park, TX 76367

940-592-4193

- **ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:**

Superintendent – Steve Moody

328 E. Highway

Iowa Park, TX 76367

940-592-4193

- All other concerns regarding discrimination:

See the superintendent Steve Moody 940-592-4193.

[ See policies FB, FFH, and GKD ]

The district and campuses are required to post accountability information on the district website [www.ipcisd.net](http://www.ipcisd.net), under State and Federal law, including performance reports, school report cards, financial ratings, and the status of teachers. For more information see <http://www.texaschoolaccountabilitydashboard.org> and <http://www.tea.texas.gov>.

## COMMUNICATIONS—AUTOMATED

### Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. **It is crucial to notify your child's school when a phone number previously provided to the district has changed.**

[See **Safety** on page 92 for information regarding contact with parents during an emergency situation.]

### Nonemergency

Your child's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communication that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [Please **Safety** on page 94 for information regarding contact with parents during an emergency situation.]

### Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the superintendent at 940-592-4193.

# SECTION I

## Parent Involvement and General Operating Guidelines

---

### **PARENT AND FAMILY ENGAGEMENT**

#### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement 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. Discuss 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. [See **Academic Counseling** on page 33.]
- Checking Skyward Online Grading Program for student grades, assignments, attendance, and lunch information. Ensure that your child comes to school each day prepared, rested, and ready to learn.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please email or call the school office at 940-592-2196 for an appointment. The teacher will usually return your email or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 51.]
- Signing and following through with the Home/School Compact
- Participating in campus parent organizations. Parent organizations include: 8<sup>th</sup> grade class trip committee, and various Booster Clubs.
- 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, see policies at BQA and BQB, and contact the principal.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA and **School Health Advisory Council** on page 78.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.

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

### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

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

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

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

### **“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- 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 spinal screenings, or any physical examination or screening permitted or required under state law.** [See policies EF and FFAA.]

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



## **Consent to Display Student's Original Works and Personal Information (See hand-out in Directory Information)**

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works of the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed material, videos, or other methods of mass communication.

### **As a parent, you also have a right:**

- You may request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered to your child. You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the student's teacher.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- You may review your child's student records. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns,
  - Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,

- State assessment instruments that have been administered to your child as released by and permitted by TEA, and
  - Teaching materials and tests used in your child’s classroom.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To 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 state law.
- As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 22 and policy EC(LEGAL).]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL). ]
- A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **Objecting to the Release of Directory Information**

The Family Education Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a student’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school wide or classroom recognition; a

student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. **This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.**

### **Directory Information for School-Sponsored Purposes**

The District often requires the use of student information for the following school-sponsored purposes including, yearbook, the local newspaper, and the school website.

For these specific school-sponsored purposes, the District would like to use the student's name, picture, honors received, participation in recognized activities and sports, and grade level. This 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 found on page 18.

### **Objecting to the 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 is available for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **Visitors Participating in Special Programs for Students**

On various days the District invites representatives from colleges and universities and other higher education institutions, prospective employers, service organizations, inspirational groups, health organizations, and military recruiters to present information to students. All visiting groups are approved by the principal and/or superintendent.

### **Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. W.F. George Middle School has an agreement with Serenity Foundation of Texas. Serenity provides trained Prevention Specialists to present a Curriculum Based Resiliency Skill

Enhancement Education Program for WFGMS. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

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

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

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

### **Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14**

A student under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

### **Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

[See Video Cameras on page 110 for more information, including a parent’s right to request video and audio equipment be placed in certain special education settings.]

### **Limiting Electronic Communications with Students by District Employees**

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual’s professional responsibilities, as described by district guidelines. For example, a teacher may set up a Schoology page for his or her class that has information related to class work, homework, and tests.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. If you prefer that your child not receive any one-to-one electronic communications from a district employee, or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### **Prohibiting the Use of 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.

Our practice, at WFGMS, is to contact parents and give one swat. The intent is to redirect, not to injure. Extreme care and consideration is used when corporal punishment is applied. All corporal punishment involves a staff witness and is done discretely. Only approved designees may apply corporal punishment.

**If you do not want corporal punishment to be administered to your child as a method of student discipline, please submit a written statement to the campus principal stating this decision.** A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student. [See **Corporal Punishment** on page 114.]

Note: If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.

### **Safety Transfers / Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes

cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent for information.

- Consult with the district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See **Bullying** on page 95, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]
- Request the transfer of your child to [another campus or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE].

The principal is authorized to transfer a student from one classroom to another.

### **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.

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See policy EC(Legal) for more information.]

In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

### **Prayer**

Each student has a right to pray individually, voluntarily, and silently or to 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.

### **Accident Insurance**

Soon after 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.

### **Multiple Birth Siblings**

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

### **Students in the Conservatorship of the State (Foster Care)**

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student does only passes one semester of a two-semester course.

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact the superintendent, who has been designated as the district's liaison for children in the conservatorship of the state, at 592-4193 with any questions.

[See also Credit by Examination For Advancement/Acceleration on page 55 and Course Credit on page 54 for more information.]

### **Special Programs**

The District provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, English language learners, 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 Middle School office.

### **Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations

or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **English Language Learners**

A student who is an English language learner (ELL) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 56, may be administered to an English language learner, for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC

### **Student who are homeless**

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and



- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG (LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district’s homeless education liaison, Steve Moody at 592-4193.

[See also Credit by Examination for Advancement/Acceleration on page 55 and Course Credit on page 54 for more information.]

### **Children of Military Families**

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency.](#)

### **Gifted and Talented Services**

In an effort to meet the individual needs of all students enrolled in Iowa Park Consolidated Independent School District, the district maintains an Advanced Academic Program (Gifted and Talented). Qualifying students who evidence exceptional intellectual capacity are provided special learning opportunities for extension of classroom instruction. GT students are formally identified through a battery of tests and documentation, before enrolling in this program. All IPCISD teachers are trained in differentiated instruction and attend annual GT

training. Screening for this program is done annually in the spring. For more information contact the school counselor. Also see Gifted and Talented on page 54.

### **Services for 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 counselor at 940-592-2196.

### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

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. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

### **Students Who Have Learning Difficulties or Who Need Special Education or 504 Services**

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a child is experiencing learning difficulties, the parent may contact the counselor, principal, or West Wichita County Coop 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 or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation. Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. **However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.**

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a

parent's written consent. However, if the student is absent from school during the evaluation period for three or more schooldays, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent. There is an exception to the 45-school-day timeline. If the district receives parent's consent for the initial evaluation at least 35 but less than 45 schooldays before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies.

Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

### **Contact Person for Special Education Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is the school counselor at 940-592-2196.

### **Section 504 Referrals**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### **Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Nona Laminack at 940-592-2196. [See also Students with Physical or Mental Impairments Protected under section 504 on page 28.]

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partner Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## **Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education**

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies

## **Students With Physical or Mental Impairments Protected under Section 504**

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

[See policy FB.]

[See also Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services on page 26 for more information.]

## **Service / Assistance Animal Use by Students**

A parent of a student who uses a service / assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service / assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

## **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs, is the school principal, and may be contacted at 592-2196.

## **Authorized Inspection and Use of Student Records**

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** on page 18 are:

- The right to inspect and review student records within 45 days after the school received a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA and state laws safeguard student's records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing and personally identifiable information from a student's records, the district must verify the identity of their person, including a parent or the student, requesting the information.

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

- Inspection and release of students record is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health district medical staff); a person or company with whom the district has contracted or allowed to provide a particular instructional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of post-secondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid program; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district disclosed information it has designated as directory information [see **Objecting to the Release of Directory Information** on page (18) for opportunities to prohibit this disclosure.

Release of personally identifiable information 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 counselor is custodian of all records for currently enrolled students at the assigned school. The principal or superintendent is the custodian of all records for students who have withdrawn or graduated.

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

The address of the superintendent’s office is:

328 E. Highway  
Iowa Park, TX 76367

The address of the principal's offices is:

412 E. Cash

Iowa Park, TX 76367

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 51 and **Complaints and Concerns** on page 30 for an overview of the process.]

The district's policy or complaint forms regarding student records is available from the principal's or superintendent's office or at [ipcisd.net](http://ipcisd.net).

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

### **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, such as during Flight Training or electives.**

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

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. See also, attendance policy on page 33.

## **Late Arrival to School**

Tardiness to school may result in the student incurring additional absences and disciplinary consequences. Strong effort should be made to ensure early arrival to school. Also see Student Discipline on page 11.

## **Withdrawing From School**

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

## **Student or Parent Concerns or Complaints**

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

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **Online Grades, Email, and Website Information**

### **Skyward and Online Grades**

IPCISD utilizes Skyward grading system. Skyward allows online viewing of your child's attendance, cafeteria account, as well as academic progress. If you have any questions, please feel free to contact your child's school counselor.

### **Contacting teachers via email**

Because teachers do not always have access to a phone, contacting them through email is a convenient way for both parents and teachers to communicate. To contact a parent by email, type in the first letter and last name followed by the @ sign and the school's web address. An example follows:

Teacher: Jane Doe      Email address:      [jdoe@ipcisd.net](mailto:jdoe@ipcisd.net)

### **District and School Website**

The District website can be accessed by typing in [www.ipcisd.net](http://www.ipcisd.net) into the URL screen on your computer. From this website, district and individual school information can be found such as the district calendar and school policy. To find information regarding W.F. George Middle School, click on the school's name and you will be linked to specific information



about that campus. Examples of types of information available include: faculty information, contact information, the school calendar, and state mandated curriculum. If you have any questions regarding the school website, contact the school. Parents may also sign up to receive email alerts. For more information on how to sign up to receive email alerts, please contact the office.

### **Academic Counseling**

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues, mental health issues, or substance abuse. A student who wishes to meet with the school counselor should contact the counselor for an appointment. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[See Substance Abuse Prevention and Intervention on page 33 and Suicide Awareness on page 33, and Child Sexual Abuse and Other Maltreatment of Children and Dating Violence on page 97/98.]

### **Substance Abuse Prevention and Intervention**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you.

The DSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: [Services for Children and Adolescents](#)

### **Suicide Awareness and Mental Health Support**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

# General Operating Procedures

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## **ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s learning, 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 the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student’s attendance affects the award of a student’s final grade or course credit—are of special interest to students and parents.

**Students will be allowed 3 parent written notes per semester that will be counted excused absences. After those 3 parent notes are utilized, all other absences, excluding doctor appointments, will be counted as unexcused absences. A student that has 3 or more unexcused absences in a 4 week period may have their attendance record turned over to the school resource officer to initiate truancy prevention measures, in accordance with Texas Education Code Sec. 25.0915.**

**Notes should be sent to the school office or attendance clerk within 3 days of returning to school. When a student is absent, if a note is not turned into the office within 3 days of the absence, the absence will be marked unexcused. If a child acquires enough absences to deny him or her credit (below 90% attendance), attendance for credit will be required to be made up and other discipline measures may apply.**

**When a student is absent, parents should call the school by 9:00 a.m. at 592-2196. The district must submit attendance of its students to TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 10:00 am. A student absent for more than three consecutive days because of personal illness may be required to bring statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school.**

**Tardiness to school may result in the student incurring additional absences and disciplinary consequences. An effort should be made to make sure students are on time to school. Excessive tardiness may result in ISS placement.**

Two state laws, one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child’s attendance affects the award of a student’s final grade or 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 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

## **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. [See page 25 for that section.]

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absence, and
- A student serving as election clerk if the student makes up any work missed.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

## **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### **Students with Disabilities**

**If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.**

### **Between Ages 6 and 19**

**When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the**

student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Superintendent's designee. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

### **Attendance for Credit**

To receive credit in a class or a final grade in a class, a student in kindergarten through grade 12, 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 or a final grade 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 the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, or a final grade because of absences, if appropriate. The Attendance committee may include the principal, assistant principal, secretary, counselor, and one or more of the students' teachers. [See policy at FEC]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the reward of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.

- 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 review absences incurred based on the student’s participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL)
- 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 or a final grade.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee’s decision to the board by following policy FNG(Local).

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

### **Documentation after an Absence**

When a student must be absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence within 3 days. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

The school maintains the right to deny acceptance of parent notes after 3 notes have been received in a semester, or in the event the district has sufficient or logical reason to believe the stated reason for the absence is not credible. A students’ or parents history regarding truancy issues may be considered when determining whether or not to accept parent notes.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

### **Doctor’s Note after an Absence for Illness**

**Within 3 days of returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.**

**Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.**

**Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.**

[See policy FEC (LOCAL).]

### **Accommodations for Children of Military Families**

See Children of Military Families, page 25.

### **Green Catch Up/ Summer School for Make-up of Absences**

- **Any student who exceeds 90% attendance rule will be required to make up those absences in Green Catch Up or Summer School. Information regarding these programs will be made available in the spring. Two days in Green Catch or one day of summer school will be required to make up 1 day of attendance, which is approximately 4 hours or 4 core subjects.**

### **MAKEUP WORK**

#### **Routine and In-depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work. This work is 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 is encouraged to speak to his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan and work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to state laws surrounding "attendance for credit or final grade." [See Attendance for Credit or Final Grade on page 36.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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.

**Make-up tests:** *If a test is assigned when the student is in class, the student will be expected to make up the test on the first day back to school. If the student is absent when the test is assigned, the test must be made up within three days of returning to class.*

**Make-up Homework:** *If homework is assigned when the student is in class, the student will be expected to turn in the assignment on the first day back to school. If the student is absent when the homework is assigned, the homework must be made up within three days of returning to class. Students are encouraged to make up work missed due to absences. However, we request*

that the secretary not be asked to obtain assignments until the student has been absent a minimum of three days. Individual teachers may be contacted via email during that time to obtain assignments, by logging on to the website at [www.ipcisd.net](http://www.ipcisd.net).

### **DAEP or In-school Suspension Makeup Work**

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

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LLEGAL).]

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

### **Positive Behavior Interventions and Supports System (PBIS)**

PBIS is a proactive approach to school wide discipline. The guidelines and procedures developed will help parents, teachers, and administrators monitor student progress in the areas of attendance, behavior, and grades. In addition, PBIS creates a school wide, multi-tiered behavioral and support system where assistance for the student increases if their performance in specific areas decreases. Students will be monitored every 3 weeks. A leveled framework of interventions of supports us used to communicate expectations to students. In some cases, discipline consequences or loss of privileges may apply when necessary.

For more information on PBIS, please see [www.pbis.org](http://www.pbis.org)

## CLASS SCHEDULES

### Regular Bell Schedule

7:55-8:00	Enter building - Tardy bell rings at 8:00
8:00-8:50	1 <sup>st</sup> Period
8:55-9:45	2 <sup>nd</sup> Period
9:50-10:35	3 <sup>rd</sup> Period
10:40-11:25	4 <sup>th</sup> Period
11:30-12:55	5 <sup>th</sup> Period
	11:25-11:55 A Lunch (Sixth grade)
	11:55-12:25 B Lunch (Seventh grade)
	12:25-12:55 C Lunch (Eighth grade)
1:00-1:45	6 <sup>th</sup> Period
1:50-2:40	7 <sup>th</sup> IPFT
2:45-3:30	8 <sup>th</sup> Period

### Friday Bell Schedule

7:55-8:00	Enter building
	1 <sup>st</sup> Period
	2 <sup>nd</sup> Period
	3 <sup>rd</sup> Period
	4 <sup>th</sup> Period
	5 <sup>th</sup> Period
	11:25-11:55 A Lunch
	11:55-12:25 B Lunch
	12:25-12:55 C Lunch
	6 <sup>th</sup> Period
	8 <sup>th</sup> Period
	7 <sup>th</sup> Flight School

On **Early Release** days, school will **dismiss at 1:30 PM**.

### 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 main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

#### Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or



- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See also Student Code of Conduct.]

### **Lunch: Visits by Parents Policy and Procedure**

For security and TEA-compliance reasons, the following policies should be observed by visitors to the campus:

- Parents and visitors, please sign-in at the office. Be prepared to show a picture I.D.
- Parents, please notify the office if someone other than you will be attending lunch with a student. Guests under 18 or still in high school must be accompanied by an approved adult.
- Parents, please join your student in having lunch at the **Visitors Table**, located just inside the cafeteria doors.
- Only parents and their students will be allowed to sit at the visitor table.
- Only provide food for yourself and your student. Students may have food allergies.
- Parents and visitors may not enter the playground/recess area or enter any other part of the campus.
- Parents are not to take student pictures with cell phones. This is a FERPA violation.
- Parents may use the restroom facilities located in the teacher lounge, but may not use student restrooms.

### **W.F. George Middle School Lunch Prices**

**Students = \$2.85      Guests = \$3.50**

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

### **Lunch/Recess**

Students will be allowed a recess period, after finishing lunch, within the allotted lunch breaks. Visitors may not attend recess, and must exit the building/campus.

### **Cafeteria Services and Lunch Program**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's

eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the student's eligibility for free and reduced price meals or free milk. Applications may be submitted online. See the assistant principal for more information.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to \$20 and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal. The district will make every effort to avoid bringing attention to such a student.

### **School Facility 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.

### **Meetings of Non-curriculum-Related Groups**

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

### **W.F. George Middle School Drop- Off and Pick-up Procedures**

#### **Drop Off:**

Students may be dropped off in the 6<sup>th</sup> grade drive, on Cash Street, or in the drop off/pick up lane along Victoria Street. There is no parking on the East side of Victoria. Students are not to be dropped off or picked up in the main circle drive in front of the main building, before or after school. **The circle drive is reserved for Buses Only.**

**Upon arriving at school,** students may only go to the following areas: the black top area between the two buildings and in front of the tennis courts, the cafeteria (7:15 a.m.), the library until (7:45 a.m.), and the gymnasium (during severe weather only and only when supervised). Students are not allowed on the playground or in the buildings unless for pre-arranged tutorials, athletic practice (if participating), breakfast or a library visit. Students may not go to lockers until

the first bell rings at 7:55 a.m. Students visiting the library are expected to work or read, and are not allowed to visit.

Food and drinks are not allowed outside the building or in the areas where students wait for the morning bell. If students bring food or drink to school, they may finish what they bring in the cafeteria.

Students may not play with balls before or after school, however, it is permitted at lunch/recess. This is a safety hazard for many reasons and failure to follow this rule will result in loss of items, as well as disciplinary action.

### **After School Pick Up Procedures:**

- **Bus students** will wait in the cafeteria until their bus arrives.
- **Walking or bike riding students** will be released immediately from school and are expected to leave campus immediately. (Skates, skateboards, scooters, and shoes with wheels are not allowed).
- **Students who are picked up** by a parent immediately after school will be released in the manner described below. **Students who are not picked up immediately** will wait in the cafeteria with bus students. All students need to be picked up no later than 4:00 p.m. unless they are participating in planned extra-curricular activities.
  - **6<sup>th</sup> graders** will be escorted from the band hall exit of the 6<sup>th</sup> grade wing and will wait for parents on the sidewalk in the 6<sup>th</sup> grade drive.
  - **7<sup>th</sup> graders** will be escorted out the Southwest doors of the main building and will line up along the sidewalk on Victoria drive. This lane is for pick-up only—not parking.
  - **8<sup>th</sup> graders** will be released out the front doors and may be picked up on Cash Street or in the 6<sup>th</sup> grade drive. **Cars should not park in front of the entrance to the circle drive or along the curb on the north side of Cash Street between 7 AM and 4 PM.**
  - If picking up students from multiple grades, please utilize the 6<sup>th</sup> grade drive or Cash Street.
  - See the campus map below for more information.

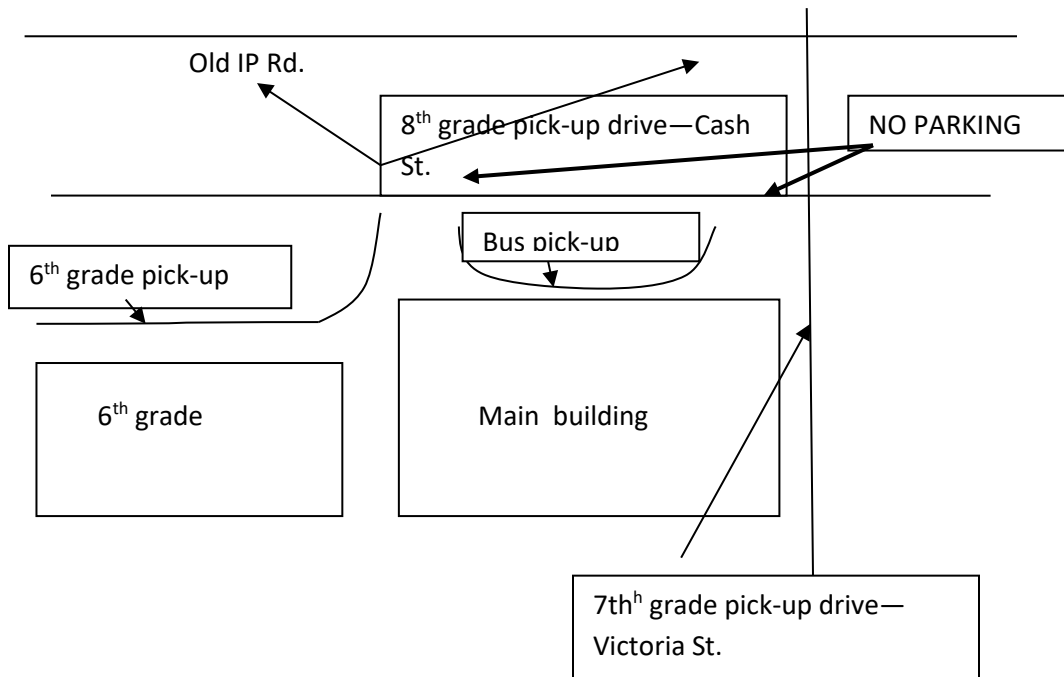
**Please use caution at all times and reduces driving speed to 10-20 MPH. Stay off cell phones.**

**All students should use cross walks when crossing the street.** Beware of biking students.

- Any changes to after school pick-up procedures need to be **phoned in before 3:00 pm.**
- Students may not ride with another student or on a bus without prior approval. In such case, notes should be turned in or phone calls made to the office prior to 10:00 a.m., so that the changes may be verified and approved by the Principal or Principal's secretary.

- During sudden severe weather (such as pouring rain or tornado activity) or an emergency, bells may be delayed and students held until it is safe to dismiss. Parents may enter the building to find shelter from storms; however, students will not be released. School officials will work quickly to restore the normal routine as soon as it is safe to proceed.

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## Leaving Campus

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent.

- For students in middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once the identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow visitors to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse or administration will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

The bell to end 8th period will ring at 3:30 p.m. Students may be required to stay for tutorials or detention. All students eligible to ride a bus will report to the cafeteria or designated bus area. These students will be assigned a waiting area until their assigned bus arrives. The first bus arrives at our campus at 3:35 p.m., and the last bus leaves at approximately 3:55p.m. Sixth grade students will wait for their ride in front of the sixth grade building along the sixth grade drive. Seventh grade students will use the front west side exit and wait for their ride along Victoria Street. Eighth graders will exit from the office main doors and wait for their ride on the front porch. All students who are either walking or riding a bike home will be asked to leave campus immediately. **No loitering** after school.

### **Closed Campus**

After arriving at school, students are not allowed to leave the campus without permission from the office.

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

### **Scheduling a trip**

Organizations desiring to schedule school-sponsored trips must first have the sanction of the sponsor and the approval of the principal. All trips outside the school District must have prior approval of the superintendent. Requests shall be made at least two weeks in advance. School owned vehicles shall be used to transport the students to and from their destination on all trips except in those extreme cases where vehicles are to be used on official school business and shall be driven only by and employee or officials of the school District. Private vehicles will not be used without prior written approval by the superintendent of schools. In those cases where permission has been granted to use a privately owned vehicle for a trip, the driver must be a full time staff member of the school District or an adult who has received prior written permission from the superintendent of schools.

## **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

Further information may be obtained by calling the superintendent's office at 592-4193.

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the superintendent's office. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely.

**Misconduct will be punished according to the Student Code of Conduct; bus riding privileges may be suspended.**

## **8<sup>th</sup> Grade End of Year Activity (Six Flags) or Other Destination**

To be eligible to participate in the end of the year activity, all 8<sup>th</sup> graders must meet the following guidelines:

1. The student must not have been placed in AEP, JJAEP or Juvenile Detention during the school year.
2. The student may not have been placed in ISS more than one time or one extended stay during the school year.
3. Only those students who have promoted to the next grade will be allowed to participate.
4. Students must be in attendance for 90% of the school days as prescribed by state law in order to be eligible to participate.
5. Students must have all books and equipment turned in, lost books and fines paid at least three days before activity date.
6. Due to activity reservations, scheduling, and costs, cancellations not made four weeks prior to activity date may not receive a full refund.

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students using the library must respect others by remaining quiet. All materials are accessible to students and faculty members, and the following rules should be observed:

1. Books are loaned for a period of fourteen (14) days and may be renewed for fourteen (14) more days. The actual cost for replacement is the fee charged for lost books.
2. Encyclopedias and other reference books are to be used in the library. Current periodicals and back issues of magazines are to be used in the library as well.
3. Parents and students may access the library on the district site to access to find books, check points, levels, etc.

The library is open for student use during the following times with a teacher permit:

- Monday-Friday, 7:45 a.m. to 3:30 p.m.

### **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instruction Materials**

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

### **Fines**

All fines for damaged, lost books or other instructional materials must be paid for before each grading period ends or report cards will be placed on the hold list.

### **Supply and Damage Fees**

The cost of damage to textbooks may range from \$.25 to the replacement cost of the book or item.

### **Student Fees**

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

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

- Fees for lost, damaged, or overdue library books, textbooks or chromebooks.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 108.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a free for a course taken through the Texas Virtual School Network (TxVSN).
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policy FP.]

### **Check Acceptance Policy**

The School District has established the following policy for accepting checks and for collecting bad checks: For a check to be an acceptable form of payment, it must include the current, full, and accurate name, address, telephone number, driver's license number, and state of license. In the event the check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event that a check is returned for non-payment, the school will no longer accept a check from the writer as an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead.

### **Distribution of Literature, Published Materials or Other 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, flyers, etc.

The school newspaper and the yearbook are available to students.

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

#### **Non-school Materials...from students**

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than [number listed at FNAA(LOCAL) that defines distribution] copies of written or printed materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated a bulletin board in the cafeteria as the location for approved non-school materials to be placed for voluntary viewing by students. [See policy FNAA.]



A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school 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.

### **From Others**

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

Prior review will not be required for:

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

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

### **Fundraising**

Student clubs or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

## Section II

# Curriculum

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### **Grading Guidelines**

In grades six through eight, achievement is reported to parents via progress reports, report cards, and parent/teacher conferences. (See **Online Grading, Email and School Website Information**, page 32.)

### **Grading Policy**

Grades at W.F. George Middle School are divided into two important areas:

1) an academic grade and 2) an effort or work related habit grade.

1. Academic grade: The academic grade will reflect the achievement of students in the classroom. It is designed to tell you if your child is learning the expected objectives in that subject and grade level. Academic grades are reported using the following scale:

A = 90-100

B = 80-89

C = 70-79

F = 69 and below

2. Effort (work habit) grade: The effort grade is similar to a conduct grade. It reflects your child's conduct as well as other related habits at school. Most classroom incidents equate to approximately 3 points. Effort (work habit) grades are reported using the following scale:

A = 90-100 = Less than or equal to 3 disruptions

B = 80-89 = Greater than 3 disruptions and less than or equal to 6 disruptions

C = 70-79 = Greater than 6 disruptions and less than or equal to 10 disruptions

F = 69 and below = Greater than 10 disruptions

### **Final Examinations**

A final examination is the culminating or last examination at the end of each semester. Students will not be exempt from taking a final examination in any class.

## **Computation of Grades**

- **Six weeks average:** No single grade will count more than 20% of the six weeks grades. Six weeks averaging will vary depending on the subject.
- **Semester average:** Each six weeks equals 2/7 of the grade; the semester exam equals 1/7 of the grade.
- **Cumulative average:** To earn credit for the year, students must have an average of 70 for both semesters.
- 

## **Report Cards/Progress Reports/Conferences/UII Eligibility**

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

At the end of the first three weeks of a grading period, parents will receive an emailed unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is 75 or below. Progress notes are mailed if no email is provided. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent may wish request to schedule a conference with the teacher of that class or subject. [See **Working Together**, on page 15, for how to schedule a conference.]

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

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

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

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks. Skyward Online Grading Program is available to parents at all times to check grades, attendance, or food service. See Online Grading on page 32.

## **Grades/Tutorial Policy**

A student who receives a grade lower than the equivalent of 70, on a scale of 100, in any academic class will be considered failing. Any student who scores lower than 70 in any academic subject may be required to attend tutorial classes. These will be arranged on an individual basis with the teacher. It will be the responsibility of the parent to provide transportation on the days the student remains after school for tutorial classes. Students must make prior arrangements with teachers for tutorial sessions.

## **Cheating**

If a student is caught cheating, he/she may receive a zero on the work. This will be documented and filed accordingly. Ten points will be deducted from the work habit grade. Students caught cheating may be removed from NJHS or Student Council. Other disciplinary consequences may be administered in addition to these actions, depending on the severity of the incident.

## **Homework Policy**

Homework at W.F. George Middle School is relevant practice to increase retention and master concepts of the learned objectives taught in class. Homework must be aligned to the curriculum, be reasonable in length, and be meaningful.

Students are expected to complete all assignments and make up missing assignment during tutorials or at the teachers' discretion. Late work may not be allotted full credit.

## **Homework Perspectives and Expectations**

### **TEACHERS**

- Homework is assigned to support taught objectives. It does not replace instruction
- Homework should be completed within a prescribed time-frame
- Homework should be limited to reasonable number of minutes per night, per class. Teachers will define expectations in their course overview and on their website
- Model how to plan out and clearly define your expectations for the completion of homework for students
- Give prior notice for quizzes and one week's notice for tests
- Teacher feedback will be given for all assigned homework
- Be organized! Plan your grading cycle in advance.
- Keep website updated each week with daily assignments
- Keep grade level testing calendar updated. There should be no more than two tests per grade level per day.
- Include major projects on the testing calendar and be mindful of testing policy when scheduling
- Provide clear, written rubrics for presentations and projects and written expectations for assignments
- Record in a timely manner a minimum of two daily grades per week and 2-3 major grades per six weeks

### **STUDENTS**

- Homework completion is required
- Homework is the student's responsibility
- Record assignments in an assignment sheet or online calendar every day
- Plan around extra-curricular activities by developing a time management plan; make an assignment/test calendar

- Homework time in class is not required by teachers; however, if class time is given, students should use that time for homework.
- Check assignments, teacher websites or contact a friend
- Ask your teacher about tutoring if you need help in a class. Know their tutorial schedule. Ask questions!
- Always do your best, and take pride in yourself by doing your own work
- Divide up study topics into small sections for tests and projects, or set a timer
- Find a quiet place to complete homework. Avoid distractions (i.e. radio, computer, T.V., phone, electronic games, etc.)
- Follow teacher rubrics for assignments and projects-if unsure of an expectation then ask your teacher
- Attend tutorials as needed.
- Attend Green Catch-up when assigned.

## **PARENTS**

- Help students learn how to navigate Skyward.
- Support your child with his/her homework. Homework is independent practice for the student to enhance his/her understanding of class material
- When scheduling appointments with staff, please call or email the staff member in advance
- Homework is a way for students to learn responsibility
- Allow for homework time—10 minutes per grade level: 6<sup>th</sup> -70minutes, 7<sup>th</sup> -80 minutes, 8<sup>th</sup> -90minutes
- Help find a quiet and suitable area for your child to work with limited distractions
- Encourage your child to advocate for himself/herself when concerns arise and to problem solve as needed
- Provide tips on planning ahead:
  - Check assignment sheet or Skyward Online grades
  - Plan for weekly tests, quizzes, projects and activities
  - Create a home calendar for tests, assignments, projects and activities

## **Academic Programs**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. For more information, see Academic Counseling on page 33.

## **Honors Courses**

Honors courses are available in certain subject areas for students. If a student is interested in honor courses, it is recommended they have a 90 yearly average, from the previous year, in the subject area interested in and have met the minimum standard Level II on the STAAR exam if applicable.

## **Honors Removal**

If a student fails to maintain an 85 average for a six weeks grading period, the student may be removed from Honors classes and returned to a regular class or the student will be placed on probation for the next six weeks. If removal is deemed necessary, the parent will be notified.

## **Gifted and Talented Program**

A gifted and talented student means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- (1) exhibits high performance capability in an intellectual, creative, and/or artistic area;
- (2) possesses an unusual capacity for leadership; or
- (3) excels in a specific academic field.

Nominations can originate from teachers, parents or community members during the nomination period. Nominated students are nominated with a formal nomination sheet to be given to the campus office. Written parent or guardian permission is required to screen/assess a student. If a parent does not want his/her child to be screened, this information will be documented.

Information on the Gifted and Talented Program (GT) is available in the counselor's office. See also policy SEC 29.121.

## **Credit by Exam—If a Student Has Taken the Course/Subject**

A student who has previously taken a course or subject area, but did not receive credit or a final grade for it, may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or final grade by passing an examination on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

If the student is granted approval to take an exam for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the district will determine whether any opportunity for credit by exam will be offered.

[For further information, see the counselor and policy EHDB(LOCAL).]

## **Credit by Exam For Advancement/Acceleration—If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has no prior instruction or to accelerate to the next grade level. The examinations are offered by the district and are approved by the district’s board of trustees.

Courses available for testing include:

- English/Language Arts 6A & 6B, 7A & 7B, 8A & 8B
- Reading 6A & 6B
- Mathematics 6A & 6B, 7A & 7B, 8A & 8B
- Science 6A & 6B, 7A & 7B
- Science II 8A & 8B
- Texas History/ Geography 7A & 7B
- U.S. History 8A & 8B
- Computer Literacy

For testing dates or additional information, please contact the counselor at 592-2196.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination or a score designated by the state for an examination that has alternate scoring standards. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable examination before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

## **Student Awards and Honors**

### **Honor Roll**

The W.F. George Middle School Honor Roll is made up of students who have excelled in scholastic ability for the preceding six weeks. All students who have made a grade of 80 or above in all subject areas are placed on the “AB” Honor Roll. All students, who have made a 90 or above in all subjects, are placed on the “AA” Honor Roll.

In addition to the above requirements, students must have at least a “A” on each work habit grade in order to be on the “AA” Honor Roll. To be on the “AB” Honor Roll, students must have at least a “B” on each work habit grade.

### **Academic Achievement Awards**

In order for a student to receive an Academic Achievement Award, the student must qualify for the “AA” or “AB” Honor Roll through the fifth six weeks.

## **On Campus Student Supports:**

### **IPFT (Formerly Enrichment)**

All students will be assigned to a Flight Training class period. Students will receive a grade based on weekly cooperation, completion of assignments, and participation. Enrichment time will focus on character education, career investigation, life skills, homework completion, and specialized programs based on student needs. Flight training will be during 7<sup>th</sup> period.

### **Green Catch-Up**

The purpose of Green Catch-Up is to help prevent learning gaps, falling behind in a class, and/or failures. Students stay until 5:30 on Friday to get caught up in the classes they are struggling in. Teachers are available to help students with any needs they have. Parents are contacted by the teacher prior to placement. Green Catch-Up can also be used to make up credit attendance.

### **Standardized Testing**

In grade 8, students may have the opportunity to take standardized tests such as, the PSAT (Preliminary SAT), and ACT. Please check with the counselor for details.

## **State- Mandated Tests – STAAR Exam**

### **STAAR (State of Texas Assessments of Academic Readiness) Grades 3–8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take state assessments, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next level, unless the student is



enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individual education plan (IEP). [See Promotion and Retention on page 116 for additional information.]

STAAR Alternate 2, is available for eligible students receiving special education services who meet certain state-established criteria, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

## **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, the recommendation of the student's teacher, the score received on any criterion referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

In addition, at certain grade levels a student or courses will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

In grades 6-8, promotion is based on attendance and academic performance standards established by the District and the State. The student may not promote if he or she has failed more than one of the core subject courses and/ or has missed an excessive number of days unless the student goes through the established remediation programs. See attendance on page 34.

- 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 in English or Spanish.
- In order to pass to grades 7 and 8, students must perform satisfactory or complete a remediation program. (summer school)
- 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 in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's 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 and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy at EIE.]

Certain students—some with disabilities and some classified as English language learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

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

## **SUMMER SCHOOL**

W. F. George Middle School will offer summer school to those students who do not meet the minimum requirements in academics, attendance, or on state assessments to promote to the next grade. Information will be provided in the spring to parents of students in danger of not promoting. The district may require a minimal fee.

## Section III

# Extra-Curricular and Co-Curricular Activities

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### **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.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 45]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all of the rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov). [See UIL Texas for additional information on all UIL governed activities.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when the helmet has been reconditioned.

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. **This examination is required in the first year of middle school competition and the first and third years of high school competition.** During alternate years, the student must complete a medical appraisal form, and the results of this appraisal form may prompt the district to require physical examination.

In addition the following provisions 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 an honors or dual credit course in English

language arts, mathematics, science, social studies, economics, or language other than English, may not participate in extracurricular activities for at least 3 school weeks.

- A student who receives special education services and 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 but may not participate in any competitive activity.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- A student who misses a class because of 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 board policy will apply in addition to any consequences specified by the organization’s standards of behavior.

**Extracurricular and Co-Curricular Activities**

<b>ACTIVITY</b>	<b>SPONSOR</b>
National Junior Honor Society	Jennifer Gumm
Student Council	Kayla Lalumia
Band	Teresa Archambo
Choir	Hannah Johnston
Boys Athletics	Jason Young
Girls Athletics	Cara Lane
Tennis	Ronnie Benson, Ryan Gillan, Sean Jackson
Yearbook	Stephanie Roberts
Cheerleading	Stephanie Roberts
Student Travel	Brandi Neville
UIL Academic Contest	Braden Perry
One Act Play	Danielle Welch
Gifted and Talented	Elizabeth Witherspoon

## **Drug Testing**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades who wish to participate in extracurricular activities will be required to participate in the locally adopted drug-testing program. Students in the 6<sup>th</sup> grade may participate in the program voluntarily with parental consent. Information regarding the drug-testing program will be sent home with students at the beginning of each school year by the extracurricular sponsors. For more information or to sign your child for the program you may call the principal or superintendent.

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

## **Athletics**

### **Athletic Code of Conduct**

As an athlete of Iowa Park CISD you are expected to adhere to a high set of standards beyond that of non-athletes. We will promote and conduct ourselves in a manner that is considered a positive example for all of our students and Iowa Park CISD.

The following guidelines apply to all athletes representing IPCISD in any field of competition grades 7-12.

### **Iowa Park CISD Athletic Code of Conduct Policy**

As an athlete of Iowa Park CISD you are expected to adhere to a high set of standards beyond that of non-athletes. We will promote and conduct ourselves in a manner that is considered a positive example for all of our students and Iowa Park CISD.

The following guidelines apply to all athletes representing IPCISD in any field of competition or sport, grades 7-12.

**Conduct:** A high level of personal conduct is expected from all athletes representing our programs. This will include school trips, competitions, the classroom, and in the community. Students whose conduct is lacking may be removed from athletics by the Athletic Director.

**Appearance:** Athletes will follow the dress code as it appears in the student handbook. The Athletic Director and coaches may have other rules concerning dress during their seasons or school year.

**Profanity:** Profanity will not be tolerated or allowed and will be dealt with appropriately. If profanity becomes a problem, the student will be disciplined or **could be removed from athletics.**

**Quitting:** **Students will have a two-week period, once they report for each sport, to decide whether to participate.** If the student quits during the two-week period there will be no

penalty. If a student quits after the two-week period is over, the student will not be allowed to play any other sport until the next school year, pending approval from the Athletic Director.

**Hazing:** Hazing and initiations will not be tolerated under any circumstances.

**Theft:** Stealing from teammates will not be tolerated. Athletes caught stealing may be removed from athletics.

**Grades and Discipline:** An athlete who fails one or more classes three consecutive six weeks and is not showing considerable improvement can be removed from athletics at the discretion of the Athletic Director. Students with habitual infractions in the areas of attendance, attitude, as well as compliance with rules and expectations, may be removed from athletics at the discretion of the Athletic Director.

**Practices:** Athletes are expected to attend all scheduled practices. When possible, athletes are expected to notify their coach by 9:00 a.m. if they are going to miss. If an athlete is sick and will miss a workout, they need to call and tell their coach or leave a message letting them know ahead of time. Unexcused or unexplained absences will require extra work. Coaches may limit playing time for athletes who miss workouts without notification. Coaches may also require make-up work for excused absences during their seasons. Students in off-season must also call in for missing an athletic period. **Students who miss often or fail to provide credible and approved documentation for absences could be subject to removal.**

**Equipment:** Athletes will keep up with and take care of their equipment. Students will pay for any lost or stolen equipment that was checked out to them. Students that trade, take, or are in possession of school equipment issued by other schools will be punished. It is expected that certain items be purchased at the parent's expense such as proper footwear, all or parts of the practice uniform, and travel garments, such as t-shirts.

**Students on school trips:** Students drinking alcohol, taking drugs, or using tobacco on a school sponsored trip or behaving in any manner in violation of the Student Code of Conduct will face punishment according to the student handbook. The student will also be punished according to the IPCISD Extra-Curricular policy.

**Arrests:** Students involved in incidents involving arrest and possible charges being filed will be dealt with. As suggested by UIL, IPCISD will suspend the athlete until the facts of the case are known. The suspension will be based on details of the offense, information available at the time, and the seriousness of the charge. No athlete charged with a felony may be allowed in competitions until the charges have been dropped, the athlete has completed his/her probation, or there has been an acquittal. Athletes charged with a Class A or B misdemeanor will serve an appropriate suspension as determined by the coach and Athletic Director.

**Drugs/Alcohol:** The use of drugs or alcohol any time will be a violation of the IPCISD Extracurricular Policy and of athletic rules. If a student is caught the following punishments will occur and start as soon as possible.

### **1<sup>st</sup> Offense-**

1. The student shall be suspended from participation in extracurricular activities for 45 school days;;
2. The student shall be required to attend practice during the last 15 school days of the suspension before being allowed to compete
3. The student shall be required to attend a District-approved drug counseling program; and
4. The student shall be subjected to mandatory drug testing for the remainder of the year or for three consecutive negative tests.

### **2<sup>nd</sup> Offense-**

1. The student shall be suspended from participation in extracurricular activities for 90 school days;
2. The student and student's parents, or adult student, shall complete a District approved drug education/counseling program; and
3. The student shall be required to participate in each random drug test for ten consecutive tests.

### **3<sup>rd</sup> Offense-**

Student is out of athletics for the rest of their high school career, or the remainder of their time at W.F. George Middle School.

All offenses are cumulative for the student's enrollment in a particular campus. For example, a student who first tested positive as an eighth grade student would have a clean record once he/she entered high school as a ninth grader. Incomplete consequences, however, must be completed during student transition to the high school.

**Tobacco Products:** Use of tobacco products will be a violation of athletic rules. Punishments will be up to the discretion of the Athletic Director and Head Coach. Punishments and/or suspensions will start as soon as possible.

**Suspensions:** Students under any suspension will not be allowed to participate in pep-rallies, homecoming activities, other school related recognitions, etc., or any team meetings or gatherings.

**Positive School Drug Test:** See IPCISD drug testing policy

**AEP Placement:** Students assigned to AEP will not be eligible to participate in contests for 15 calendar days following their completion of the AEP placement. **The Athletic Director has the final decision whether the student can remain in athletics. A student who has been in AEP can be removed from athletics.**

**Grades & Discipline:** As an athlete you are expected to be a good student. An athlete who fails one or more classes **three** consecutive six weeks and is not showing considerable improvement could be removed from athletics. The student may return to athletics if improvement is shown and the desire to be a student-athlete has improved. This decision will be made by the Athletic Director. **Students with habitual infractions in the areas of attendance, academics, attitude, as well as compliance with rules and expectations may be removed at the discretion of the**

**coach of his/her sport or the Athletic Director.** Our expectations as coaches for our athletes could be higher than of what parents expect.

**Incidents outside of School:** Students involved in incidents involving arrest and possible charges being filed will be dealt with. As suggested by the UIL, IPCISD will suspend the athlete until the facts of the case are known. The suspension will be based on details of the offense, information available at the time, and seriousness of the charge. No athlete charged with a felony may be allowed in competitions until the charges have been dropped, the athlete has completed his/her probation, or there has been an acquittal. Athletes charged with a Class A or B misdemeanors will serve an appropriate suspension as determined by the coach and Athletic Director.

Students are under the IPCISD Athletic Code of Conduct during weekends, holidays, and summer vacations as long as they are part of the IPCISD athletic program. **Students willfully attending and remaining at an activity where the student knows alcohol or illegal drugs are being consumed is considered to be in violation of our policy.**

### **Concussion Care**

Concussions should be treated seriously. W.F. George Middle School has a concussion care policy in place. Please refer to Concussion Care on page 81 in the Health Section.

### **National Junior Honor Society**

To fulfill the scholastic requirement, students must have a cumulative average of 90 or above in the major subject areas and work habit throughout the first semester of the current school year.

#### **Cumulative average for seventh grade includes:**

6<sup>th</sup> grade yearly average

7<sup>th</sup> grade, yearly average

#### **Cumulative average for eighth grade includes:**

6<sup>th</sup> and 7<sup>th</sup> grade yearly averages

8<sup>th</sup> grade, 1<sup>st</sup> semester average

Students may not apply for membership. This is an honor bestowed upon a select group of students by the school faculty. Only those students who have attended W.F. George Middle School the equivalent of one semester may be considered for membership. Students must also meet the following criteria as observed by faculty counsel:

1. Scholarship—a commitment to learning and is evaluated through his /her grades. Each member is responsible for returning grade checks, signed by his or her teachers, at each six-week period to maintain membership.



2. Service—the willingness to work without monetary compensation or without recognition for the benefit of others in need. The service area is evaluated by teacher survey and recommendations.
3. Leadership—demonstrating the initiative in school activities. The real leader strives to train and aid others to attain the same positive objectives. The price of leadership is sacrifice—the willingness to yield one’s own personal interest for the interests of others. The area of leadership is evaluated by teacher recommendations and student portfolio.
4. Character—the force within each individual, which distinguishes that person from others. We must be in reality what we wish to appear to others, by demonstrating such qualities as reliability, honesty, and sincerity. The area of character is evaluated by discipline history and teacher recommendations.
5. Citizenship—the willingness of each person to participate responsibly in the affairs that govern our school, city, and country. The area of citizenship may be evaluated by teacher evaluation form and student portfolio.

A committee consisting of the sponsor, principal, assistant principal, and counselor will review and approve all induction candidates.

Members should understand fully that they are subject to dismissal if they do not maintain the standards outlined above. In the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal. A faculty council hearing will be held and due process followed. A modest induction ceremony will be held in the spring of the induction year or early fall. Inductions are by invitation only.

## **Cheerleading**

Cheerleading is classified as a club according to IPCISD determination and as such is subject to district administrative discretion.

## **Cheerleader and Mascot Tryouts and Selections**

Tryouts to elect cheerleaders and mascot for the following year will be held in the spring.

1. Students must meet academic requirements. A student must have a 70 average for every class. Each class average will be determined by averaging each completed six weeks.
2. Students must meet work effort requirements. A student must maintain at least a “B” average in work habit for every class. Each work habit grade will be determined by averaging the work habit grade.
3. Any student that has had more than one ISS placement or one extended ISS placement in the current school year will not be eligible to try out.
4. A cheerleader/mascot must attend a summer cheerleading camp with the rest of the squad scheduled by the sponsor.
5. Students will have practice time with the previous year’s cheerleaders/sponsor. These practice sessions are closed to the public.
6. Tryouts will be in the spring and will be closed to the public.

7. The cheerleading squad shall consist of 13 students. Twelve cheerleaders and one mascot will be elected. Cheerleading representatives will consist of six eighth grade students and six seventh grade students. The elected mascot may be either a seventh or an eighth grader.
8. The students will try out before qualified judges and will be judged on the following items: spirit and enthusiasm, motion technique, voice and projection, and jumps. The students are required to do a specific cheer, chant, dance, and a series of jumps. (cheerleader)
9. The students will try out before qualified judges and will be judged on: spirit and enthusiasm and a skit using props and music. (mascot)

## **Cheerleading and Mascot**

### **Academic Requirements**

Students must maintain a 75 average for every class for each six weeks. Any grade below 75 in any class may result in the student being placed on probation. In compliance with Senate Bill 1, cheerleaders who fail a class for a six weeks period are ineligible to participate for three weeks. Students will regain eligibility if passing all grades at the three week period.

### **Physical Requirements**

In accordance with the IPCISD policy, cheerleading is classified as a club rather than a UIL sanctioned sport; however, UIL safety guidelines will be required to be submitted certified by a healthcare provider that the student has been examined and is physically able to participate in an athletic program. The UIL physical form will be utilized and is available at [www.uiltexas.org](http://www.uiltexas.org). Refer to pg. 60 for more information.

### **Conduct Requirements**

Cheerleaders/Mascot are expected to set a good example for their fellow classmates. They should put forth effort in the classroom and display good citizenship. They should demonstrate respect toward their teachers and peers. Grades and conduct will be checked at the end of each six weeks.

If a cheerleader's conduct does not meet acceptable standards (A, B) the cheerleader will be placed on three weeks probation. Probation is the designated time period set aside for the cheerleader to improve his/her conduct. The student will stay on probation until the end of the grading period, at which time grades and behavior will be reviewed by the sponsor, teacher, and principal. A probationary conference will be held with the student, sponsor, administrator, and parent. If satisfactory improvement is not forthcoming, the cheerleader will be suspended (ineligible to participate). If the student fails to improve, probation may continue or permanent removal may be enforced.

## **Probation**

Elected members will be listed on probation for one six weeks grading period if academic expectations fall below the standards listed above or if a conduct problem persists. In addition, any ISS placement will result in the student being placed on probation. Students may be removed from the organization at the request of the sponsor after one probationary period has been enforced.

## **Grade Checks**

Each member is responsible for returning grade checks for each six weeks grading period. Grades will be monitored on a 3-6 weeks basis.

## **Cheer Membership**

A cheerleader shall attend a summer cheerleading camp with the rest of the squad. A cheerleader shall participate in all practices, pep rallies, fundraisers, and games. Parents and students must agree to all the rules and regulations in the student handbook, cheerleader constitution, and athletic code of conduct. Uniform fees may be associated and are the responsibility of the student.

\*\* Cheerleading is extracurricular. It is a privilege, not a right.

## **Student Council**

The student council is a service organization for the school and the community. Ten students from each of the three grade levels will be elected by popular vote.

## **Requirements**

- Students must be a full-time student at WFGMS
- Students must maintain an 80 average for each six weeks in each class, including elective classes.
- Applications for Student Council must be filled out and turned in during the designated time frame.
- Members, who find themselves in Lunch Detention or In-School Suspension, must meet with the Advisor. Repeated offenses will result in temporary probation.

## **Duties**

- Members must attend at least 85 percent of all scheduled meetings.
- Members must attend the two major fundraiser events (unless approved by Advisor).
- Members must display excellent conduct at all times.

## **Conduct**

Students must maintain exceptional behavior throughout the year. In order for this to be achieved, all students must receive no grade lower than a “B” in work habit for any class during any grading period. Students must also not have been placed in ISS more than one time during the previous school year.

## **Probation/Removal**

- A member who fails to meet qualifications stated in qualifications, duties, and conduct will be placed on temporary probation.
- A member who signs up for a duty and fails to perform that duty will be placed on probation. Continued failure to complete projects or duties may be cause for removal.
- A member may be removed from Student Council if the member's behavior or performance reflects poorly on the individual student as a representative of Student Council.

## **Grade Checks**

Each member is responsible for returning grade checks at the third week and six weeks grading period. The classroom teacher must sign these.

## **Other Organizations/Co-Curricular**

### **Band**

The W.F. George Middle School Band is made up of grades 6-8, with grade 6 being beginner band. Students interested in band must go through a tryout process and must have had beginner band as a prerequisite. Because band is a co-curricular activity, exit strategies may be implemented if students are not completing requirements or are a discipline problem.

### **Choir**

The W.F. George Middle School Choir is made up of seventh and eighth grade students selected in the spring of the year, although transferring or new students may be added in the fall. Previous choir experience is not necessary, but is helpful. Because choir is a co-curricular activity, exit strategies may be implemented if students are not completing requirements or are a discipline problem.

Organizations such as athletics, band, and choir serve to educate through participation in their respective fields. Students are urged to participate for enjoyment as well as enrichment for an educational career.

Students are given choice annually in selecting electives. Schedules will not be changed mid-year due to changing interests. The principal has final authority in determining schedule options.

## Section IV

# Technology

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### **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted for approved purposes only. Students and their parents should be aware that when using district computers e-mails are not private and may be monitored by district staff.

[For additional information, see policy CQ.]

### **Technology Acceptable/Responsible Use Policy**

Iowa Park Consolidated Independent School District (CISD) provides a variety of electronic communications systems for educational purposes. **The electronic communications system is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available.** This also includes any access to the Iowa Park CISD technology system while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access.

In accordance with the Children's Internet Protection Act, Iowa Park CISD educates staff and students regarding about appropriate online behavior, including interacting with other individuals on social networking websites (including chat rooms). Iowa Park CISD also educates staff and students on cyberbullying awareness to insure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment by monitoring on-line activities, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the district will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. **It is each student's responsibility to read district policy, regulations and agreement forms and ask questions if you need help in understanding and following the guidelines for appropriate and acceptable use.**

Iowa Park CISD users are permitted to use the district's resources for legitimate educational purposes. Personal use of district resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of Iowa Park CISD resources for the purpose of carrying out such behavior or activity is prohibited.

The smooth operation of the electronic communications system relies on the proper conduct of the users. Therefore, Iowa Park CISD has set the following standards and expectations for conduct:

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches on page 104 and policy FNF.]

### **RULES FOR APPROPRIATE USE**

- Students must only open, view, modify, and delete their own computer files.
- Internet use at school must be directly related to school assignments and projects.
- Students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. Students are responsible for not sharing the username and password for that account with others and are never to use a different account.
- All account activity should be for educational purposes only.
- Students must immediately minimize the program and report threatening messages or discomfoting Internet files/sites/emails to a teacher.
- Students must at all times use the district's electronic communications system, including email, wireless network access, and Web 2.0 tools/resources to communicate.
- Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise. The district may suspend or revoke your access if you violate the rules.
- Students are responsible for backing up their data.
- Remember that people who receive email from you with a school address might think your message represents the school's point of view.

### **INAPPROPRIATE USES**

- Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable or breach any system monitoring or filtering or security measures.
- Utilizing proxy gateways, or similar technologies, to bypass the Iowa Park CISD's monitoring or filtering.
- Sharing user names and passwords with others; and/or borrowing someone else's username, password, or account access.
- Utilizing the district's network and/or equipment to cheat on assignments or tests.
- Purposefully opening, viewing, using or deleting/destroying/modifying files belonging to another system user without permission.
- Changing hardware or software configurations.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading, installing or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.

- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, illegal, or damaging to another's reputation.
- Wasting school resources through improper use of the computer system(s).
- Utilizing school resources for non-instructional purposes.
- Attempting to gain unauthorized access to restricted information or resources.
- Purposefully misrepresenting yourself or others.
- Utilizing social network tools for personal use.

### **Consequences for Inappropriate Use**

- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.
- Termination of System User Account(s): The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Possible criminal action.

## **Electronic Communication Devices**

Students may utilize personal electronic communication devices at school and at school activities when and if the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time. Students may use devices before and after school, and in designated areas only.

Devices include, but are not limited to, the following: notebooks, smart phones, iPhones, iPads, iPods, mp3 players and e-Readers. All devices should be clearly labeled with student's full name. Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Iowa Park CISD is not responsible for the loss or damages to personal devices. If personal devices are damaged or stolen while on Iowa Park CISD's property, Iowa Park CISD will not be liable for the replacement or repair of any personal device. Any data and/or SMS/MMS (texting) charges will not be reimbursed by the Iowa Park CISD. Devices should be charged prior to bringing to school. In the event the technology is used inappropriately, normal disciplinary consequences may occur.

Use of the district's resources is not private, and the district will monitor students' activity. Iowa Park CISD makes no warranties of any kind for the services it is providing through the Internet. Use of any information obtained is at your own risk. We deny any responsibility for the accuracy or quality of information obtained via the Internet.

### **Guidelines**

1. Students may use a privately owned electronic "Internet ready" device on the IPCISD wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are prohibited from accessing the Internet using any external Internet service.

4. No privately owned electronic device may be connected to the IPCISD network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video, and image capture applications may only be used with teacher or administrator permission.
7. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No school-owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, IPCISD is not responsible for any financial or data loss.
12. Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the IPCISD wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board policy as well as by local, state and/or federal law.
13. The school district and school district personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
14. The school district reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school district policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password.

### **Wireless Information**

When a student brings his/her own technology device to a school campus, it is mandatory that the device utilize the IOWA PARK CISD wireless network. For example, an Iowa Park High student will choose the "IP-Guest" wireless ID, and accept the terms of the IPCISD Responsible Use Policy to browse the Internet. By accessing IOWA PARK CISD wireless network, they are accepting the terms of the Iowa Park CISD Student Responsible Use Policy. Once on the IOWA PARK CISD wireless network, all users will have filtered Internet access just as they would on a district owned device.



## **Policy**

### **Responsible Use Policy**

Iowa Park CISD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility.

While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the Iowa Park CISD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

#### **All students in Iowa Park CISD must adhere to the following standards of responsible use:**

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the Iowa Park CISD filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Iowa Park CISD.
- Students must not release personal information on the Internet or electronic communications.
- Personal IOWA PARK CISD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.

- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

## **Questions**

**I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?**

- The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

**I am uncertain on specific policy regarding times and locations my personal device can be used during the school day. Exactly when am I allowed?**

- **Middle School Appropriate Use**  
 Before and After School: Yes, only outside, in the gym or in the cafeteria  
 In Class with Teacher Permission: Yes  
 During Passing Periods: No  
 During Lunch: No
- **High School Appropriate Use**  
 Before and After School: Yes  
 In Class with Teacher Permission: Yes  
 During Passing Periods: No  
 During Lunch: Yes

**I need to save my work onto my IOWA PARK CISD student S: drive. Why can't I access this resource from my device?**

- Within IOWA PARK CISD, you are on a wireless network that is designed to give you Internet access only. It is not the same as the network you would normally access from a district owned computer. You will not see your S: drive, so you will need to save your work on a flash drive or a cloud based storage solution. You can access that account from anywhere you have connectivity—at home, school, Starbucks, McDonalds, etc.

**What if my laptop or phone is stolen or damaged? What recourse can I take?**

- Students bring electronic communication devices to school at their own risk, just like any other personal item. The district will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated.

**Is it required that I use the IOWA PARK CISD wireless? Can I use my own 3G or 4G service?**

- It is absolutely required that you use the district filtered wireless internet. Using your own wireless provider during school is a violation and may result in confiscation of your device and or disciplinary consequences.

## **Radios, Tablets, CD Players, Cell Phones, and Other Electronic Devices and Games**

Students are to follow the policy in place. If students are not in compliance with the policy, teachers will collect the items and turn them in to the principal's office.

For safety purposes and educational purposes, the district permits students to possess and use cell phones; however, they must remain turned off or on silent during the instructional day, including during all testing, unless they are being used for approved instructional purposes. Students may use cell phones as specified below and before and after school hours, outside the building.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at school-related or school-sponsored events.

**Students should use the office to communicate with parents and/or seek permission from office staff to use cell phone.**

**Cell phone use inside the building during the school day will be allowed at teacher discretion and for educational purpose and any purpose deemed appropriate by the educator. Students will be notified visually and verbally indicating when it is acceptable to use the technology. Cell phones used in anyway, other than specified, will be taken up by staff.**

**Cell phones that ring during the day, or are being used inappropriately (cheating, texting, social networking, listening to music, taking pictures, etc.) will be taken up and the following consequences will be applied:**

**1<sup>st</sup> offense:** Phone is taken up and only released to a parent. Student is given a warning. Guidelines are issued with the return of the phone.

**2<sup>nd</sup> offense:** Phone is taken up and the student receives five demerit points and one day of ISS. Phone will be released to the parent.

**3<sup>rd</sup> offense:** Phone is taken up and the student receives ten demerit points and three days of ISS. The phone will be returned at the end of the school year.

**4<sup>th</sup> offense:** Phone is taken up and the student receives ten demerit points and three days of ISS. The phone will be returned at the end of the school year.

**5<sup>th</sup> offense:** Phone is taken up and the student receives ten demerit points and five days of ISS. The phone will be returned at the end of the school year.

Additional offenses will result in the student being placed in AEP based on demerit points.

Any disciplinary action will be in accordance with the Student Code of Conduct.

**Schools are not responsible for the loss or damage of phones or other electronic devices during any portion of the school day or after-school activities.**

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text' Sexting Prevention Course, a state – developed program that addresses the consequences of engaging in inappropriate behavior using technology.

Any disciplinary action will be in accordance with the Student Code of Conduct and, in some cases, the consequence may rise to the level of expulsion.

### **Electronic Devices – District Owned**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.] See Student Conduct on page 101.

## **Chromebook Use Violations:**

### **Levels I and II Violations:**

**Minor: Minor** violations with the use of technology include, but are not limited to,

- using district resources to play unauthorized games, music, or videos
- accidental or careless destruction of school property
- failure to report accidental access to inappropriate content
- the use of district resources to post inappropriate speech
- and the inadvertent destruction of academic property

Teachers may warn prior to referring to the office. Repeated issues should result in referral to the office and consequences accordingly. Consequence includes punishment and suspension/removal from IPCISD technology and accounts.

<b>1<sup>st</sup> Offense</b>	3-5 points	Warning, Lunch D-hall or ISS (Up to week tech removal)
<b>2<sup>nd</sup> Offense</b>	5-10 points	3-5 Days LD or 1-3 Days ISS (1-3 Weeks tech removal)
<b>3<sup>rd</sup> Offense</b>	10 points	5 Days ISS (3-6 Weeks tech removal)
<b>4<sup>th</sup> Offense</b>	10-20 Points	5-10 Days ISS or AEP (6 weeks tech removal)

**Levels III, IV, and V Violations**

**Major: Major violations** with the use of technology include but are not limited to

- incidents such as using district resources to searching pornography
- cyberbullying
- breaching or actively bypassing district protections or accessing district servers (hacking)
- sending, posting, or requesting inappropriate content
- the purposeful destruction of school property
- the purposeful destruction of someone's academic property (files).

<b>1<sup>st</sup> Offense:</b>	10-20	3-5 Days ISS (3 weeks tech removal)
<b>2<sup>nd</sup> Offense:</b>	20 points	30 Days AEP (6 weeks tech removal)
<b>3<sup>rd</sup> Offense:</b>	20 points	45-60 days AEP (6-18 weeks tech removal)
<b>4<sup>th</sup> Offense:</b>	20 Points	45-60 days AEP (Permanent tech Removal)

# Section V

## Health

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### **Student Wellness Policy/Wellness Plan**

Iowa Park CISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement this policy. You are encouraged to contact the principal with questions about the content or implementation of the district's wellness policy and plan.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council (SHAC) held several meetings. Additional information regarding the district's SHAC is available from the superintendent.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

[See policies at BDF and EHAA. See **Human Sexuality Instruction** on page 19 for additional information.]

### **School Health Advisory Committee (SHAC) Members:**

Steve Moody, Superintendent

Jamie Shipp, School Nurse

Michelle Turner, Kidwell PE teacher

Brenda Hodges, Bradford PE teacher

Parents: Taler Evans, Rhonda Corbell, Heather Scobee, Nicola McLemore, and Erika McNeil

[See policies at BDF and EHAA.]

### **Nutrition Education Goals**

#### **#1 IPCISD will promote nutrition education to all students.**

1a. IPCISD cafeterias will display posters to promote healthy eating and display other nutrition education materials.

1b. IPCISD will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

#### **#2. IPCISD will educate, encourage, and support healthy eating by all students.**

2a. Nutrition education promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.

2b. A health curriculum approved by the State Board of Education will be used to support nutrition education. Teachers will follow curriculum outlines.

2c. Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.

## **Nutrition Standards**

### **#1 IPCISD will comply with the current USDA Dietary Guidelines for Americans and the Texas Public Schools Nutrition Policy.**

1a. IPCISD Food Service Department will fully comply with the Texas Department of Agriculture Nutrition Policy.

1b. Families, teachers, students and school officials are encouraged to choose the competitive food selections for their local schools.

1c. Food providers will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools and high schools.

1d. Food providers will be sensitive to the school environment in displaying their logos and trademarks on school grounds.

1e. IPCISD assures that guidelines for reimbursable meals shall not be less restrictive than the regulations and guidance of the Child Nutrition Act and the National School Lunch Act.

## **Physical Education Goals and Guidelines**

### **#1 IPCISD will provide opportunities for students to regularly participate in physical activity.**

1a. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.

1b. IPCISD will encourage classroom teachers to provide short activity breaks between lessons or classes.

### **#2 IPCISD will help students fully embrace regular physical activity as a personal behavior.**

2a. IPCISD will work with the community to create ways for students to walk and ride their bicycles safely to and from school.

2b. IPCISD will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

2c. IPCISD students are given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.

### **#3 IPCISD will adopt and implement state standards for physical activity.**

3a. Time allotted for physical activity will be consistent with research and state standards. 30 minutes of structured daily physical activity or 135 minutes a week in grades K-6.

3b. IPCISD will implement physical activities from a health curriculum approved by the State Board of Education.

### **Other School Related Activities**

#### **#1 IPCISD will provide a school environment that is conducive to being physically active and eating healthy.**

1a. IPCISD will encourage all students to participate in school meal programs and protect the identity of students who eat free or reduced price meals.

1b. IPCISD will schedule lunchtime as near the middle of the school day as possible.

1c. IPCISD will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.

1d. IPCISD will encourage students to wear appropriate attire during any physical related activity.

#### **#2 IPCISD will provide a healthy learning environment for all students.**

2a. IPCISD will provide a hand washing time prior to meal service to help control illness and promote healthy habits.

2b. IPCISD will ensure an adequate time for students to enjoy eating healthy foods with friends in school.

2c. IPCISD makes drinking fountains available in all schools, so that students can get water at meals and throughout the day.

2d. IPCISD outside after-school sport activities and practices will take into consideration heat index and rising temperatures.

#### **#3 School Health Advisory Committee (SHAC) meetings will focus on creating healthy habits.**

3a. IPCISD SHAC will be comprised of families, teachers and administrators.

3b. IPCISD SHAC will plan, implement and improve nutrition and physical activity in the school environment.

### **Physical Activity Requirements**

In accordance with policies at EHAB, EHAC, EHGB, [and FFA], the district will ensure that students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

The district offers physical education, tennis, and athletics classes in grades six through eight to students in middle school. Three years of participation in these classes is required. For



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

## **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the student's physical education teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year. For more information on the fitness gram please see [www.fitnessgram.net](http://www.fitnessgram.net)

## **Concussion Care**

- 1. Know the signs and symptoms of concussions.**
  - Concussion can produce a wide variety of symptoms that should be familiar to those having responsibility for the wellbeing of student-athletes engaged in competitive sports in Texas.
  - Symptoms reported by athletes may include: headache; nausea; balance problems or dizziness; double or fuzzy vision; sensitivity to light or noise; feeling sluggish; feeling foggy or groggy; concentration or memory problems; confusion.
  - Signs observed by parents, friends, teachers or coaches may include: appears dazed or stunned; is confused about what to do; forgets plays; is unsure of game, score or opponent; moves clumsily; answers questions slowly; loses consciousness; shows behavior or personality changes; can't recall events prior to hit; can't recall events after hit.
  - Any one or group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion.
- 2. Read and be familiar with protocols established by CDC and UIL. See website links listed below.**
- 3. Treat all head injuries seriously. Seek immediate medical attention if symptoms of a concussion exist.**
- 4. Notify the Principal and School Nurse/and or Athletic Trainer, or other responsible designee, if a child has a head injury and especially if you suspect concussion. Inform the parent as soon as possible or determine if administrative personnel have contacted the parent.**
- 5. Remove student immediately from all physical activity until cleared by a medical professional and the parent.**
- 6. Accommodate as needed in the classroom. Suggested accommodations include**
  - a. Extended time**

- b. Shortened or reduced assignments
  - c. Frequent breaks
  - d. Note-taking assistance
  - e. Allowing students to correct assignments
7. Reduced memory, irritability or mood change, headaches, nausea, inattentiveness, forgetfulness, and fatigue may be frequently seen with concussion at school.
  8. Document accommodations, communications, and keep any information sheets or medical treatment plans received in a folder. Remember confidentiality.

<http://www.uiltexas.org/health/info/concussions>

[www.cdc.gov/concussion/pdf/TBI\\_Returning\\_to\\_School-a.pdf](http://www.cdc.gov/concussion/pdf/TBI_Returning_to_School-a.pdf)

[www.cdc.gov/concussion/pdf/TBI\\_schools\\_checklist\\_508-a.pdf](http://www.cdc.gov/concussion/pdf/TBI_schools_checklist_508-a.pdf)

<http://www.momsteam.com/health-safety/concussion-signs-and-symptoms-physical-cognitive-emotional-sleep-related>

### **The Vending Machines**

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines see the superintendent. [See policies CO and FFA.]

### **MEDICINE AT SCHOOL**

#### ***IOWA PARK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT ADMINISTRATION OF MEDICATIONS PER TEXAS EDUCATION CODE***

**According to Section 22.052, Education Code, any medication administered to a student in a Texas School, must have a written request/authorization from the student’s parent’s or legal guardian and must be in the original container and be properly labeled.**

The district will not purchase medication to give to a student. District employees will not give a student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements.

### **PRESCRIPTION MEDICATIONS**

1. An IPCISD Prescription/Treatment Form must be completed and signed by the physician and parent/guardian. **Medication cannot be given in the school health clinic until the form is correctly completed.** This form is required for each prescription medication and a new form is required each school year.
2. Medication must be brought to the school in a pharmacy-labeled bottle that contains the child’s name, name of the medication, physician’s name and instructions on how and when the medication is to be given. You can request an extra bottle with the appropriate label to supply to the school from your pharmacy.

3. A parent/guardian or designee, over the age of 18, **not including the student**, is to bring all medications (prescription and over-the-counter) to the school health clinic or designated personnel. If clinic hours of operation are not convenient, arrangements may be made with the health clinic or campus principal/designee to receive the medication.

## **NON-PRESCRIPTION MEDICATIONS**

1. Over-the-counter (OTC) medications can be given only if an IPCISD Non-Prescription (OTC) Medication Authorization Form is completed and signed by the parent/guardian.

2. OTC medication must be in the original, **unopened**, container and will be administered according to the printed package directions for use. The student's full name must be clearly labeled on the medication package. Requests to alter the dosage and/or frequency of OTC medications must be accompanied by a **physician's written note** stating the dosage and frequency the medication is to be given. (fax may be accepted). For example, an adult medication cannot be given to a child without a note from a physician.

3. A parent/guardian or designee, over the age of 18, **not including the student**, is to bring all medications (prescription and non-prescription) to the school health clinic or designated personnel. If clinic hours of operation are not convenient, arrangements may be made with the health clinic staff or campus principal/designee to receive the medication.

4. Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

**5. Pre-K – 5th: No OTC medication will be given before 11 am or after 1 pm to student's in these grades, unless school clinic personnel is notified by the parent/guardian (by phone or written note). This is to prevent accidental over-medication of these young children.**

This form is required for each medication and a new form is required each school year.

**You will be responsible for picking up your child's medications at the end of the school year. Any medications not picked up, will be disposed of.**

**I fully understand that trained NON-MEDICAL District personnel may administer medication. I understand that the School District, the Board, and its employees shall be immune from civil liability due to allergic reaction or other injuries resulting from the administration of a medicine to a student, provided such administration conforms to the requirements of this policy.**

See the school nurse or principal for information. [See policy FFAF]

## **Student Illness**

When your child is ill, please contact the school by 9:00 am to let us know he or she will not be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules.

Possible reasons for exclusion may include but are not limited to:

- Fever over 100 degrees- If your child has a fever greater than 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications.
- Vomiting and/or Diarrhea-Students with two or more episodes of vomiting and/or diarrhea must stay home until they are vomiting and diarrhea free without vomiting or diarrhea-suppressing medications for at least 24 hours.
- Head lice and/or nits

- Conjunctivitis (pink eye)
- Strep Throat
- Chicken Pox
- Ring worm of the scalp
- Influenza
- Impetigo
- Undiagnosed rash
- Any other condition or possible communicable disease as determined by the school nurse.

You may go to the Texas Department of State Health Services website for additional information regarding communicable diseases. **If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse.** If the nurse determines that the child should go home, the child's parent/guardian will be contacted. In the event a parent/guardian cannot be reached, an emergency contact will be notified.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or local/regional health authority. Please see the TX Department of State Health Services website for more information. Please contact the school nurse if you have any questions or if you are concerned about whether or not your child should stay home.

### **Physical Examinations/Health Screenings**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

The Texas Department of State Health Services requires periodic health screenings of school-aged children for vision, hearing and spinal problems. Screenings are conducted by school nurses and certified staff. If your child fails a screening test, the school nurse will recheck them. Parents are notified by the school nurse when results are not within normal limits after the student has been rescreened. Vision and Hearing screening is conducted in the fall. Spinal screening is done during the spring.

## **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#).

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; rubella (measles), mumps, and rubella, hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

[For further information, see policy FFAB(LEGAL) and the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#).]

## **Instructions for Filing Immunization Exemptions**

A student must be fully immunized against certain diseases. Proof of immunization may be personal records from a licensed Physician or Public Health Clinic with a signature and date or rubber-stamp validation.

1. To claim an exclusion for medical reasons, the child or student must present a statement signed by the child's Physician, duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the Physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only **one year** from the date signed by the Physician.
2. To claim an exclusion for reasons of conscience, including religious beliefs, a signed affidavit must be presented by the child's parent or legal guardian, stating that the child's parent or legal guardian declines vaccinations for reasons of conscience, including religious beliefs. The affidavit will be valid for a **two year** period. Children, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the Commissioner of Public Health.

A person claiming exclusion for reasons of conscience, including religious beliefs, from a required immunization may obtain the affidavit from by submitting a request to the DSHS Immunization Branch. The request must include the full name of the child and the child's date of birth.

Requests for affidavit forms must be submitted to the Department through one of the following methods:

1. Written request through the United States Postal Service (or other commercial carrier) to the Department of State Health Services at: DSHS Immunization Branch, Mail Code 1946, P.O. Box 149347, Austin, TX 78714-9347.
2. By facsimile at (512) 458-7544
3. By hand delivery at the Department of State Health Services physical address at 1100 West 49<sup>th</sup> Street, Austin, TX 78756
4. Via the Department of State Health Services Immunization Program Internet website ([www.ImmunizeTexas.org](http://www.ImmunizeTexas.org))

Upon request, one affidavit form for each child will be mailed unless otherwise specified (shall not exceed a maximum of five forms per child).

The Department shall not maintain a record of the names of individuals who request an affidavit and shall return the original request (where applicable) with the forms requested.

To claim exclusion for Armed Forces, persons who can prove that they are serving on active duty with the Armed Forces of the United States are exempted from the requirements in these actions.

## **Bacterial Meningitis**

State law requires the district to provide information about bacterial meningitis:

*What is meningitis?*

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

*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 2 year old) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

*How serious is bacterial meningitis?*

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

### *How is bacterial meningitis spread?*

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing; coughing, or sneezing).

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?*

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85-90 percent). They 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 up to five years.

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

You should seek prompt medical attention.

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

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, particularly the CDC's information on bacterial meningitis, and the Texas [Department of State Health Services](#).

\*\* Note: DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunizations** on page 86 for more information.]

## **MRSA**

**What is Staphylococcus Aureus (Staph)?** Staphylococcus Aureus, commonly referred to as "staph", can be carried on the skin or in the nose. Staph is one of the most common causes of skin infections in the United States.

**What is MRSA (Methicillin-Resistant Staphylococcus Aureus)?** Some staph bacteria are resistant to antibiotics. MRSA is a type of staph that is resistant to certain antibiotics.

**What does a staph or MRSA infection look like?** Staph bacteria, including MRSA, can cause skin infections that may look like a pimple or boil and can be red, swollen, painful, or have pus or other drainage.

**How are MRSA and staph infections spread?** Any open wound is a potential entry point for MRSA or other infections. Factors that have been associated with the spread of MRSA include close skin-to-skin contact, opening in the skin such as cuts or abrasions, contaminated items and surfaces, crowded living conditions, and poor hygiene.

**How can I prevent staph or MRSA infections?** Practice good hygiene. Keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer. Keep cuts and scrapes clean and covered with a bandage until healed. Avoid contact with other people's wounds or bandages. Avoid sharing personal items such as towels or razors.

**What should I do if I think my child has a staph infection?** Contact your healthcare provider immediately.

**If I have a staph or MRSA infection, what can I do to prevent others from getting infected?** Keep wounds that are draining or have pus covered with clean, dry bandages. You and anyone you come in close contact with should wash their hands frequently with soap and warm water or use an alcohol-based hand sanitizer, especially after changing the bandage or touching the infected wound. Avoid sharing personal items such as towels, washcloths, razors, or any article of clothing that may have come in contact with the infected wound or bandage. Tell your healthcare providers who treat you that you have or have had a MRSA or staph infection.

**Are staph and MRSA treatable?** Yes. Most staph and MRSA infections are treatable with antibiotics. If your healthcare provider prescribes an antibiotic, you must complete all the doses for it to be effective, even if the infection starts getting better. Do not share antibiotics with others. Sometimes the area may require draining. This should be done by your healthcare provider. Never drain the infected area at home.

## **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.ipcisd.net](http://www.ipcisd.net). [See policy FFAF.]



## **Head Lice**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and to determine whether the student will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug store or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendation, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at [Managing Head Lice](#)

## **Psychotropic Drugs**

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

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

## **Steroids**

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

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

## **Other Health-Related Matters**

### **Tobacco and E-Cigarettes Prohibited**

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of tobacco products, e-cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policy GKA.]

## **Iowa Park CISD Extracurricular Activities Drug and Alcohol Policy**

Students participating in extracurricular activities at Iowa Park CISD are expected to adhere to a high set of standards established to deter the use of drugs and alcohol. Extracurricular students should conduct themselves in a manner that will promote a positive image for all students and Iowa Park CISD.

**Drug and Alcohol Use:** The use of drugs or alcohol at any time will be a violation of rules for all extracurricular activities. School related drug and alcohol offenses and substantiated reports from out-of-school offenses will be subject to this policy. Examples of substantiated out-of-school reports include tickets for MIP and MIC.

**Consequences for Drug and Alcohol Violations:** All offenses are cumulative for the student's enrollment in a particular campus. This policy does not prevent the school from administering disciplinary consequences for drug and alcohol violations of the student code of conduct. If a student is found to be under the influence or in possession of illegal drugs or alcohol, the school will notify the police and take disciplinary actions against the student.

**First Offense** 1. The student shall be suspended from participation in extracurricular activities for 45 school days; and 2. The student shall be required to attend practice during the last 15 school days of the suspension before being allowed to compete.

**Second Offense** The student shall be suspended from participation in extracurricular activities for 90 school days.

**Third Offense** The student shall no longer be allowed to participate in any extracurricular activity.

### **Asbestos Management Plan**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Steve Moody, the district's designated asbestos coordinator, at 592-4193.

### **Pest Management Plan**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or want to be notified prior to pesticide application inside their child's school assignment area, may contact Tim Kingcade, the district's IPM coordinator, at 592-4193.

**If you have any questions, you may contact the school nurses via e-mail at:**

Jamie Shipp @ [jshipp@ipcisd.net](mailto:jshipp@ipcisd.net)

Kelly Fields @ [kfields@ipcisd.net](mailto:kfields@ipcisd.net)

Jenna Wineinger @ [jwineinger@ipcisd.net](mailto:jwineinger@ipcisd.net)

Shawna Coggins @ [scoggins@ipcisd.net](mailto:scoggins@ipcisd.net)

**Or you may reach them at one of the following campuses:**

Kidwell- 592-4322

Fax: 592-2487

Bradford- 592-5841

Fax: 592-2059

W.F. George Middle School- 592-2196

Fax: 592-2801

High School- 592-2145

Fax: 592-2583

## Section VI

### Safety

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Student safety on campus, at school-related events, and on district vehicles 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.

For the safety of our students, **ALL** visitors **MUST** report to the office and **MUST** receive permission from the principal before going elsewhere in the school. Failure to do so will result in calling our school police officer and could result in Criminal Trespass charges. (TEC 37.107)

### **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. All visitors must show a picture I.D., such as a driver's license or passport.

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

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

#### **Lunch Visitors**

Parents are welcome to visit for lunch. Please refer to page 41 in General Operations to review policies regarding lunch guests.

#### **Lunch/Recess**

Students will be allowed a recess period, after finishing lunch, within the allotted lunch breaks. Visitors may not attend recess, and must exit the building/campus.

## **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. Students should not use cell phones during any drills.

### **Fire Drill Bells**

Repeating alarm –  
Strobe lights

leave the building quickly and calmly listening for directions; halt; stand at attention; return to the classroom

2 bells- return to classroom

### **Reverse Evacuation**

Two short whistles followed by  
a long whistle – repeated

move quickly back into the building and to  
assigned designated area

### **Tornado Drill Bells**

1 continuous school bell

move quietly but quickly to the designated locations  
return to the classroom

2 bells – return to classroom

### **Emergency Lockdown/Evacuation**

Move as advised by safety coordinator:

The WFGMS relocation site for evacuation will be:

First United Methodist Church

201 East Bank

Iowa Park, Texas

## **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 and School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat. Refer to local television, radio stations, and school web site for updates on school closings. Parents may also sign up for Skylert automated messaging to receive texts and e-mail alerts and/or phone calls by contacting the school office.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

(See Communications-Automated, Emergency on Page for more information)

## **Child Sexual Abuse and Other Maltreatment of Children**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at [www.ipcisd.net](http://www.ipcisd.net). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available In Your County](#)]

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and retaliation on page 97]

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

[Child Welfare Information Gateway Factsheet](#)

[KidsHealth, for Parents, Child Abuse](#)

[Texas Association Against Sexual Assault, Resources](#)

[Texas Attorney General What we can do about Child abuse Part I](#)

[Texas Attorney General What we can do about Child abuse Part II](#)

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at [Texas Abuse Hotline](#)).

## **BULLYING**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or
- placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and

3. Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [See **Safety Transfers / Assignments** on page 21.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

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

[See **Safety Transfers / Assignments** on page 21, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 97, **Hazing** on page 96 policy FFL, and the district improvement plan, a copy of which can be viewed in the campus office.]

### **Hazing**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining



membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 95 and policies FFI and FNCC.]

### **Gang-Free Zones**

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

### **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, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office. The policy can also be accessed at [www.ipcisd.net](http://www.ipcisd.net) [See policy FFH.]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in

a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. 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, threats to harm a student's current dating partner, 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, sex, gender, national origin, disability, age or any other basis prohibited by law, that negatively affects the student.

### **Harassment**

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

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. (See Student Conduct on page 101)

Two types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of 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.

Sexual harassment of a student by 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 in consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling,

slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property. (See also Student Conduct page 102.)

### **Retaliation**

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **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, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT)for other appropriate district officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged 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 FFH

### **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.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases corrective action will be taken to address the conduct. The district may

take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

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

### **Freedom From Discrimination**

Iowa Park CISD 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:  
Superintendent, Steve Moody, 328 E. Highway, Iowa Park, TX 76367
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Superintendent, Steve Moody, 328 E. Highway, Iowa Park, TX 76367 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: school counselor
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: school counselor

## Section VII

# Student Conduct and Discipline

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### **STUDENT CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

### **W.F. George Middle School IP Pledge**

#### **I Pledge**

- To be **POSITIVE** (Attitude is everything. Demonstrate cooperation and willingness.)
- To be **POLITE** (Pleasant and respectful of all people and their possessions).
- To be **PREPARED** (Record and do all homework, have materials for class, study for tests, stay organized, keep lockers clean, and be punctual.)
- To **PAY ATTENTION** (Stay focused and on task, note when things are due, know and follow rules and expectations.)
- To **PERSERVERE** (Practice like you will perform...leave it all on the field, in the classroom, etc.)
- To **PROTECT** (Protect this house. Demonstrate pride in yourself, your family, and your school; follow all rules and laws).

**PBIS Purpose and Philosophy:** Go Green is a Positive Behavior Interventions and Support System (PBIS) used to implement positive behaviors and consistent student discipline, while providing instructional support where all students can be successful.

To participate in “Go Green” activities field trips, or field days, students must be in good academic standing, in compliance with attendance laws, and discipline standing with teachers and administrators.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. The principal in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to another disciplinary action. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with following:

### **General Appearance and Grooming**

1. Hair shall be clean and well groomed. Any hair coloring, hairstyle, ornamentation, or haircut that distracts other students will not be allowed.
2. Sunglasses are not to be worn on campus
3. No nose rings, belly button rings, or tongue rings will be allowed
4. Footwear shall be part of the regular attire.
5. Tattoos, permanent or temporary, professional or amateur, are not allowed to be visible and must be covered at all times. This includes interscholastic competition or during any school sponsored performance.

### **General Clothing**

1. Students shall not wear clothing items or accessories that contain messages that are vulgar, offensive, obscene, or libelous that denigrate others on the basis of race, color, religion, national origin, gender, sexual orientation, or disability; Slogans and graphics on clothing must be appropriate for school. (ex. No profanity, alcohol, drug, tobacco, sex inappropriate language, inappropriate pictures, gestures, depictions of violent images)
2. Shirts, blouses, and dresses should cover the outer tip of the shoulder. Revealing, and/or distracting clothing is prohibited.
3. Armholes in shirts should be appropriately sized to the individual, showing no underwear or skin.
4. Underwear type and tank type shirts are not acceptable as outer clothing
5. Pants must be no larger than two waist sizes above the normal for the student and the length of any pants must not compromise the safety of the student.
6. Length of shorts shall not be more than 4" (four inches) above the top of the knee when the student is standing. Skirts shall not be more than 2" (two inches) above the knee when the student is standing. Leggings are considered to be an undergarment and are unacceptable as an outer garment. Leggings are permitted as long as the outer garments meet dress code policy. This includes yoga pants, workout pants and tights.
7. Athletic shorts or jogging shorts will not be allowed except during approved athletic events.
8. Baggy pants and gang related clothing will not be allowed
9. Cutoffs or bike pants will not be allowed
10. No jackets are to be worn below the knee.

11. Shoes should not be distracting or cause undue noise. No skate type shoes. (Ex: Heelys)  
No backpacks with wheels or lights.
12. No gum at any time.
13. No fingerless gloves or sweatbands (Unless approved by a teacher an administrator)
14. No Hats:
  - a. Hats, caps, and wallet chains are not allowed on campus and will be confiscated.
  - b. First confiscation—1 week before items are returned
  - c. Second confiscation—Item will be returned at the end of the semester.
  - d. When a student does not meet the dress code, they will be placed in ISS until they receive appropriate clothing or for the rest of the school day (see dress code policy, page 102).
  - e. Items that are distracting to the school environment will not be allowed and may be subject to confiscation.
15. Clothing with holes and tears will not be permitted. Shreds in clothing (such as distressed jeans) should not reveal skin beneath shred or be in inappropriate areas. Inappropriate areas will be determined by the campus principal.

### **Specific Rules for Boys**

1. Hair must be neatly trimmed, kept out of the eyes, and **not below** the collar line.
2. No piercings...Earrings, nose rings, belly button rings, or tongue rings are not acceptable for boys.
3. Tattoos are not allowed.
4. Facial hair shall NOT be allowed.

### **Specific Rules for Girls**

1. See through blouses, low-cut (front or back) blouses, bare midriiffs, halter tops, cutoffs, bike pants, and mini-skirts are not permitted.
2. Sundresses and spaghetti strap dresses will not be allowed. Sleeves must extend to the edge of the shoulder bone.

### **Special note:**

Since dress and grooming styles change throughout the year and this dress code may not reflect those changes, the principal shall determine if any student's dress or grooming is appropriate. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. The school administrator(s) may alter the dress code at any time based on any inappropriate, disruptive, or student attire that distracts from the education environment. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden.

## **Dress Code Infractions**

1. First infraction—1 Demerit point. Student will be allowed to call home and have alternate clothing delivered to them or wear a shirt or pants provided by the office.
2. Second infraction—2 Demerit points. Student will be required to wear the shirt or pants provided by the office and will not be allowed to call home.
3. Third infraction—5 Demerit points. Student will be required to wear shirt or pants provided by the office and will not be allowed to call home.
4. Subsequent—ISS. Student will be required to wear a shirt or pants provided by the office and will not be allowed to call home.

## **Applicability of School Rules**

**As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles – and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.**

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation
- During lunch periods in which a student is allowed to leave campus
- Within 300 feet of school property
- While a student is in attendance at any school-related activity, regardless of time or location
- For any school-related misconduct, regardless of time or location.

This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest is responsible for the conduct of the guests

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

- When retaliation against a school employee or volunteer occurs or is threatened, regardless of the time or location
- When a student commits a felony, as described by Texas Education Code 37.006



- When criminal mischief is committed on or off school property or at a school-related event

For information regarding Searches of student lockers and vehicles brought onto school property, see page 109.

### **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The middle school campus behavior coordinator is the assistant principal.

## **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. 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 vehicles owned or operated by the district.

### **TARDIES**

When a student is tardy to any class, this information will be documented by the classroom teacher and consequences will be assigned in the following manner:

- 1<sup>st</sup> tardy.....warning
- 2<sup>nd</sup> tardy..... 1 day of lunch detention, equivalent to a “ticket” or referral on PBIS
- 3<sup>rd</sup> tardy..... 3 days lunch detention, equivalent to a “referral” includes parent contact
- 4<sup>th</sup> tardy..... 1 day ISS/ parent contact
- 5<sup>th</sup> tardy..... 3 days ISS/ parent contact
- 6<sup>th</sup> tardy ..... 5 days ISS/ parent contact

### Leaving Class

Any student who must leave class during any period must have a permit signed by the teacher in charge. Permits should state time, destination, and reason. **Any student without a written permit will be considered to have an unexcused tardy.** Students may not leave class without permission except in an emergency situation.

### Closed Campus

After arriving at school, students are not allowed to leave the campus without permission from the office. See also Student Release on page 31.

### 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 or permission to be outside the classroom for any purpose. Failure to obtain a pass may result in disciplinary action in accordance with the Student Code of Conduct.

Even though it is expected that students will visit in the halls between classes, there should never be any running, scuffling, or shouting in the halls. Students should take their time in leaving the room and leaving in an orderly manner.

### Conduct Before and After School

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

### School bags

School bags will be allowed only to bring items to and from school. The bag must be placed in the locker during the school day. **No backpack style bags will be allowed in the halls or classrooms during the day. ONE WARNING will be given and then students will be assigned lunch detention.** A small, clear drawstring style shoulder bag or small purse is acceptable. This administration maintains the right to if the bag is appropriate.

### Social Events

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

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

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the superintendent's office.

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

Students are expected to assist District staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in District vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Misconduct will be punished in accordance with the IPCISD bus safety regulations and Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

**1<sup>st</sup> removal** = 5 days

**2<sup>nd</sup> removal** = 10 days

**3<sup>rd</sup> removal** = 30 days

**4<sup>th</sup> removal** = permanent removal

In case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus and/or call for law enforcement assistance. The principal of the student's campus and the student's parents will be notified of the situation as soon as possible.

## **Fighting**

Fighting is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student who is under attack should seek to detach him or herself from the situation and get school personnel or adult help. If a student retaliates, both students are deemed to have been fighting and will have consequences according to policy and upon investigation.

## **Tobacco and E-Cigarettes Prohibited**

The District and its staff strictly enforce prohibitions against the use of tobacco and tobacco substitute products of students and others on school property or at school-sponsored or school-related activities. (See the Student Code of Conduct and policy GKA)

## **Vandalism**

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

## **Harassment on the Basis of Race, Color, Religion, National Origin, or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in an appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). See also policy FNCL.

To request a transfer of your child to another classroom or campus if your child has been verified by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341, see the superintendent or designee for information. Transportation is not provided for a transfer to another campus. To request a transfer of your child to attend a safe public school in the District if your child attends a school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD (LOCAL).

## **Sexual Harassment/ Sexual Abuse**

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

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify the parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete the investigation.

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

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

## **Unacceptable and Inappropriate Use of Technology Resources**

See Technology on page 71.

## **Searches**

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

## **Students' Desks and Lockers**

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

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

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

Athletic lockers and locker rooms are not accessible during the academic school day unless allowed by coach or administrator.

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

## **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

## **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 on lockers and 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. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

School officials also have the right to make reasonable searches of a student's person or personal possessions, including, but not limited to automobile, if such possessions are located on or adjacent to school property. Such right is deemed essential to the proper discharge by school officials of their duty to protect the health, safety, and welfare of all 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 will review tapes and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent may inquire about the contents on a video tape, however, the rights and privacy of other students will be maintained in accordance with policy FL in the District's policy manual.

Upon written request of a parent of a student who receives special education services, a staff member (as this term is defined by the law), a principal or assistance principal, or the board, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal or superintendent who has been designated by the district to coordinate the implementation of and compliance with this law, for further information or to request the installation and operation of this equipment.

[See EHBAF(LOCAL).]

## **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 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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court 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 taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.
- [For further information, see policy FL(LEGAL).]

# Discipline Procedures

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## **Office Referrals**

The District's Student Code of Conduct lists several offenses and specifies possible consequences by level of offense. A numerical value (demerits) will be placed on each level of offense. Violations of the Student Code of Conduct and or classroom/school rules will result in an investigation being conducted and due process for the student. (See the student Code of Contact for more information) The student has the right and expectation to state his/her side of the story. In most instances, BOTH the numerical value of a particular offense and the combined total of demerits that a student has accumulated throughout the school year will determine a student's disciplinary consequence. Upon completing the investigation the administrator will determine the appropriate disciplinary consequence according to the following guidelines.

LEVEL OF OFFENSE	NUMBER OF DEMERITS	*MINIMUM CONSEQUENCE FOR LEVEL
I	1-3	1 day lunch detention
II	2-6	3 days lunch detention
III	5	1 day ISS
IV	10	3 days ISS
V	20	AEP

## **Accumulated Demerits**

As mentioned above, a student's cumulative demerit total will be considered when making disciplinary assignments. See the following table and example.

Accumulated Demerits	Minimum Consequence
15	3 days ISS
30	5 days ISS
40	Six Weeks AEP
50	Eighteen Weeks AEP
60	Recommendation of Expulsion/Permanent AEP



**Example:**

<b>Student “A” Offense</b>	<b>Level of Offense</b>	<b>Demerit Value</b>	<b>Accumulated Demerits</b>	<b>Consequence</b>
Truancy	IV	10	10	3 days ISS
Profanity	III	5	15	3 days ISS
Profanity (2 <sup>nd</sup> time)	III	10	25	3 days ISS
Fighting	IV	10	35	5 days ISS
Dress Code Violation	I	1	36	Lunch detention
Truancy	IV	10	46	Six Weeks AEP

**Examples of offenses**

**Level 1** offenses include but are not limited to:

1. Class disruptions
2. Failure to complete an assignment
3. Horseplay
4. Bus violation
5. Failure to attend tutorials

**Level 2** offenses are a repeat of Level 1 – Demerits will be doubled.

**Level 3** offenses include but are not limited to:

1. Bus violations
2. Profanity or profane gestures
3. Name calling- Teasing- Bullying
4. Malicious behavior
5. Severe disrespect to staff member, adult, bus driver, or any other person
6. Minor vandalism

**Level 4** offenses include but are not limited to:

1. Fighting
2. Repeat of Level 3 violations
3. Truancy issues
4. Bringing or possessing a prohibited weapon (not illegal). This may include matches and legal pocket knives.
5. Stealing under \$50.
6. Vandalism

**Level 5** offenses include those that would be considered a crime.

### **Lunch Detention/ISS**

- a. Students in lunch detention or ISS may bring a lunch or purchase a sack lunch (sandwich, white milk, side or vegetables, and fruit) from the cafeteria. **No hot lunches will be provided.** NO SOFT DRINKS are permitted. Milk, juice, and water are only permitted. Any form of candy, cookies, or cake is not permitted in detention. Chips and crackers are acceptable. White milk will be provided.
- b. Students are required to bring homework to work on to detention. If they do not bring work, an extra day of detention will be assigned to the student.
- c. Talking is not allowed in lunch detention.
- d. Cafeteria lunches must be paid for by 10:00 a.m. on the day of detention.
- e. Lunch detention may be assigned for failure to complete assignments as well as other discipline matters.

### **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. **If you do not wish for your child to receive Corporal Punishment, a written statement of that fact must be on file in the office of the Assistant Principal. See also Corporal Punishment on page 21.**

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# Section VIII

## Glossary

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### 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT, or the American College Test**, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**ESSA** is the federal Every Student Succeeds Act passed in December 2015.

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

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

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**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.

**PGP** stands for Personal Graduation Plan, which is required for high school students, and for any student in middle school 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.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, 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 DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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