

The student who wishes to obtain high school credit for a college course will need to enroll in an approved college in the summer between his/her sophomore and junior year or concurrently during his/her senior year.

College credit earned will be held in escrow until the student furnishes an official transcript from the high school after graduation. Students must be approved for early graduation by Waskom High School.

### **IMMUNIZATON**

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Their immunizations required are diphtheria/tetanus, polio, measles (rubeola), mumps and rubella; the school nurse can provide information on the required doses of these vaccines. Proof of immunization may be personal records by 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 document, signed by a U. S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

### **INSURANCE**

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the principal's office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in a school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

### **LIBRARY**

- 1 Enter the library quietly.
- 2 Choose your book promptly.
- 3 Return book when due. Books are loaned for 2 weeks. A fine of 5 cents per day is assessed for each day the book is overdue.
- 4 Lost or severely damaged books will be paid for by the student.
- 5 Check out all books with the librarian before you take the books from the library.
- 6 Reference books and encyclopedias will not be taken from the library.

### **LOCKERS**

Waskom High School and Middle School have removed all student lockers from the hallway. Each student will be issued a textbook to use to complete class assignments at home. A classroom set of textbooks will be provided for assignments that need to be completed during class time.

## **MEDICINE AT SCHOOL**

A student who must take a prescription (or nonprescription) medicine during the school day must have their parent/guardian bring the medicine, in its properly labeled bottle, to the school nurse or campus administrator. The school nurse or campus administrator will either give the medicine at the proper times or give the student permission to take the medication as directed.

## **MISCELLANEOUS**

Bring toys to school only with your teacher's permission. They must not interfere with classroom activities. Radios, tape recorders, etc., will not be brought to school. NOTE: Teachers are not responsible for toys, etc. at school.

## **CAMPUS PARENT INVOLVEMENT POLICY**

Acknowledging that parents/guardians are a student's first teachers and that this continuing support is essential for academic success, Waskom ISD is committed to the following parent involvement policy:

\*\* Title I, Part A parents will annually receive information concerning the implementation of the Title I, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.

\*\* Parents will be given timely information concerning overall student performance standards and expectations (TEKS).

\*\* Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, TPRI, RPTE, TAKS, STAAR/EOC.

\*\* Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).

\*\* Parent representatives (including parents of Title I, Part A students) will be involved in the development, review and evaluation of the campus improvement plan.

\*\* Title I, Part A parents will be involved annually in the review/revision of the School/Parent Compact.

\*\* Title I, Part A parents will be asked to complete surveys seeking evaluation of the Title I, Part A program and parent involvement.

\*\* Parents will annually review/revise this policy.

Waskom Independent School District agrees to implement the following policy standards:

- Waskom ISD will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- Waskom ISD will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Waskom ISD will make the Parental Involvement Policy available to the local community.
- Waskom ISD will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- Waskom ISD will adopt the school-parent compact as a component of its Parental Involvement Policy.
- Waskom ISD agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring that:*

*(A) parents play an integral role in assisting their child's learning;*

- (B) parents are encouraged to be actively involved in their child's education at school;
- (C) parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

**Waskom ISD will implement required school parental involvement policy components as follows:**

1. Waskom ISD will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:  
*Gather and disseminate to parents for review the following materials: District wide Parental Involvement Policy, the School's Parental Involvement Policy, the school-parent compact, and Parent Notices from the Table on page 45 of the Title I, Part A Non-Regulatory Guidance. These materials will be disseminated to parents at regular Title I parent meetings, School Site Council meetings, and parent/teacher conferences. Written and oral input from parents will be solicited through Title I parent meetings, School Site Council meetings, parent/teacher conferences, school newsletters, school web site, and other regular written communications with parents.*
2. Waskom ISD will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy:  
*The School Parental Involvement Policy will be distributed to parents at Title I parent meetings.*
  - *The policy will be posted on the school web site.*
  - *The policy will be included in the Student Handbook.*
3. Waskom ISD will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school through:
  - *Regularly scheduled Site Based Decision Making (SBDM) Team meetings*
  - *Annual Title I meetings*
  - *General School meetings*
4. Waskom ISD will convene an annual meeting to inform parents of the following:
  - *That Waskom ISD participates in Title I,*
  - *The requirements of Title I*
  - *Of their rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, the district wide parental involvement policy, and the school's parental involvement policy and*
  - *Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, and the web page.*
5. Waskom ISD will hold a flexible number of meetings at varying times, and may provide child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:
  - *To encourage parents to attend these meetings, the school will offer training to parents to improve student success and achievement. In situations that prevent parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus.*
6. Waskom ISD will provide information about Title I programs to parents of participating children in a timely manner through the use of memos, newsletters, and the web page.
7. Waskom ISD will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- *Annual Title I parent meetings*
  - *Regular parent/teacher conferences*
  - *Title I meetings and Family Nights throughout the year*
- (a) If requested by parents, Waskom ISD will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
- *through meetings with the student's teacher which may include the Title I Coordinator, the principal, and other staff as appropriate*
- (b) Waskom ISD will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:
- *Parents may submit comments in writing regarding the school wide plan to their child's teacher, the Title I Coordinator, the principal, or the appropriate department within Waskom Independent School District.*

### **RESPONSIBILITIES FOR STUDENT ACADEMIC ACHIEVEMENT**

1. Waskom ISD will build the schools' and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities described below:
  - *Parent training and/or educational opportunities*
  - *Parental access to the available Teacher/Parent Resources and other resources such as web sites, parent organizations, etc.*
  - *Parent Portal*
2. Waskom ISD will incorporate the School-Parent-Student Compact as a component of its School Parental Involvement Policy:
  - *The School-Parent-Student Compact will be a part of the School Parental Involvement Policy on the school's web page.*
  - *During regular parent/teacher/student conferences, the school-parent compact may be completed and signed by the teacher, the parent(s), and the student.*
  - *As needed, the School-Parent-Student Compact will be included in school newsletters along with the School Parental Involvement Policy.*
3. Waskom ISD will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
  - *the State's academic content standards,*
  - *the State's student academic achievement standards,*
  - *the State and local academic assessments including alternate assessments,*
  - *the requirements of Title I, and*
  - *how to monitor their child's progress.*

Parents may receive training and necessary information on the topics above through:

  - *School-Parent-Student Intervention Compact, highlights of the standards, list of web sites, school sponsored trainings and workshops.*
4. As appropriate, Waskom ISD will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their

children to improve their children's academic achievement and to foster parental involvement, by:

- *Holding Annual Title I meetings, Family Nights, and encouraging parental participation in the Parent Portal.*
5. Waskom ISD will, with the assistance of the district and parents, educate its teachers, student services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- *Encouraging staff to attend parental involvement workshops, conferences and staff development, web-based learning, and on-site staff development.*
6. Waskom ISD will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- *Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.*

### **SCHOOL-PARENT-STUDENT COMPACT FOR WASKOM ISD**

Waskom ISD and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the high standards as set forth by the state of Texas.

This school-parent-student compact is in effect during the 2014-2015 school year.

### **REQUIRED SCHOOL-PARENT-STUDENT COMPACT PROVISIONS**

Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.

#### **School Responsibilities**

The entire staff of Waskom ISD will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's student academic achievement standards as follows:**  
*[Describe how the school will provide high-quality curriculum and instruction, and do so in a supportive and effective learning environment.]*
2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Specifically, those conferences will be held:**  
*[Describe when the parent-teacher conferences will be held.]*
3. **Provide parents with frequent reports on their student's progress. Specifically, the school will provide reports as follows:**  
*[Describe when and how the school will provide reports to parents.]*

- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*[Describe when, where, and how staff will be available for consultation with parents.]*

- 5. Provide parents opportunities to volunteer and participate in their student's class and to observe classroom activities, as follows:**

*[Describe when and how parents may volunteer, participate, and observe classroom activities.]*

**[Add additional items as needed and agreed upon]**

### **Additional School Responsibilities**

**Waskom ISD will:**

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

### **Parent Responsibilities**

**We, as parents, will support our child's learning in the following ways:**

**Describe the ways in which parents will support their children's learning, such as:**

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards. Specifically, we will:**

Describe the ways in which students will support their academic achievement, such as:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

**WASKOM HIGH SCHOOL**

**Mission Statement**

*Our mission at Waskom High School is to provide a safe and supportive learning environment where each student may excel academically and socially in order to become a responsible, successful citizen.*

**Vision Statement**

*Our vision is a supportive and productive community of stakeholders including students, teachers, staff, parents, and community members who through involvement, respect, and inspiration, create an environment of teamwork to help all members become successful.*

**Supportive  
Productive  
Involvement  
Respect  
Inspiration  
Teamwork**

**SPIRIT = SUCCESS!!!**

**Belief Statements**

At Waskom High School, we believe...

- *that every person deserves the opportunity to achieve his/ her potential.*
- *that all students have unique talents, gifts, and abilities that can flourish if given the right opportunities.*
- *that staff development should be effective and impact both the instructional and learning processes.*
- *that all students learn in a variety of ways and that differentiated instruction is vital to meet their needs.*
- *that involvement from all stakeholders is essential for student success.*
- *that a safe, orderly, and comfortable environment promotes student learning.*
- *that a culturally diverse education enables the student to become a positive influence on society.*

**WASKOM MIDDLE SCHOOL**

**Mission Statement**

*The mission of Waskom Middle School is to provide our diverse student population with a meaningful and extensive education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning and life.*

**WASKOM MIDDLE SCHOOL**  
**Vision Statement**

The vision of Waskom Middle School is to inspire in all the desire to learn and succeed. By celebrating achievements and actively partnering with families and the community, we will empower students to embrace the challenges and opportunities of their future.

**WASKOM MIDDLE SCHOOL**  
**Belief Statements**

- We believe...that education is a responsibility shared by parents, students, the school, and the community.
- We believe...that each student is an unique individual with special talents, strengths, and needs.
- We believe...that ongoing staff development is essential enhancement of the learning process.
- We believe...that the best learning process occurs when students and staff are motivated to strive for excellence.
- We believe...that each student can be a successful learner and every student should strive to reach his or her full potential.
- We believe...that consistent rules and discipline, positive values, and social skills are necessary for all individuals to reach their full potential.
- We believe...that the best interests of students should be first and foremost when decisions are being made.
- We believe...in a commitment to excellence in all aspects of education.

**WASKOM ELEMENTARY SCHOOL**  
**MISSION STATEMENT**

*The mission of Waskom Elementary School is to provide a safe learning environment that will establish a foundation for all students to be successful in education as well as life circumstances.*

**PARTIES AND SOCIALS**

The rules of good conduct and grooming shall be observed for school social events. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest. Students attending a party or social may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party may not be readmitted.

**PESTICIDES**

The district applies only pest control products that comply with state and federal guidelines. All persons performing Pest management at this district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use, including the types and timing of treatments, may contact their IPM Coordinator at (903) 687-3361.



## PHYSICAL EXAMINATIONS

Students enrolled in Waskom Public Schools will be screened periodically according to state requirements for vision, hearing and spinal problems. Parents or guardians will be notified in the event an abnormality is suspected.

A student may be exempted from screening requirements if the tests conflict with the beliefs of a recognized church or religious denomination. The parent or guardian should submit to the principal an affidavit stating the objections to the screening.

Students participating in UIL athletic competition must submit annually a statement from a Texas licensed physician, indicating that they are physically able to participate in athletics. Physical forms may be obtained from the coaches of the respective sports.

## POSTERS

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

## PROMOTION, RETENTION AND PLACEMENT

Students shall be promoted from one grade to the next on the basis of academic achievement. Waskom ISD students shall be placed in a remedial or compensatory course based on the following criteria:

- 1 Student has failed to demonstrate mastery on one or more areas of the most recent TAKS/STAAR test.
- 2 Student has been recommended, based on prior performance in academic courses, by the teacher, principal, or counselor.

**Middle School** students must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: language arts, mathematics, social studies, and science. Students in grades 5-8 who are not promoted shall be retained in the same grade or placed in an alternative program. No student shall be retained more than once in grades 5-8 unless the parents, teacher, and school administrators agree that the student should be retained a second time. STAAR requirements for promotion-5<sup>th</sup> & 8<sup>th</sup> Grade must pass the Mathematics and Reading sections of the TAKS Exam.

**Elementary.** To be promoted from one grade level to the next in grade 1 and above, a student shall attain for the year an overall average of 70 or above. The overall average shall be derived by averaging the final numerical score for language arts, mathematics, social studies, and science. In addition, a student shall attain an average of 70 or above in language arts and in mathematics. Below grade 1, promotion may be granted using assessment methods other than numerical grades. Students in pre-kindergarten and kindergarten shall not be retained without parental consent. With parental consent, six-year-old students determined by the school not to be developmentally ready for first grade may be assigned to a grade as deemed appropriate by the school. No student shall be retained more than one time in grades pre-kindergarten through 2 nor more than one time in grades 3-4 unless a committee of the student's teacher(s) and two administrators approve and the parent(s) agree because of some special circumstance.

STAAR requirements for promotion-3<sup>rd</sup> Grade must pass the Reading section of the STAAR Exam.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission. The teacher will determine that permission has been granted before allowing the student to leave.

## **REPORT CARDS**

Written reports of student's grades and absences shall be issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be notified if the student's grade average is near or below 70 or the expected level of performance.

A -95-100

B -85-94

C -75-84

D -70-74


F -69 and below

Semester exams shall be at the end of each semester.

### **Semester Exam Exemption Policy Waskom High School**

Waskom High School students may be exempted from semester examinations in individual classes. Exemptions will be based on academic performance, attendance, tardiness and discipline referrals. To qualify for exam exemptions students must meet the following requirements:

Student Absences	Grade Average
0	85
1	90
2-3	95

 *Any unexcused absence will nullify exemption opportunities for any student.*

Exemptions will be determined on a class by class basis. For attendance purposes 4 tardies to class will constitute an absence for exemption purposes. Major discipline problems, (3 discipline referrals) or as determined by the Campus Principal, will disqualify students from exemption eligibility.

### **Conduct grades are given as follows:**

E/A -Excellent; S/B -Good; N/C -Needs Improvement;

U/D -Failure to behave in an acceptable manner

Progress reports will be developed for grades pre-kindergarten and kindergarten to determine six weeks evaluation.

For grades 1-4, numerical scores shall be established for language arts, mathematics, science, and social studies. Six weeks grades will be an average of all grades recorded. Semester grades will be an average of the three six weeks averages. Final grade will be an average of the two semester grades.

## **SCHOOL BUSES**

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct.

## **SCHOOL SAFETY TRANSFERS**

Waskom ISD has a local policy to address School Safety Transfers. (Policy FDE Local) Contact the School Supt. at the Central Administration Office with any questions about school safety transfers.

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented, Dyslexia, English as a Second Language (ESL) and for those with disabilities. A student or parents with questions about these programs should contact the campus principal; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the district or by other organizations. Students may be nominated for the gifted & talented program at any time by teachers,

counselors, parents, or other interested persons. Conferences shall be held with nominated students and their parents to determine if the students are interested in the program. Criteria to identify gifted & talented students shall be established in the Board-approved program for the gifted & talented. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

### **STUDENT ASSISTANCE PROGRAMS**

The district shall provide a structured program of assistance to students experiencing physical, emotional, social, medical, family, or chemical use problems to the extent that their academic or extracurricular performance is being adversely affected. To meet these students' needs, the district shall establish a student assistance program to systematically and professionally respond to their problems as they are manifested in school.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district overall general education referral or screening system for support services. This system links student to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support service that are available to all students including a process based on Response to Intervention (Rtl). The implementation of Rtl has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

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

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

The designate person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact:           Elementary School, Wade Youngblood, 687-3361 ext. 1100  
                          Middle School, Rachel Hawkins, 687-3361 ext. 1200  
                          High School, Andrew Chilcoat, 687-3361 ext. 1300

### **STUDENT COMPLAINTS**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 5 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent or designee can be requested within 5 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the board of trustees, in accordance with board policy. A student and/or parent with a complaint regarding possible discrimination on the basis of sex should contact the district superintendent. A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the district's programs and services available to the student should be brought to the district superintendent.

### **STUDENT HARASSMENT**

The district believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, race, or handicapping condition. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the Student Code of Conduct for information regarding disciplinary sanctions. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, or the principal. A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the Superintendent by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the Superintendent is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

### **STUDENT RECORDS**

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student Withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records of students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the superintendent and principals are listed on page II of this handbook. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or trustees of the district, of cooperatives of which the district is a member or facilities with which the district contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. Working with the student;

2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The district forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student. Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U. S. Department of Education if they feel that the District is not in compliance with the law regarding student records. Copies of student records are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of a student's records: (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after issuance of this handbook. Directory information includes, a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school and most recent previous school attended.

### **SUMMER SCHOOL**

Summer school may be provided by the district as part of the Compensatory Education Program or as an Alternative Educational Arrangement. Details pertaining to the summer program may be obtained from the office of the principal, curriculum director, or Superintendent.

### **TELEPHONE POLICY**

Students will not ordinarily be called to the telephone, as this disrupts the usual classroom procedure. Messages will be taken by the office staff and delivered at an appropriate time. Students will be allowed to use the phone when a real need exists as determined by the principal or school secretary.

### **TESTING**

Texas state law has mandated that students must pass all portions of the Exit Level TAKS test by the end of their 12th grade year in order to receive their diploma. Registration forms and information regarding college entrance exams (ACT, SAT, TASP) may be obtained from the counselor. For additional information contact the high school principal, counselor, or the curriculum director. Testing is a vital part of the educational process of Waskom ISD. Testing is conducted according to the following schedule;

#### TEST SCHEDULES (2014 – 2015))

##### 2014/2015 Testing Dates

- Oct.20 Exit Level ELA-TAKS
- Oct.21 Exit Level Math-TAKS
- Oct. 22 Exit Level Science-TAKS
- Oct. 23 Exit Level Social Studies-TAKS
- Dec. 1 English I -STAAR
- Dec. 3 English II -STAAR
- Dec. 6 All make-up sessions for STAAR English assessments scheduled to be administered from Dec.1-3, 2014, must be completed by the end of this day.
- Dec. 1-5 Algebra I, Biology, U.S. History-STAAR
- Feb. 9 – Feb.20 STAAR Alternate – Grades 3-8 and EOC
- Mar. 2 Exit Level ELA-TAKS
- Mar.3 Exit Level Mathematics-TAKS
- Mar.4 Exit Level Science-TAKS
- Mar.5 Exit Level Social Studies-TAKS
- Mar. 16 -Apr. 8 Grades K-12 TELPAS Listening, Speaking, Reading and Writing
- Mar.30 Grade 4 Writing Day 1-STAAR  
Grade 7 Writing Day 1-STAAR  
Grade 5 Mathematics-STAAR  
Grade 8 Mathematics-STAAR  
English I-STAAR
- Mar.31 Grade 4 Writing Day 2-STAAR  
Grade 7 Writing Day 2-STAAR  
Grade 5 Reading  
Grade 8 Reading
- Apr. 1 English II-STAAR
- Apr.3 All make-up sessions for STAAR assessments scheduled to be administered from Mar. 30-Apr. 1, 2015 must be completed by the end of this day.
- Apr. 21 Grades 3-4 Mathematics-STAAR  
Grades 6-7 Mathematics-STAAR  
Grade 8 Social Studies-STAAR
- Apr. 22 Grades 3-4 Reading-STAAR  
Grades 6-7 Reading STAAR  
Grade 5 Science-STAAR  
Grade 8 Science-STAAR
- Apr. 24 All make-up sessions for STAAR assessments scheduled to be administered from Apr 21-22, 2015, must be completed by the end of this day.
- May 4-8 Algebra I-STAAR  
Biology-STAAR  
U.S. History-STAAR
- May 12 Grade 5 Reading & Mathematics -STAAR Retest  
Grade 8 Reading & Mathematics -STAAR Retest
- May 15 All make-up sessions for STAAR assessments

scheduled to be administered on May 12, 2015,  
must be completed by the end of this day.

June 23 Grade 5 Reading & Mathematics -STAAR Retest  
Grade 8 Reading & Mathematics -STAAR Retest

June 26 All make-up sessions for STAAR assessments  
scheduled to be administered on June 23, 2015  
must be completed by the end of this day.

July 6 English I-STAAR  
Exit Level ELA-TAKS

July 7 Exit Level Mathematics-TAKS

July 8 English II-STAAR  
Exit Level Science-TAKS

July 9 Exit Level Social Studies-TAKS

July 10 All make-up sessions for STAAR English  
Assessments scheduled to be administered on  
July 6 and July 8, 2015 must be completed by the end of this day.

July 6-10 Algebra I, Biology, U.S. History-STAAR

\*Testing procedures are coordinated through the district's guidance and counseling services.

## **TEXTBOOKS**

State approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student; as directed by the teacher; students who are issued damaged books should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian. Students who lose, damage, or deface textbooks will be charged a fine according to the following schedule:

Damaged cover or pages	\$ 5.00
Writing in ink	\$ 2.00 per page
Broken Spine	\$ 5.00
Book unusable for any reason	Cost of book

## **VEHICLES ON CAMPUS**

In order to park on campus, students must present a valid drivers license and insurance papers on any vehicle they will be driving to school. A Waskom ISD parking permit and a parking area will be assigned to those authorized to park. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and must make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons, that are found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

## **VISITORS**

Parents and other visitors are welcome to visit district schools. All visitors must report to the principal's office. Visits to individual classrooms during instruction time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visitors may be asked to wear an appropriate badge or sticker obtained from the campus principal. Each campus principal has

the right to refuse entry to persons during class time or those who have no legitimate business or to request unauthorized persons to leave the school. Charges may be filed for noncompliance.

### **WITHDRAWALS**

Students under eighteen years of age must have parents or guardian notify the principal's office before they can withdraw from school. Parents or guardians must accompany a student to school during withdrawal procedures. When permission has been granted, a withdrawal slip will be issued to the student. Each teacher will assign a current grade, clear the textbooks, and sign in the appropriate place on the slip. The counselor and librarian must also clear the student. When the withdrawal slip has been completed, the principal will sign it, and give the student his or her book card, withdrawal slip and health card for presentation and admittance to the new school.



