

Waskom Public  
Schools  
Student Handbook  
&  
Code of Conduct



2014-2015

"I have received and reviewed a copy of the Waskom ISD Student Handbook for 2014/2015. I understand that the handbook contains information that my child and I may need during the school year.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: student 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. Directory information on my child will be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through the items of directory information listed above that I wish the District to withhold about my child."

Student \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

Date: \_\_\_\_\_

If this form is lost or misplaced, you may obtain another form from the principal's office.

The Waskom Independent School District does not discriminate against any person on the basis of race, religion, color, national origin, sex, or handicap in providing education services or in employment policies (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration). The district superintendent has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and has been designated to coordinate compliance with nondiscrimination requirements of Section 504 of the Rehabilitation Act. Waskom Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact the District Superintendent.

Should anyone have knowledge of any person in the Waskom Independent School District who is visually or hearing impaired or with limited English language skill, please refer that person to:

Supt. of Schools  
Waskom I.S.D.  
P.O. Box 748 Waskom, TX 75692  
Telephone (903) 687-3361 ext. 1000

Waskom ISD will not provide human sexuality instruction to our students. This serves as notice as required by SB283, TEC 28.004

SCHOOL BOARD

Michael Allwhite -President

Shanta Bates Chatman –Vice-President

Christy Johnson-Secretary

Stan Boyd - Member

Dane Loyd –Member

Michelle Thomas -Member

Jimmy Whorton -Member

**ADMINISTRATION**

Superintendent: Jimmy E. Cox 687-3361 ext.1000

**CAMPUS PRINCIPALS:**

Andrew Chilcoat  
Waskom High School  
P.O. Box 748  
Waskom, TX 75692  
687-3361 ext. 1300

Rachel Hawkins  
Waskom Middle School  
P.O. Box 748  
Waskom, TX 75692  
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Wade Youngblood  
Waskom Elementary School  
P.O. Box 748  
Waskom, TX 75692  
687-3361 ext. 1100

**PREFACE**

This booklet contains a great deal of required and useful information for a large number of students and parents. Because it cannot be as personal a communication as we would

like, we address student, not directly as "you" but rather as "the student", "students", or "children". Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

### **PLEDGE TO THE UNITED STATES OF AMERICA FLAG**

I pledge allegiance to the Flag of the United States of America and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

### **PLEDGE TO THE TEXAS FLAG**

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

### **NATIONAL ANTHEM THE STAR SPANGLED BANNER**

Oh, say, can you see, by the dawn's early light what so proudly we hailed at the twilights last gleaming?

Whose broad stripes and bright stars, thro' the perilous fight.

O'er the ramparts we watched, were so gallantly streaming.

And the rockets' red glare, the bombs bursting in air,

Gave proof through the night that our flag was still there.

Oh, say, does that star spangled banner yet wave O'er the land of the free and the home of the brave.

### **SCHOOL SONG**

Go, Wildcats, play the game;

We will sing your praises.

Fighting ever, tiring never,

We're the best of all.

When the victory's won at last,

We will shout your name.

Maroon and White, we'll proudly wave

for Waskom High.

School Mascot: Wildcats

School Colors: Maroon and White

### **PHILOSOPHY OF EDUCATION**

The Waskom Independent School District believes that the function of education is to provide the opportunity for the individual student to improve and develop to the fullest extent of

their capabilities.

As an educational agency of the community, the school is committed to the continuation, maintenance, and strengthening of the American democratic society.

The school is directed to the goal of providing a safe healthy learning environment, while encouraging every student to become an efficient and productive member supportive of that society.

### MISSION STATEMENT

"To provide a safe and secure learning environment while educating every student to become a successful, productive member of an ever changing global society."

\*\*\*\*\*

This handbook is intended to assist you and your parents during your school year.

Most of the questions that may arise regarding curriculum, schedule, credits, and regulations are answered within the cover of this handbook.

Keep it in a safe place at home and refer to it often. As revisions in policy occur, this handbook will be updated.

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## School Calendar

### **ADMISSION**

A student (or the student's parent) seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the principal. Additionally, a minor student residing in the Waskom School District whose parent or guardian does not reside in the District shall present a Power of Attorney assigning responsibility for the student in all school related matters to an adult resident of the District.



## **ASBESTOS**

A copy of the asbestos management plan for all the campuses is available for viewing in the office of the Superintendent.

## **ATTENDANCE**

Texas Education Code requires attendance in order to receive credit in the respective area of study during a school term. A child between the ages of 6 and 18 -depending on the child's birthday is required to attend school each day during the instructional year unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. The number of days that may be missed before credit is lost is nine (9) per semester. Excused and Unexcused will count toward the 90 percent attendance rule. Students who lose credit for a course due to excessive absence must participate in alternative options to regain credit regardless of the reasons for absence(s). Participation in alternative options is required only for absence in excess of allowable number. High School and Middle School students must attend a four hour Saturday Alternative Attendance Option class for each absence in excess of the allowable number. Elementary School students must attend a four hour summer school Alternative Attendance Option Class for each absence in excess of the allowable number.

Each semester the Elementary Campus will offer the following incentives for students in regards to daily attendance:

All students who have perfect attendance for one six weeks period will receive an attendance award pencil.

All students who have a perfect attendance for two six weeks periods will be allowed to choose a prize from the office "Treasure Chest".

All students who have perfect attendance for three six weeks periods will attend an ice cream social.

\*All students who have perfect attendance for the entire school year will be treated to pizza at Simple Simon's.

When returning to school after an absence, a student must bring a note, signed by the parent that describes the reason for the absence. Beyond nine (9) days absence per semester, all absences must have a physician-signed document for the complete period of absence. The doctor's/health care provider's document is required the day of the student's return to school. A student absent from school for any portion of a school day shall, within two days of returning to school, provide a note that describes the reason for the absence.

Students who have been absent will be allowed the number of days missed plus 1 day to make-up academic work assigned during the absence period.

Truancy: A student who is absent without permission is truant. Truancy includes: student leaves school without signing out, student leaves campus without permission, student is absent without parental permission, student fails to report to a place for which they received a pass from class, student comes to school but does not attend assigned class.

## **AWARDS AND HONORS**

It is the policy of Waskom I.S.D. that medals and jackets/blankets will be awarded to students achieving certain levels of academic excellence in specific subjects.

Scholastic achievement will be recognized at Waskom High School in the form of an academic letter jacket/blanket. Any senior student who has a minimum Grade Point Average (GPA) of 85 and has (1) successfully completed three years of mathematics and science and is scheduled in a fourth year of each or (2) has successfully completed or is enrolled in the courses necessary to complete the distinguished achievement program will be eligible to receive the academic letter jacket/blanket. Jackets/blankets will be ordered at the end of the Junior academic year and will be distributed upon audit of schedules and grades after the first six weeks of a students' senior year. Students who have passed required courses through their Junior academic year and are registered for classes to fulfill requirements their senior year will be awarded the jackets/blankets.

#### HONOR ROLL (Grades 1 -12)

The following shall apply:

- 1 Maroon/White Honor Roll: Students shall have a grade point average of 95 or above in all courses in a grading period which count in determining the honor roll with no grade below 90.
- 2 Maroon Honor Roll: Students shall have a grade point average of 90 or above in all courses in a grading period which count in determining the honor roll with no grade below 85.
- 3 White Honor Roll: Students shall have a grade point average of 85 or above in all courses in a grading period which count in determining the honor roll with no grade below 80.

The following will not be used in determining the honor roll:

Physical education, Band, Athletics, Choir or Student Aides.

#### HIGH SCHOOL & MIDDLE SCHOOL:

Academic awards will be presented to the students achieving the highest academic average in specific subjects at an awards ceremony in May.

#### ELEMENTARY:

In grades 1-4, eligibility for the honor roll shall be determined on the basis of grades earned in reading, language, spelling, math, science, and social studies. Grades earned in physical education, art, health, music, band, penmanship, and drama shall not be included in determining honor roll.

#### CLASS RANKING:

In order to be eligible for valedictorian or salutatorian honors, a student shall have been enrolled at the District high school no later than the end of the first grading period of the third semester. A nominee for valedictorian and salutatorian honors shall be currently enrolled, a full-time student, completing his or her eighth semester, and a candidate for graduation under the Advanced/Distinguished Achievement Program. Class rank shall be made available at the beginning of each school year. This information may be obtained from the principal or counselor. Class rank shall be based on an average of the total points of courses completed through the end of the student's previous year. Points for two-hour courses shall be doubled. All courses shall be included in determining class rank. The final senior ranking shall be calculated at the end of the fifth six-week grading period. If there is a tie for first in class ranking, covaldictorians shall be named.

The District shall use a weighted grading system. In this system, the decimal point shall be carried out to the thousandths place. Any whole number greater than four in the ten thousandths place shall round off the number in the thousandths place to the next whole number.

#### **MIDDLE SCHOOL AWARDS CEREMONY**

The **Middle School** Valedictorian (highest ranking student) and Salutatorian (second highest ranking student) are determined by averaging all semester grades earned in 5<sup>th</sup>, 6th, 7th, and 8th grades. The 4th and 5th Six Weeks of the 8th grade year will comprise the final semester grade. Athletics, P.E., Band, and Choir are excluded in computing class rankings.

A student must have been in attendance at Waskom Middle School prior to the close of the first six weeks of his/her 8th grade year to be eligible for Valedictorian or Salutatorian.

#### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the respective school office or superintendent's office.

#### **CHECK ACCEPTANCE POLICY**

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

#### **CLOSED CAMPUS/PARKING VEHICLES**

Waskom ISD has a closed campus. Students may not leave during the day without permission from the principal. Once students enter the parking lot they should immediately leave their cars and should not return to cars until departure time. Students need to register their vehicle for parking. They must have drivers license and liability insurance in order to obtain parking permits. Vehicles parked on school property are under school jurisdiction and the school reserves the right to search any vehicle if there is reasonable cause to do so with or without presence of the student. Students will be held responsible for prohibited items or substances that may be found in vehicles. Students are fully responsible for the security of their vehicles and contents. Vehicle operating/parking privileges may be suspended as a result of driving or parking violations.

#### **CLUBS -STUDENT ACTIVITIES**

Student clubs and performing groups such as the band, cheerleader, drill and athletic teams may establish rules of conduct -and consequences for misbehavior -that are more strict than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

#### **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school nurse (687-3361 ext. 1128) or the principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. These diseases include -chicken pox, fever 100.4 or greater, gastroenteritis, head lice (pediculosis), influenza, measles, German measles, mumps, pink eye, scabies, strep throat, scarlet fever, diphtheria, hepatitis, impetigo, influenza, meningitis, polio, ringworm of the scalp, salmonellosis, shigellosis, tuberculosis, and whooping cough.

#### **COMPUTER ACCESS -Acceptable Use and Code of Conduct**

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures, revealing personal addresses or telephone numbers-either their own or another person's, or using the network in a way that would disrupt use by others.

### **CONFERENCES**

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance (See REPORT CARDS) 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

The District encourages a student who wants information or wants to raise a question or concern to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

### **CONTACTING TEACHERS**

Never interrupt teachers while they are conducting class.

Parents may contact the teacher by calling the campus office.

Parent-teacher conferences may be arranged by calling the campus office a day in advance, if possible. This procedure will eliminate interruption of classroom and other planned activities.

### **CORRESPONDENCE COURSES**

The District shall allow resident students, students temporarily residing abroad, or out-of-school youths and adults to earn units of credit by taking correspondence courses from another educational institution. Credit toward state graduation requirements shall be granted only under the following conditions:

- 1 The institution offering the course is the University of Texas at Austin, Texas Tech University, or other public institution of higher education approved by the commissioner of education.
- 2 The correspondence course includes the state-required essential knowledge and skills of such a course.
- 3 The specified course has been approved by the commissioner of education. Resident students may earn a maximum of two of the total units required by the state through correspondence courses. Students temporarily living abroad and out-of-school youth and adults shall earn a maximum of 12 state-required units in residence. All high school students shall be eligible to take correspondence courses and earn credit toward graduation. Prior to enrollment in correspondence courses, students shall make a written request to the principal or designee for approval to enroll in the course. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment. The counselor shall supervise the correspondence program. Students may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing class rankings. Correspondence courses shall not be pursued to achieve early graduation. Students who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least ten days prior to the graduation date in order to be eligible for graduation at the end of the term. The Superintendent or designee may exercise discretion in approving correspondence course credit or waiving provisions stated above for hardship cases on an individual basis.

## **COUNSELING**

Academic Counseling: Students are encouraged to talk with the school counselor, teachers, and the principal in order to learn about the curriculum, course offerings, graduation requirements and differences between graduation requirement for the regular high school program and the advanced program. Students who are interested in attending a college, university, training school or some other advanced education should work closely with the district's counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing. Personal Counseling: The school counselor is also available to help students with a wide range of personal concerns, including such areas as social, family, emotional, academic or chemical dependency needs. The counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with the counselor should present this request at the office. A school counselor is available for all campuses.

## **CREDIT BY EXAMINATION/EXAMINATIONS FOR ACCELERATION**

### **No Prior Formal Instruction**

A student in any grade (1 -12) may use examinations in lieu of coursework for acceleration to advance one grade level or to earn credit in an academic subject. Questions regarding these examinations and procedures for kindergarten acceleration may be discussed with the school counselor or principal.

### **Prior Formal Instruction**

A student who has had sufficient prior formal instruction as determined by the District on the basis of a review of the student's educational records (and who has failed a course with a grade of no less than 60) may gain credit for the course by passing a proficiency examination on the Texas Essential Knowledge and Skills of the course. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.

## **DISTRIBUTION OF MATERIAL**

School Materials: School publications distributed to students include: school newsletters and school yearbooks. All school publications are under the supervision of the teacher, sponsor, and principal.

Nonschool Materials: Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or other person without the approval of the principal and must be in accordance with campus regulations.

Approval Required: All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered

disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

### **DRILLS – SHELTER-IN-PLACE, BUILDING EVACUATION AND SITE EVACUATION**

**STUDENTS, TEACHERS, AND OTHER DISTRICT EMPLOYEES SHALL PARTICIPATE IN FREQUENT DRILLS OF EMERGENCY PROCEDURES. WHEN THE ANNOUNCEMENT OF AN EMERGENCY DRILL IS GIVEN ON THE CAMPUS INTERCOM SYSTEM, STUDENTS MUST FOLLOW THE DIRECTIONS OF TEACHERS OR ADMINISTRATORS QUICKLY AND IN AN ORDERLY MANNER.**

Plans for each of the emergency drills are posted in each classroom of the respective campuses.

A campus administrator will use the campus intercom system to activate any of the emergency drills.

**Shelter-in-Place**-Students will move to designated locations inside the building. This emergency drill is used in the event of a tornado or severe weather.

**Building Evacuation**-Students will exit the building and move to designated locations that are a short distance from the building. This emergency drill is used for fires or fire-related emergencies.

**Site Evacuation**-Students will exit the building and move to designated locations that are a considerable distance from the buildings. This drill is used for emergency evacuations that would require the faculty and students to move farther away from the buildings to be in a safe and secure environment.

### **EMERGENCY CLOSING INFORMATION**

In case of inclement weather or damage due from a fire, listen to channel 3 T.V., 6 T.V. or 12 T.V. stations, or radio stations: KWKH -94.5 FM/1130 AM, KMJJ-99.7 FM, KRUF-FM 94.5, or KTUX -FM 99.

### **EMERGENCY MEDICAL TREATMENT**

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

### **EXTRA-CURRICULAR ACTIVITIES**

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

#### **Eligibility**

During the initial six-week period of the school year, students shall have been promoted to the next grade level or shall have accumulated the required number of units toward graduation.

**GRADE:**

8th to 9th	Promoted	9th to 10th	5 Credits
10th to 11th	10 Credits	11th to 12th	15 Credits
<b>Credits for Graduation</b>		<b>27 CREDITS</b>	

**During subsequent six-week periods, students who receive a six-week grade below 70 may not participate in extracurricular competition** during the following three week period. The suspension from extracurricular activities goes into effect seven days after the last day of the six-week period during which the grade lower than 70 was earned. Students shall be allowed to participate at the end of the three week period in which the student elevates grade averages to 70 or more.

**Extra Curricular Absences**

Students are permitted up to 17 cumulative excused absences yearly in order to participate in school-related or school sanctioned activities on or off campus at the district level or below. In addition, a student shall be allowed a maximum of five absences for post-district competition prior to state, and a maximum of two absences for post-district competition prior to state, and a maximum of two absences for state competition. All UIL activities come under this provision as do board approved extracurricular activities. Students are permitted 5 additional days for competition above district level. Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for the grading period within the UIL 7 day grace period. An ineligible student's project or show animal may be taken to a show by another person such as a family member or a teacher if the local show's rules permit this. This would not be considered a violation of state board rules.

**FEES**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks; and may be required to pay certain other fees or deposits, including:

- 1 Club dues.
- 2 Security deposits.
- 3 The materials for a class project the student will keep.
- 4 Personal physical education and athletic equipment and apparel.
- 5 Voluntary purchases of pictures, publications, class rings, etc.
- 6 Student accident insurance and insurance on school-owned instruments.
- 7 Instrument rental and uniform maintenance.
- 8 Parking fees and student identification cards.
- 9 Fees for damaged or lost library books, textbooks, and school-owned equipment and property.

Any required fee or deposit may be waived if the student or parent is unable to pay. Applications for such a waiver may be made to the principal.

**FUND RAISING**

Occasionally student clubs, classes, and organizations and parent groups will be permitted to conduct fund-raising drives. All fund raising projects must be approved by the Campus Principal. Except as approved by the Campus Principal, fund raising shall not take place on school property.

## **GRADE CLASSIFICATION**

After the 9th grade, students are classified according to the number of units earned toward graduation, as specified in the Texas Education Code.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6	10 (Sophomore)
12	11 (Junior)
18	12 (Senior)

## **GRADING POLICY**

STATUTORY CITATION TEXAS EDUCATION CODE SECTION 21.721:

### **Grade requirement for advancement or course credit.**

- 1 A district may not grant social promotions. Students may be promoted only on the basis of academic achievement.
- 2 A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
- 3 A student who has not maintained a grade average for a course equivalent to at least 70 on a scale of 100 may not be given credit for the course.

## **GRADUATION ACTIVITIES**

*Tentative Graduation Activity's Dates are as follows:*

W. H. S. Commencement Exercises  
Friday, May 22, 2015  
7:00 p.m.  
Marshall Convention Center

Middle School Awards Ceremony  
To Be Announced



