

WORTHAM ELEMENTARY SCHOOL STUDENT HANDBOOK 2010 – 2011

WORTHAM I.S.D. MISSION STATEMENT

Dedicated to excellence in education, Wortham I.S.D. is committed to the development of productive citizens with integrity, respect, and responsibility.

WORTHAM I.S.D. VISION STATEMENT

The Vision of Wortham I.S.D. is a structured approach to align curriculum, actively involve business and community, to enhance teacher knowledge in both theory and assessment, and use data sharing to ensure quality achievement for all students.

WORTHAM I.S.D. MOTTO

“PREPARING STUDENTS FOR TODAY AND TOMORROW”

Board of Trustees

Brent Jones - President
James Sessions - Vice President
Bill Capers - Secretary
Doug Miller
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District Administration

Albert Armer - Superintendent
Kevin Frauenberger - Secondary Principal
Gayle Henson - Secondary Counselor
Candace Kennemer - Elementary Principal
Laurie Simmons - Elementary Counselor
Jerry Young - Athletic Director

Wortham I.S.D. does not discriminate on the basis of race, religion, color, national origin, 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, Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Mr. Albert Armer, Superintendent has been designated to coordinate compliance with these legal requirements. He may be reached at (254) 765-3095 or P.O. Box 247, Wortham, TX 76693.

Welcome

Welcome to school year 2010 - 2011! Recognizing the importance of cooperation between school staff, students and parents is one of the first and most important steps toward a successful school year for your child. This student handbook is designed to help us do this. You may notice this handbook is revised to reflect a more user friendly format by organizing information into relevant sections. Please let us know if it helps.

The Wortham Elementary Student Handbook contains information that both students and parents are likely to need during the school year.

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

Both students and parents must be familiar with the Wortham I.S.D. Student Code of Conduct, required by state law, and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted on the District website at www.worthamisd.org. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

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

If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Looking forward to a great year!

Candace Kennemer
Principal
Wortham Elementary

Student Section:

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.

The Texas Essential Knowledge & Skills (TEKS) require that students use e-mail and discussion groups on the Internet. Please discuss the safe and responsible use of this activity your child.

DRESS CODE

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat which will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hairstyle extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause injury, disruption or interference with normal school operation.

Examples of inappropriate and unapproved choices of clothing, jewelry, body decoration, or hairstyle include **but may not be limited to** the following:

1. Hats, caps or bandanas.
2. Tank tops or low cut clothing (neck or underarm).
3. Shirts or blouses with spaghetti straps (as a general rule, sleeveless tops are permitted if the straps are at least three fingers in width and the garment fits appropriately in all other respects.)
4. Clothing that exposes bare midriffs (**front or back**) in any position at any time, i.e. crop tops, short blouses or shirts, low cut pants.
5. Boys may not wear earrings or plugs. Girls may wear earrings in their ears only. Nose rings, eyebrow rings, lip rings, tongue rings (or studs) or earrings worn on other visible parts of the body are prohibited.
6. Excessive or distracting makeup/hair color/ conspicuous fads (elementary students may not wear makeup).
7. Obscene language or symbols, provocative pictures, advertising of tobacco, alcohol, or drugs on clothing, jewelry, or exposed body parts.
8. Symbols or clothing or jewelry that would distract or cause undue attention.
9. Racially related symbols, emblems, pictures, words, slogans, or tattoos.
10. Symbols, words, or slogans cut into hair that are obscene, racially related, provocative, or otherwise deemed inappropriate by the campus principal.
11. Pants must be secured appropriately at the waist of the student.
12. Dark glasses (unless prescribed by a physician).
13. See-through, provocative, or excessively tight clothing, i.e. spandex tights, shorts or pants and excessively tight dresses and skirts.
14. Intentionally torn clothing.
15. Clothing worn in a manner for which it was not intended, i.e. backwards, inside-out, off-the-shoulder suspenders, etc.
16. Any accessory or clothing article deemed gang related as determined by the school administration.
17. Shorts may be worn. No cutoffs of any kind are allowed unless they are hemmed at the bottom. Bicycle pants, "skin pants", leggings or similar garments may not be worn as an outer garment. No outer garment may have a hemline higher than the student's fingertips with both arms hanging normally at the side. Outer garments which are cut or slit on front back or sides will be measured from the top of the cut or slit.
18. Students must wear appropriate undergarments.
19. Wortham ISD discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.
20. Teachers/coaches/sponsors may define appropriate dress for school-sponsored trips and extracurricular activities. 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 other disciplinary action.
21. Hair must be clean and well groomed. Hair should not extend below the eyebrows. For male students, ponytails are not allowed and hair length should not reach the collar or go past the bottom of the ear.
22. Chains may not be worn. This includes but is not limited to wallet chains. This does not include small, decorative jewelry chains worn around the neck, wrists or ankles.

23. Long and or bulky coats striking below the hips may not be worn in class.
24. Students may not wear blankets.
25. Students with tattoos must keep them covered.
26. Tennis shoes are required for PE and recess.
27. Shorts must be worn under skirts and dresses.

Final decisions on the appropriateness of school dress rests with the campus administration.

EXTRACURRICULAR ACTIVITIES, CLUBS, ORGANIZATIONS

Wortham ISD offers a number of extracurricular clubs and activities for its students. Participation is encouraged because it leads to the development of well-rounded students.

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See the PROMOTION and GRADE CLASSIFICATION sections in this handbook or the principal for further information.
2. A student participating in the University Interscholastic League (UIL) will be suspended from participation after the grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). This suspension continues for three weeks. The grades will be reviewed at the end of each three-week period, and the suspension will be removed if the student's grades in that class and all other classes are equal to or greater than the equivalent of 70.
3. A student is allowed up to 10 activity-related absences from a class during a full-year course and five (5) absences from a class completed in one semester in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.
*A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

Student clubs and performing groups such as band, cheerleading, theater arts, athletic teams, FFA and FHA, may establish codes of conduct and 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 will apply in addition to any consequences specified by the organization. See *Individual Organizations' Codes of Conduct or Constitutions for details.*

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supply of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Materials for a class project that the student will keep.
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance.
7. Musical instrument rental and uniform maintenance, when the District provides uniforms.
8. Personal apparel, used in extracurricular activities, that becomes the property of the student.
9. Fees for lost, damaged or overdue library books, textbooks and school-owned equipment.
10. Fees established by the State Board for driver training courses, if offered.
11. Fees for optional courses offered for credit that require use of facilities not available on District premises.
12. Summer school courses offered tuition-free during the regular school year.

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.

HOMEWORK

The District believes that learning is important and that learning should be reinforced after school hours. The daily homework is important and in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning.

Wortham ISD endorses homework for several reasons:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide the parent an opportunity to see what his or her child is studying and how well he or she is performing.

PRAYER

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity unless such practice distracts from learning activities.

TARDINESS

A student who is not in the classroom when the final bell (8:00) rings is tardy. Excused tardies will be assigned only to students with notes from a teacher, administrator, or doctor. All other tardies will be unexcused and recorded by the teacher. For unexcused tardies, the following discipline actions will apply:

A student's third tardy in a 6 week grading period receives an after school detention with teacher on the following day, and a student's fourth tardy receives two after school detentions with teacher. After five or more tardies the student will be assigned Saturday School from 8:00 - Noon for each tardy. Fees will be charged for all Saturday School placements. Parents will be responsible for transportation to and from Saturday School.

TEXTBOOKS

State-approved textbooks are provided free of charge for each student or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact 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 or guardian. However, a student will be provided textbooks for use at school during the school day.

Parent Section:

COMPLAINTS

Complaints about instructional materials, loss of credit on the basis of attendance, prior review of non-school materials intended for distribution to students, removal to alternative education programs, or expulsion are handled through procedures specific to those particular areas. To review relevant policies or obtain further information regarding a complaint process, see the principal.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex should contact the campus principal. See **SEXUAL HARASSMENT** for pertinent concerns.

A complaint or concern regarding the placement of a student with disabilities, who is not eligible for special education, or a complaint about the District's programs and services available to the student, should be brought to the superintendent.

For all other matters, a student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, a conference with the principal can be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent can be requested. 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. To request to address the Board, a written request must be submitted to the superintendent at least one week prior to the next board meeting. Blank request forms are available in the superintendent's office.

CONFERENCES

Parents will be invited to attend a conference at the end of the first nine week grading period. It is at this conference that the first nine week report card will be given to the parents. Students and parents may also expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student presents any other problem to the teacher or (3) in any other case the teacher or administrator considers necessary.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

*Review the Student Handbook with the student prior to signing and returning to the school the written statement that indicates understanding and consent to the responsibilities outline in the Student Code of Conduct.

*Encourage the student to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.

*Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.

*Attend Board meetings to learn more about ongoing operations of the District.

*Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to the student.

*Be aware of the parental right to temporarily remove the student from an instructional activity that conflicts with religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.

*Review the student's school records, monitor his or her progress, and contact teachers as needed. Take advantage of all opportunities to stay informed regarding the student's activities, as well as other school activities. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy.

*Become a school volunteer. For further information, contact the campus principal at 254-765-3080.

*Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board in formulating educational goals and objectives for campuses and the District.

As a parent of a student at Wortham ISD, you have the right to know the professional qualifications of the classroom teachers who

instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- whether the teacher meets the state qualifications and licensing for the grades and subjects he or she teaches
- the teacher is teaching under emergency or provisional status because of special circumstances

- the teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree
- the paraprofessionals providing services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Wortham I.S.D. Superintendent Albert Armer at 254 765-3095.

PROTECTION OF STUDENT RIGHTS

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Wortham I.S.D. has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wortham I.S.D. will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Wortham I.S.D. will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by USDE.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

RELEASE OF STUDENTS

A student will not be released from school or school related activities (such as field trips or pep rallies) at times other than regular dismissal hours except with the prior principal's permission or according to the campus sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. Students may not sign-out without a parent note or verbal permission by parent to school personnel. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide if the student should be sent home and will notify the student's parent if necessary. Only authorized school personnel may sign a student out of school. Students who leave school without following proper check out procedures will be considered truant.

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 at least 2 days prior to the day of the trip that the student be released to the parent or to another adult designated by the parent.

VISITORS

All visitors should report to the campus office for permission to be on campus, unless they are on official business with the Superintendent's office. Identification may be required of any person on school property. The Board or its designee (superintendent, campus principal) may refuse to allow person's having no legitimate business to enter school property, and may eject any undesirable person from the property upon his or her refusal to leave peacefully on request.

Parents and other visitors are welcome to visit District schools. Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes in the delivery of instruction or disrupts the normal school environment.

All visitors must check in at the campus office and get a visitors badge to wear on their clothing.

Academic Section:

ADMISSION

A student (or the student's parent) who wants to enroll in the District should contact the school offices.

Worham Secondary Schools (Gr. 6-12)	254-765-3094
Worham Elementary School (PreK-5)	254-765-3080

ATTENDANCE

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

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorials sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See policy FEB]
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student’s absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- 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.

Extenuating Circumstances

The District may recognize the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based-on personal illness, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal.
2. Days missed as a runaway.
3. Completion of a competency-based program for at-risk students.

4. Late enrollment or early withdrawal of a student under Texas Youth Commission.
5. Teen parent absences to care for his or her child.
6. Participation in a substance abuse rehabilitation program.
7. Homelessness, as defined in federal law.
8. Participation in school activities with prior approval of principal.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student – upon returning to school – must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless this student is 18 or older. All notes, medical or parental must be returned to the school within 3 calendar days for consideration by the attendance committee

Make-up Work

A student will be permitted to make up tests or turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students. All make-up work will be due on the third (3rd) day after receiving the assignment.

When a student misses a class, the teacher may assign the student make-up work. This work will be based upon 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 make-up work in a satisfactory manner and within the time specified by the teacher. [See policy EIAB]

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.

Types of Absences

Excused (Make-up permitted)

1. Personal illness with a doctor's
2. Court ordered
3. Suspension
4. Any UNUSUAL cause acceptable to the principal

Unexcused (Make-up permitted)

1. Illness in immediate family
2. Death in immediate family
3. Anything else not listed above
4. Any UNUSUAL cause acceptable to the principal

Truancy – 50% will be deducted for assignments due or assigned that day

Perfect Attendance Honors/Awards

Honors and awards will be announced after each six-week grading cycle, first semester, second semester and end of year. **A student with no absences during a six-week period will receive a perfect attendance award, and a student with two or less absences during a six-week period will receive a near perfect attendance award.**

CREDIT BY EXAMINATION / EXAMINATION FOR ACCELERATION:

No Prior Formal Instruction: A student in any grade (1-12) may use examinations in lieu of course work for acceleration to advance one grade level or to earn credit in an academic subject (at the secondary level).

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 TEKS 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.

A student planning to take an examination for acceleration (or the student's parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university.

PROGRESS REPORTS & REPORT CARDS

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks. At the end of the first 3 weeks, parents will be notified with a progress report if the student's grade is below **70** in any class. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.

RETENTION AND PROMOTION

CURRICULUM Promotion and course credit shall be based on mastery of the curriculum.
MASTERY Expectations and standards of promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]

STANDARDS FOR MASTERY Mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

GRADES 1-5 In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge of skills) for all subject areas and a grade of 70 or above in four of the following areas: language arts, mathematics, science, social studies, and reading.

In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) Test as a further requirement for promotion:

- 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 assessments.
- 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 assessments.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

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

Special Program Section:

COUNSELING

Counseling: The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should schedule an appointment.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

SPECIAL PROGRAMS

The District provides special programs for the gifted and talented students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the campus principal or coordinator of each program offered by the District.

Administration Section:

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. Breakfast and lunch are served daily. Information can be obtained from the superintendent's office at 765-3095.

DISTRIBUTION OF MATERIALS

School Materials: All aspects of school-sponsored newspapers or yearbooks are under the supervision of the teacher and campus principal.

Non-school Materials: Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, displayed, sold, circulated, or distributed on any school campus by a student or a non-student without the prior 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 regular meeting when the student, or other individual, will have a reasonable period of time to present his or her viewpoint. To make an appeal to the School Board, the requesting person should first contact the superintendent.

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least seven (7) days before the event.

Fund raising is not permitted on school property unless approved by the district superintendent.

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 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
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation

Students Taken Into Custody

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

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

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 parents 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 custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

SCHOOL FACILITIES

Asbestos

We are pleased to let you know that Wortham I.S.D. is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office.

If you have any questions about the plan or this federally mandated program, please contact our Asbestos Coordinator/Asbestos Designated person, Albert Armer at 254-765-3095.

Pest Control Information: The District periodically applies pesticides inside building. Information regarding the application of pesticides is available from the superintendent at 254-765-3095.

SEXUAL HARASSMENT

Students must not engage in unwanted and/or unwelcome verbal or physical conduct of a sexual nature directed toward another student, a visitor 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.

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. However, 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, counselor, or 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, if possible. The conference will be scheduled and held 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 which might 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 or designee by following the procedure set out in Board policy. If the resolution by the superintendent designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

HARRASSMENT 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 behavior 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 or counselor. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). See also policy FNCL.

STUDENT RECORDS

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

The law specifies that certain general information about Wortham I.S.D. students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal **within ten school days of the child’s first day of instruction for this school year.** [See the **acknowledgement form** attached to this handbook.]

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

- The parents – whether married, separated, or divorced – unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

The District must comply with a request by 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.

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

Records may be inspected **by a parent or eligible student** during regular school hours. If circumstances effectively prevent **inspection during these hours**, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records or designee will respond to reasonable requests for explanation and interpretation of records.

The address of the Superintendent’s office is – Wortham I.S.D., P.O. Box 247, Wortham, TX 76693.

The address of the principal is – Wortham Elementary School, P.O. Box 247, Wortham, TX 76693.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

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

Please note:

The parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

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

Emergency Section:

WORTHAM PUBLIC SCHOOLS, WORTHAM, TEXAS

To: All parents and / or Guardians of Wortham I.S.D. Students
From: Albert Armer, Superintendent of Schools
Re: Emergency Procedures for Wortham I.S.D.

The Wortham I.S.D. has developed and published the Emergency Procedures Manual which is designed to minimize danger to the school community, all students, teachers, and Wortham I.S.D. personnel, should an emergency occur. It is this District's objective to attend to the health and welfare of your child / children in the event of an emergency and to ensure the safe return home of our students.

While it is impossible to foresee all of the possible emergency situations, which a school district may face, we have researched effective ways to use our resources to respond immediately to those emergencies, which cannot be avoided. The responsibilities for the safety of our children are shared by us as school administrators and you as parents. Through shared cooperation and responsibility between parents of students and the W.I.S.D. administration, incidents or crisis on our campuses can be minimized.

In most emergencies your child / children will remain at the school he / she attends. In those emergency situations which prohibit re-entry to the school building (such as a sudden loss of utilities in inclement weather, a broken gas or water main, or a fire) students and school staff will be moved to an alternate site, or in a rare incidence school may be dismissed. Parents should utilize battery-powered radios to receive information on student pickup, which will be broadcast on K.Y.C.X. 104.9 and other radio stations in this area.

Please keep this information in a handy place (such as gluing it in a telephone book) for each reference.

Plans will include an organizational chart with lines of succession and emergency assignments clearly designated. Additionally, consideration must be given to the security and preservation of essential records and sensitive areas such as utility rooms and electrical panels.

See "**Communications Procedure for Person in Charge**" for the name of the person to succeed me in the event of my absence or incapacitation.

This **W.I.S.D. SCHOOL CRISIS EMERGENCY PLAN** must be reviewed and updated annually prior to the commencement of school. Any new pages will be provided to campus crisis teams.

Albert Armer
Superintendent of Schools

COMMUNICATIONS PROCEDURE FOR PERSON IN CHARGE

STEP CITY EMERGENCY SERVICES.....Police/Fire/Ambulance 911
1 FREESTONE COUNTY SHERIFF.....(903) 389-3236

Tell dispatcher or clerk specifically where your Incident Command Center is (that location where Person in Charge or his / her designee can be found at all times.) Remain there until help arrives.

STEP If it necessary to send anyone to a hospital by ambulance for a serious injury, send a staff
2 along to serve as a liaison between the hospital and District administration with instructions to relay progress reports as soon as possible.

STEP Immediately notify the following people:

3

Albert Armer
Superintendent of Schools

OFFICE
765-3095 or 765-3551

STEP If the person identified in Step 3 is unavailable, contact one of the following people in order listed:

4

OFFICE

Kevin Frauenberger
Principal, High School

765-3094

Kevin Frauenberger
Principal, Junior High

765-3094

Candace Kennemer
Principal, Elementary School

765-3080

Jerry Young
Athletic Director

Carl Martinez
Director of Maintenance

765-3095 or 625-1136

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other District employees will participate in drills of emergency procedures. When an alarm is sounded, students should follow the directions of teachers or marshals quickly, quietly, and in an orderly manner.

Emergency bells:	3 bells	Fire; leave the building
	1 bell	Halt; stand at attention
	2 bells	Return to room

Tornado/Disaster:	One long continuous bell
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EMERGENCY SCHOOL CLOSING INFORMATION

In the event of weather-related or other emergencies, turn your television to KWTX-Channel 10, KXAS-Channel 6, or KXXV-Channel 25 in Waco. Turn your FM radio to KNES, Fairfield or FM KYCX, Mexia; or AM WBAP, Dallas/Fort Worth for information on school closing, etc.

Medical Section:

EMERGENCY MEDICAL TREATMENT

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

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 <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. 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, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

A copy of current immunization records must be provided and kept in the school office.

COMMUNICABLE DISEASES / CONDITIONS

Parents of a student with a communicable or contagious disease are asked to telephone the school principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

These diseases include:

Amebiasis	Hepatitis, Viral A	Rubella (German Measles)
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis, including
Common cold with Fever	Influenza	typhoid fever
Fifth disease	Measles (Rubeola)	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm of the scalp	Whooping Cough (Pertussis)

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 most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

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

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

spots. These can occur anywhere on the body.

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

For 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 Texas Department of Health office to ask about meningococcal vaccine.

Additional information may also be found at the web sites for the Centers for Disease control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

MEDICINE AT SCHOOL

A student who must take a prescription (or nonprescription) medicine during the school day must bring a written request from his or her parent and the medicine in its properly labeled container, to the school office. Students with asthma may carry inhalers on their person once the school is notified of the potential asthma risk.

The school nurse or qualified personnel will either give the medicine at the proper times or give the student permission to take the medication as directed.

Asthma

A student with asthma is entitled to possess and self administer prescription asthma medication if the office receives:

- 1) written instructions from the student's physician stating the student has asthma and is capable of self administering the prescription medication.
- 2) parent's authorization for the student to self administer the medication while on school property or at a school-related event or activity.

These must be kept on file in the school office and renewed yearly or if there is any change in the prescription medication.

WORTHAM ELEMENTARY SCHOOL

DISCIPLINE PLAN

2010 - 2011

Behaving appropriately is an essential aspect of learning. Without a disciplined atmosphere the teacher cannot teach effectively and the learner cannot learn.

In having this discipline plan we are attempting to provide a safe environment in which students can learn, feel valued, and develop responsibility for their own behaviors and academic progress. We value parental support as it is vital to the realization of these goals. Successful student behavior results when all members of the educational team participate, including the child, parents, teachers, and administration.

All behavior has consequences. It is the assurance that these consequences will occur that guides us as human beings in choosing appropriate behaviors. We appreciate positive behaviors and strive to recognize and reinforce them. The discipline plan will provide immediate and consistent consequences for irresponsible, dangerous, and/or inappropriate behaviors.

Students and staff will recite the Wortham Elementary Code of Conduct frequently.

As a member of the Wortham Elementary family,

I will respect people and property,

Be present, prepared, and ready to learn,

Practice safety,

Be positive about myself and others,

Act responsibly,

And accept the consequences of my actions!

Positive Consequences

The staff at Wortham Elementary School provides frequent positive reinforcements to students who behave appropriately. We strive to create a positive environment throughout our school. Teachers are encouraged and reinforce positive behaviors. Positive reinforcements are provided to students, groups of students, or to an entire class. Reinforcements include, but are not limited to:

1. Praise
2. Awards
3. Positive notes and phone calls to parents
4. Special privileges

The Wortham Elementary discipline plan will follow the guidelines as outlined in the Wortham ISD Student Code of Conduct. This Plan will be used as guidance in administering a safe and appropriate program for all children. The plan consists of levels of behaviors and levels of consequences appropriate for those behaviors.

The behaviors listed for each level are intended to be a guide for students, parents, and school staff members are not all-inclusive. Consequences represent discipline options available to staff members. In carrying out the discipline plan, teachers and administrators shall base their decisions on the severity of the behavior as well as other factors including the student's age, disciplinary history, and circumstances surrounding the event. Staff may choose to use a combination of consequences that best address the behavior. Involvement of support staff (counselor, nurse, etc.) will also be utilized when beneficial.

Each teacher will have a classroom discipline plan in place. The teacher will communicate this plan to students and parents at the beginning of the year.

Students will be expected to follow rules not only in the classroom, but in all areas of the campus and when participating in school trips or using school transportation. Special rules may apply to certain areas (cafeteria, playground, etc.)

<p><i>Level 1 Behaviors</i></p> <ul style="list-style-type: none"> *running in hallway *littering *inappropriate voice level *talking without permission *loitering (not lining up, hanging out at restroom, etc.) *passing notes *chewing gum *not respecting learning time *inappropriate tattling *not prepared for class (no homework, planner not signed, etc.) *other similar behaviors 	<p><i>Level 1 Consequences – teacher</i></p> <ul style="list-style-type: none"> *verbal warning or redirection *natural consequence (go back and walk, apology letter, pick up paper, etc.) *time-out *seating change *student/teacher conference *sign discipline book/ change color, etc.(according to class discipline plan) *sit out all or part of recess *verbal or written parent contact
<p><i>Level 2 Behaviors</i></p> <ul style="list-style-type: none"> *verbal or written acts of misconduct, such as: <ul style="list-style-type: none"> swearing name calling teasing put downs *dress code violations *possession of items disruptive to learning *throwing or shooting objects *physical scuffling or horseplay *not respecting school property or the property of others *being dishonest/ lying *other similar behaviors 	<p><i>Level 2 Consequences – teacher</i></p> <ul style="list-style-type: none"> *natural consequence (cleaning desk, written report, etc.) *take away item disruptive to learning *time out *seating change *student/ teacher conference *sign discipline book/ change color (according to class discipline plan) *sit out part or all of recess *verbal or written parent contact *Classroom Behavior Report sent home <p>*dress code violations will result in the student having to change into appropriate clothing, which may require the parent to bring additional clothing to school during the day.</p>

Level 3 Behaviors- office referral

Consequences for Level 3

Behaviors start at Step 1

- *repetitious level 1 and level 2 behaviors
- *disrespectful actions toward a staff member, including but not limited to:
 - talking back
 - gestures of disrespect
 - defiance
 - willfully not following directions
- *disruptive behavior to the extent that the student interferes with his/her learning or the learning of others
- *disruptive behavior to the extent that the student has to leave the group, classroom, assembly, etc.
- *cheating
- *forgery
- *graffiti on school property (graffiti such as writing that can be cleaned or removed)
- *other similar behaviors

Level 4 Behaviors- office referral

Consequences for Level 4

Behaviors start at Step 3

- *stealing school materials or the possessions of others
- *fighting
- *physical, verbal, emotional, or sexual harassment
- *threatening others
- *physical assault on another student or staff member
- *vandalism of school property or property of others
- *bringing a weapon to school
- *using a weapon or using any object as a weapon
- *being in possession of illegal substances or prohibited items at school or school events
- *any other similar behaviors
- *other unlawful behaviors

Level 3 and 4 Consequences- principal

Step 1

- conference/ warning
- parent phone call
- natural consequences
- after school detention
- duties as assigned by principal
- 1 swat
- 1 day ISS
- remainder of day suspension

Step 2

- parent contact (automatic)
- natural consequences
- after school detention
- duties as assigned by principal
- 1-2 swats
- 1-2 days ISS
- remainder of day suspension

Step 3

- parent contact(automatic)
- natural consequences
- duties as assigned by principal
- 2 swats
- 3 days ISS
- 2 day suspension

Step 4

- parent contact(automatic)
- natural consequences
- duties as assigned by principal
- 3 swats
- 3 days ISS
- 3 days suspension

Step 5

- parent contact(automatic)
- Alternative Educational placement
- Adaptive Behavior Center placement

Note: Offenses occurring on the bus can also result in loss of bus privileges.

Special Education Statement

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

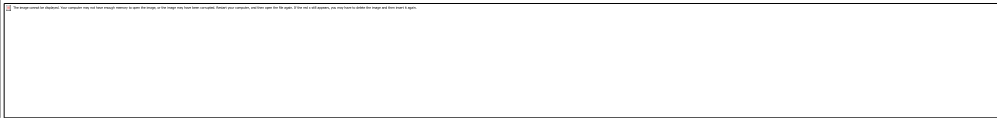
If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Lauri Simmons at (254) 765-3080.

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



Student Handbook Statement: Spanish

Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que Tienen Dificultades de Aprendizaje o que Necesitan o Pueden Necesitar Servicios de Educación Especial

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un período razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito. Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities)*.

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona de contacto:

Número de teléfono:

Agosto de 2010

APPENDIX II

ACKNOWLEDGMENT FORM

My child and I have received a copy of the 2010-2011 Wortham Elementary Handbook. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

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

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

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

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX III

Asbestos management plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the high school principal's office and is available for inspection during normal business hours.

Pest control treatment

Policy DI

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located building entrances. Pest control information sheets are available from campus principals or facility managers upon request.