

Walcott ISD

2025-2026

Handbook

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WALCOTT TEACHER'S STAFF

Darla Bryant -----	Superintendent/Bus Driver/Basketball Coach/Campus Behavior Coordinator
Leslynn Arfsten -----	Business Administrator/Bus Driver
Tonya Gruhlkey -----	Principal/ Pre-K/Bus Driver/Migrant Coordinator/Homeless Liaison/RTI Coordinator/Dyslexia Teacher
Jobie Berend -----	Kindergarten Teacher/Bus Driver
Angie Sides -----	1 st Grade/Yearbook
Bailey Johnson -----	2 nd Grade/Substitute Bus Driver
Samantha Shugart -----	3 rd Grade/Bus Driver/Gifted-Talented Coordinator
Kelsey McPherson -----	4 th Grade/Bus Driver/ESL
Jasmine Chavez -----	5 th Grade
Susanna Sanchez-----	6 th Grade/Substitute Bus Driver
Tammy Northcutt-----	Special Education Director/ Diagnostician/Counselor
Tonia Abarca -----	Remedial Teacher/RTI/Testing Coordinator/Bus Driver
Kimberly Kimbrough -----	Remedial Teacher/RTI/Testing Coordinator
Suzanne Ruiz -----	Teacher's Aide / Bus Driver
Marcella Arias -----	Teacher's Aide / Bus Driver
Kama Hougland -----	Teacher's Aide / Bus Driver/ Nurse
Susanna Flores -----	Teacher's Aide / Bus Driver
Sendy Hernandez -----	Food Service Director/ Teacher's Aide / Yearbook Coordinator/Bus Driver
Katy Long -----	Food Service
Guy Bryant-----	Ground Maintenance
Zoee Rubio -----	Custodian
Ramona -----	Custodian

BOARD OF TRUSTEES

Lucy McGowan
Will McGowan
Jennifer Brown

Walcott ISD does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. Darla Bryant has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.

EDUCATIONAL PHILOSOPHY

The Walcott Public School System exists for the purpose of providing an educational climate in which each individual can develop mentally, physically, emotionally, and socially to the maximum of his/her abilities. The educational program under the guidance of professional staff members shall provide opportunities and motivation for the development of:

Self-discipline
Democratic Responsibilities
Acceptable Moral and Social Values
A Background of Higher Learning
Continuous Intellectual Growth

We believe that the self-concept and feeling of self-worth of each child is important and these needs must be addressed in order to achieve optimum of learning.

The Walcott Independent School District subscribes to the above philosophy. The responsibilities for fulfilling these objectives should be shared by school personnel, parents, and citizens of this community.

The Walcott Board of Trustees officially approved the above philosophy on January 18, 1983.

Parent and Family Engagement Policy

Walcott ISD

2025-2026

1. Walcott ISD will reach out to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs consistent with the requirements of ESSA Section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. Section 1116 (a)(1)
2. Walcott ISD receives Title I, Part A funds. Our goal is to plan and implement effective parent and family involvement activities to improve student academic achievement and school performance. Therefore, Walcott ISD will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. Section 1116 (a)(2)
 - i. The policy shall be incorporated into the local educational agency's District Improvement Plan.
 - ii. The policy will establish the LEA's expectations and objectives for meaningful parent and family involvement.
3. Walcott ISD will: involve parents and family members in jointly developing the District Improvement Plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). This is a plan that is a working document throughout the year. The District Improvement Plan can be found on the district website at www.walcottisd.com and in the Superintendent's office; Section 1116 (a)(2)(A)
4. Walcott ISD will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local education agency, in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. Section 1116 (a)(2)(B)
5. Walcott ISD will coordinate and integrate parent and family engagement strategies under Title I, Part A, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. Section 1116 (a)(2)(C) and Section 1116 (e)(4)
6. Walcott ISD will conduct with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying – Section 1116 (a)(2)(D)
 - i. Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 - ii. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - iii. Strategies to support successful school and family interactions;

7. Walcott ISD will use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies; and Section 1116 (a)(2)(E)
8. Walcott ISD will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local education agency to adequately represent the needs of the population for the purposes of developing, revising, and reviewing the parent and family engagement policy and provide such other reasonable support for parental involvement activities under this section as parents request. Section 1116 (a)(2)(F) and Section 1116 (e)(14)
9. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Walcott ISD shall: Section 1116(e)
 - i. Providing assistance to parents of children served by the local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of the parent and family engagement program, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)
 - ii. providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)
 - iii. educating teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Section 1116 (e)(3)
 - iv. ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; Section 1116 (e)(5)

Teacher's conferences times are as follows:

		<u>Email</u>
Tonya Gruhlkey	10:15 am – 11:00 am	tonya.gruhlkey@region16.net
Angie Sides	1:00 pm – 1:45 pm	angie.sides@region16.net
Jobie Berend	10:15 am – 11:45 pm	jobie.monroe@region16.net
Lani Johnston	1:00 pm – 1:45 pm	iani.johnston@region16.net
Samantha Shugart	1:45 pm – 2:30 pm	samantha.shugart@region16.net
Kelsey McPherson	1:45 pm – 2:30 pm	Kelsey.mcpherson@region16.net
Jasmine Chavez	2:30 pm – 3:15 pm	jasmine.chavez@walcottisd.com
Susanna Flores	2:30 pm – 3:15 pm	susanna.sanchez@region16.net

Other Email Addresses

Darla Bryant –	darla.bryant@region16.net
Leslynn Arfsten –	leslynn.arfsten@region16.net
Kama Hougland –	kama.hougland@region16.net
Tonia Abarca –	tonia.abarca@region16.net
Kim Kimbrough -	kim.kimbrough@region16.net
Tammy Northcutt -	tammy.northcutt@region16.net
Sendy Hernandez -	sendy.hernandez@region16.net

- Becoming a school volunteer.
- Participating in Walcott Parent Teacher Organization.
- Serving as a parent representative on the district-level or planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect

the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

Parent Notification

Compliance with P.L. 107-110, Section 1111 (h)(6)(A)

To: All Parents
From: Walcott ISD
Date: 2025-2026
Subject: Notification to Parents of Teacher Qualifications

As a parent of a student at Walcott ISD, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires you to receive this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether TEA has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether TEA has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and their qualifications.

However, it is our privilege to inform you that all of our teachers K4-6 are Highly Qualified. Also, all of our teachers' aides have had or are currently working on all extra training required for the classroom.

If you would like to receive any of this information, please call Darla Bryant at 289-5222.

Reviewing Instructional Materials

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

Displaying a Student's Artwork, Photos, and Other Original Work

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus classroom Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

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

- Attendance records
- Test Scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child

Granting Permission to Video or Audio Record a Student

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

- When it is to be used for school safety
- When it relates to classroom instruction or a co-curricular or extracurricular activity
- When it relates to media coverage of the school

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further your child must satisfy grade-level requirements as determined by the school and the Texas Education Agency. If it is necessary for parents to take their children out of school during the day, the parents are asked to sign the appropriate form that will be on the secretary's desk in the office.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence.

Excusing Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the principal.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

Parents of Students Who Speak a Primary Language Other than English

A Student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for

these extra services the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 3 excused absences per year for this purpose.

Student Records

Notice of parent and student rights.

Family Educational Right and Privacy Act, 20 U.S.C. Sec 12.32g

The Walcott Independent School District maintains general records required by law. A student's records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's/Principal's office is:

Walcott ISD
4275 Hwy 214
Hereford, TX 79045

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employees, agents,

or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with the student
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's individual educational plan,
3. compiling statistical data,
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to the consent the release of records transfers to the student.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as, but not limited to, teachers' personal notes on a student that are shared only with a substitute teacher and records on ex-students do not have to be made available to the parents or student.

Students over 18 and parent of minor students may inspect the student's record and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the Superintendent if they feel the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of student's records. (1) After the student reaches 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education, or (3) If the parent fails to follow proper procedure and pay the copying charge. If the students are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information.

The District's complete policy regarding student records is available from the principal's or Superintendent's office.

THE INFORMATION IN THIS NOTICE SHOULD BE TRANSLATED FOR, OR EXPLAINED TO, THE PARENTS OF STUDENTS WHOSE PRIMARY OR HOME LANGUAGE IS NOT ENGLISH.

Directory Information

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

However, release of student's directory information may be prevented by the parent or an eligible student. The objection must be made in writing to the principal with 10 school days of your child's first day of instruction for this school year.

HEALTH-RELATED MATTERS

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

Children (over 1 year 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 or tiny, red-purple spots. These can occur anywhere on the body.

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine.

Food Allergies

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

Physical Activity for Students in Elementary

In accordance with policies at EHAB, EHAC, EHBG, the district will ensure that students in full-day prekindergarten through grade 6 will engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

REQUIRED IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical 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 (TDSHS). Immunizations Branch, can be honored by the district. This form may be obtained by writing the TDSHS 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 shown on the following page. The school nurse can provide information on age-appropriate dose or an acceptable physician-validated history of the illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

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 would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO PROVIDE IMMUNIZATION RECORDS TO THE SCHOOL AT THE BEGINNING OF EACH SCHOOL YEAR.

COMMUNICABLE DISEASES

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

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

ADMINISTERING MEDICATION TO STUDENTS

WALCOTT ISD MEDICATION POLICY AND PROCEDURE

Walcott ISD is no longer able to provide medications to the students per state policy. However, according to Texas State Legislature, a medication may be dispensed to a student by school personnel if certain requirements are met. Please review the following requirements concerning medication administration so that we may provide the best care possible for your child. Please be aware that we cannot accept loose medications or ziplock bags, it must be in the ORIGINAL CONTAINER.

1. **Non-prescription medication to be taken on an as needed basis** – may be kept at the school for the entire school year if the following conditions are met:
 - a. Medication is in the original container (box or bottle). NO ZIPLOCK BAGS OR LOOSE MEDICATION.
 - b. Container must be labeled with the student's name and dosage instructions.
 - c. Signed Medication Consent form on file (completely filled out).
 - d. It will be necessary to provide a new bottle of medication and consent form each school year.
 - e. The school will not administer any aspirin containing medications to students due to the risk of Reye's Syndrome. This includes such medications as Excedrin, Pepto Bismol, Alka Seltzer. If your child requires that an aspirin-containing medication be administered, then a doctor's order must accompany it.
2. **Prescription or non-prescription drugs to be taken less than 15 days will require the following:**
 - a. The medication must be in the original container such as box, bottle or prescription bottle with the pharmacy label.
 - b. The container must be labeled with the student's name.
 - c. Signed Medication consent form on file (completely filled out).
3. **Prescription drugs to be taken at school for more than 15 days require the following:**
 - a. Doctor's order including the student's name, the name of the medication, the time it is to be given, the date and doctor's signature.
 - b. The medication must be provided in the original container from the pharmacy with the label in place for that child.

- c. We will not be able to administer any medication prescribed to someone other than the child.
- d. Signed Medication Consent form on file (completely filled out).

4. **Asthma Inhalers require special documentation.** If the child is able to self-administer the medication and will be carrying it during school functions, the following criteria must be met:

- a. Doctor's order must be on file that states the child is responsible and capable of self-administration. It must also include the name of the medication, the dose, and under what circumstances it is to be used.
- b. A signed parent consent form must be on file that is specific for self-administration of asthma medication (see school nurse for form).
- c. Any inhaler to be kept in the nurse's office for use as needed by the student still requires a doctor's note and signed Medication Consent form on file. It must also have the prescription label on it for that child.

5. All medications will be stored and dispensed from the classroom teacher. Exceptions must be approved by proper school authorities.

6. The school will continue to provide such services as basic first aid, including hydrogen peroxide, band-aids, ice packs, taking temperatures, etc. These items need not be sent from home.

7. In accordance with Board of Nurse Examiners Rule, 22 Texas Administrative Code 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in her judgement are not in the best interest of the student (for example: herbal medications or aspirin containing medications)..

OTHER HEALTH-RELATED MATTERS

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Darla Bryant to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines.

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

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 request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students. This service is provided at no cost to students. All students are required to abide by all bus rules or bus privileges may be revoked.

A parent may also designate a child-care facility or grandparent's residence as the regular pick up and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. Students will not be dropped off at doctor's office's or extra-curricular event locations. For information on bus routes and stops or to designate an alternate pick up or drop-off location you may contact Leslynn Arfsten at 806-289-5222.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

BUS REGULATIONS

1. The driver is in full charge of bus and students. Students must obey the driver promptly and cheerfully. **SEATBELTS MUST BE WORN AT ALL TIMES.**
2. Please CALL your driver if your child will NOT be riding the bus. Phone numbers are provided at the beginning of each school year.
3. Students must be on time. The bus WILL NOT wait for those who are continually tardy.
4. Students waiting for the bus must stand sufficient distance to allow the bus to pull to one side before stopping to pick them up.
5. Outside of ordinary conversation, classroom conduct is to be observed.
6. The use of tobacco is not permitted.
7. Students must not throw trash or other rubbish on the floor of the bus. Trash containers are located in each bus.
8. Students must not extend their head or arms out of the window.
9. Students should not try to get on or off the bus or move about the bus while it is in motion. All students must stay in their seats.
10. K4-6th students will be dropped off whether you are home or not, please make arrangements accordingly. If your child has to be left alone at their drop off address with no adult and/or they are locked out of the house/building, you will lose bus privileges with our school for 3 days. This means, you as the parent, will have to provide transportation for your child to and from Walcott ISD for 3 days. Without written permission from the parent to be home alone, K4-3rd grade students must have an adult or sibling home with them.
11. Please pay attention to early outs and field trips to make arrangements for early arrival. Early outs may result in ALL students K4-6th grade arriving home early.
12. Any damage to the bus must be reported to the bus driver at once. Any pupil who damages school vehicles will be expected to pay for the damage.
13. When leaving the bus, if it is necessary for you to cross to the other side of the road or street, be sure and cross in front of the bus.

14. Use the emergency door for emergencies only. Always get on and off at the front door.
15. No special seat will be granted to any person unless assigned by the bus driver.
16. Any electronic usage is not allowed on the bus without permission of the bus driver. Penalties for this are the same as the contract you have signed.
17. Do not put your feet in the aisle while the bus is loading or unloading.
18. Scuffling in the bus will not be tolerated. Good citizenship is not too much to expect of anyone and it is certainly a necessity on a school bus.
19. Foul weather circumstances – Because of the size of our district, some roads may be passable, while others may not. Parent cooperation is essential for smooth operation of the buses. All bus drivers have a cell phone. Parents are to call the school or their bus driver if their road is impassable and they feel the school may not know this. If their road is impassable, parents need to bring their children to an accessible point. The school will make reasonable efforts to provide transportation for students; however, parents must know that the final responsibility of getting their children to school rests with the parents.
20. On bad weather days, a mass text will be sent out, it will be posted on facebook, Txtwire, and the website. You may listen to KPAN radio (106.3) or watch KVII TV, KMAR TV, KFDA TV for school information.

Penalty for violating any of these rules will be administered by the superintendent who can bar any student temporarily or permanently from riding a bus. The object of these regulations is not to infringe upon the rights or freedom of any students, but to organize in such a way that desired results may be obtained through cooperation of students, parents and school staff.

Our main concern is the **SAFE** transportation of boys and girls.

CONDUCT

Conduct Before and After School

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

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator

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

Social Events

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

SCHOOL DRESS CODE

Dress and Grooming

Walcott ISD intends for its Dress and Grooming Code to keep students safe and give them a foundation that will serve them well as they go out into the world.

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Any student that does not comply with the standards below will sit in office until parent brings appropriate clothing. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. Hair shall be clean, well groomed, and not interfere with eyes being visible nor vision being obstructed.. Hair should not be in a color or style that is distracting. (Example: Blue, purple or pink hair) Staff judgments will determine the appropriateness as all dress and grooming decisions will be at the final discretion of the administration as all new fads cannot be listed in detail. It must also comply with school health standards so as not to be detrimental to the health and safety of the individual and to others.
2. All standard footwear is acceptable and must be worn during school hours, no house shoes allowed.
3. Short shorts, dresses or skirts are UNACCEPTABLE attire to be worn during academic Classes. Shorts, Dresses and skirts must be fingertip level. Shorts, dresses and skirts approximately 3 inches above the knee are allowed. Teacher's judgments will determine the appropriateness.
4. The entire midriff must be covered. Shirts and blouses must be buttoned appropriately. Spaghetti Strap shirts and net shirts are not allowed. All shirts must have a minimum of 3 inch sleeves on shoulders and back must be completely covered.
5. Clothing with inappropriate or suggestive symbols, patches, or lettering is not allowed.
6. Yoga pants, leggings, tights and skinny jeans are allowed, however, bottom must be completely covered with shirt or jacket.
7. Pants must be worn at waist level. Undergarments must not be exposed at any time. Baggy/sagging pants will not be allowed. Pants must be fitted at the waist, no more than 1 inch bigger than waist size.
8. Sweatshirts with or without a hood may be worn as long as hood comes off of the head as the student enters the building.
9. Sunglasses may not be worn during school hours unless prescribed by a doctor.

10. Excessive make-up is not considered appropriate for school. Additional cosmetic supplies (ex. Lipstick, nail polish, mascara, etc....) should not be brought to school.
11. No hats or caps may be worn in the school building.
12. Jewelry worn due to body piercing, other than ear lobes, will not be allowed. Boys may not wear earrings.
13. The school has the right to ask a student to change their dress if it is of such nature as to disrupt the maintenance of order, modesty, and cleanliness. Individuals who try to attract attention by dressing in an irregular and/or unconventional manner are inviting criticism. Parents will be called to bring student appropriate clothing if violations occur.
14. The school recognizes that it is not possible to list every area of student dress; therefore, parent cooperation is essential.

No set of guidelines can take into account every possibility. The cooperation of parents and students is requested.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Cell Phones

For safety purposes, the district permit students to possess personal cell telephones. All Electronic devices must be turned off and stored away during the instructional day, including during all testing, all field trips, unless they are being used for approved health purposes. No picture taking or social media will be permitted at any time.

The use of cell phones or any electronic device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the violations will be punished as follows:

- 1st Offense – Warning
- 2nd Offense – Cell Phone will be taken
- 3rd Offense - Cell Phone will be taken up and parent called.
- 4th Offense – Cell Phone will be taken up and Parent will be required to come to school to retrieve said phone.

Confiscated cell phones that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

In limited circumstances and in accordance with the law, a student's personal cell phone may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen cell phones.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

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

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

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

DAILY TIME SCHEDULES

The school day for instructional purposes begins at 7:50 am.
School will be dismissed at 3:30 pm.

OUTSIDE DOORS OF SCHOOL

For the safety of all students and staff all outside doors will be locked to the outside public and any and all entrances to the school. Those needing access inside must buzz in or call the school at 806-289-5222 to request access inside.

PARENT'S VISITATION AT SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the business office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and

other visitors will be required to sign in and show ID. ALL Visitors shall wear, in a prominent place, the visitor badge provided by the office.

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

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

Unauthorized Persons in accordance with Education Code 37.105, a school administrator has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request:

- The person poses a substantial risk of harm to any person
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection. Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAR) or GF(LOCAL).
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PLAYGROUND AND GYM RULES

A certified teacher shall be on duty during all recess times. The teacher's shall use her best judgment to promote safety and fair play.

BREAKFAST SCHEDULE

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Leslynn Arfsten to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Breakfast will be served from 7:45 – 8:00 am. (If buses are running late, then the time may be different.) The price of student's breakfast will be \$1.15 cents; reduced breakfast price will be 0.30 cents. Adult breakfast will be \$2.00.

LUNCH SCHEDULE

K4-2nd Lunch will be served from 11:00am – 11:30pm and 3rd-6th lunch will be served from 11:45 – 12:30. The price for student's lunch will be \$1.75, reduced price will be 0.40 cents. Extra milk will be 0.20 cents per half-pint. Adult visitor lunch will be \$3.00 and child visitor will be \$1.25.

A PRE-PAY SYSTEM IS NOW IN EFFECT. PARENTS ARE ENCOURAGED TO PREPAY FOR THEIR CHILD/CHILDREN'S LUNCHES.

PAYMENTS FOR MEALS

A monthly statement for breakfast and lunch charges will be sent home if there is a negative balance. Parents are asked to pay promptly. Pre-payment of the above is required. "Square" payment is now available.

BIRTHDAY CELEBRATIONS

All birthday celebrations will be held in the cafeteria at 12:15 after the other classes are dismissed from lunch or at a time approved by the teacher. 24 hour notice must be given to your child's teacher.

ATTENDANCE = ABSENCES AND EXCUSES

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

Compulsory Attendance

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

Students enrolled in prekindergarten and kindergarten are required to attend school.

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

A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

*****See the State Attendance Accounting Handbook at TEA or www.walcottisd.com or <https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook> for further attendance interpretations*****

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 am. Time attendance may vary with the new COVID 19 exceptions for students to learn with virtual learning methods.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. This note must be received in the office no later than 2 days after said absence.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. This note must be received in the office no later than 2 days after said absence.

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

MAKEUP WORK

Makeup Work Because of Absence

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must be picked up by his or her parent or someone with permission from the parent to pick up. If someone other than the parent will be picking

up the student, a note or phone call must be given to the Office at the time of pick up. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

REPORT CARDS/PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 2 days.

LIBRARY

The library is a learning laboratory with books and other materials available for classroom assignments, projects and reading or listening pleasure.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and persuasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

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

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

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

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

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs.

DISCRIMINATION, HARASSMENT, AND RETALIATION

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

Discrimination

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

Harassment

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

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

Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

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

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

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

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

Reporting Procedures

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

Investigation to Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted.

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

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

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked and the combinations are not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

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

VANDALISM

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

WITHDRAWING FROM SCHOOL

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

On the student's last day, the withdrawal form must be presented to the teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record. A copy will be placed in the student's permanent record.

SAFETY

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

DRILLS: FIRE, TORNADO AND OTHER EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

FIRE DRILL:

Leave the building; Halt, stand at attention

- 1st, 2nd, 3rd and 5th – Exit through front doors
- K4, K5, 4th, & 6th – Exit through South doors

Students should stay close to the wall of their classroom in single file. Once outside, the students need to line up in regular recess lines. Staff bring lap-top.

Students will return to class when notified by administrator or authorities.

TORNADO DRILL:

All students move quietly but quickly to the tornado safe room

Students will return to class when notified by administrator or authorities.

INTRUDER DRILL:

Move quietly but quickly to the designated locations. Teacher/Aides will give direction as to where the safest place for the students at the moment. All students will stay in the classroom and not leave the building.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the Business Manager to update any information.

EMERGENCY SCHOOL-CLOSING INFORMATION

On bad weather days, watch KVII, KMAR, or KFDA for school information. Also a Txtwire message will be sent out to all parents and students that have signed up for the service. Walcott Wildcat Facebook page and our website www.walcottisd.com will also be updated with school closing information. If school is in session during stormy times, buses usually leave at their regular time and allow for slow travel to school.

ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in (UIL) – a statewide association of participation districts. Eligibility for participation in many of these activities is governed by state law as well as UIL rules.

A Maximum of 10 days per year of absences from any class for extra-curricular activities is allowed. Absences beyond the 10-day limit will result in the student receiving 0's and no make-up work allowed in each class that was missed. Examples of extra-curricular activities (this list is not all inclusive) are as follows:

1. Student Assemblies
2. Field Trips
3. 4-H Activities
4. UIL Activities: Basketball, Track, Tennis

Parents should be aware of these possible absences outlined above prior to committing and signing the agreement form for their child to participate in any extra-curricular activities.

A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teacher determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, and (2) completed the three weeks if ineligibility.

If a student is sent to the office for disciplinary reasons, he/she will have to miss one basketball game. Students must maintain a "satisfactory" in conduct at all times.

Anytime a student's conduct becomes unsatisfactory for any teacher, that student will not be eligible to participate until the teacher reports improvement.

Students should consider possible absences of all extra-curricular activities prior to selecting activities in which they wish to participate.

Students must adhere to the rules of each activity in which he/she participates.

Parents must be willing to relinquish to the sponsor of each activity the authority of making decisions related to that activity. There will be times during the school year that personal and family sacrifices must be made in order for the students to participate in an activity.

YOUR CHILD NEEDS TO KNOW THAT YOU SUPPORT AND ENCOURAGE THE ACTIVITY, AND THAT YOU RESPECT THE DECISION OF THE ACTIVITY'S SPONSOR.

BASKETBALL, TRACK, AND UIL

(Basketball schedule will be given out later in the school year)

1. All practice-sessions must be attended unless absent from school. Absences from practice will result in an appropriate penalty to be determined by the coach.
2. A doctor's note must be presented to the coach in order to miss a practice.
3. *The coach will determine exemptions from the above rules (ex: illness, family emergency, doctor appointment, etc....)*

TRACK

1. School may be missed to attend the school sponsored track meets.
2. Failure to attend practice sessions will result in disqualification to participate in track meets that the coach deems appropriate.
3. Failure to attend a track meet will result in appropriate disciplinary action.
4. A doctor's note must be presented to the coach in order to miss a practice.
5. *The coach will determine exemptions from the above rules.*

UIL COMPETITION

1. Practice will generally be between 8:00am and 3:30pm on school days, and if possible, during the related academic class period. However, if the sponsor deems it necessary, the participating student may be required after school, evenings, or on weekends.
2. Failure to attend regular practices will result in student forfeiting his/her right to participate in that particular event.
3. The sponsor will determine exemptions for the above rules.
4. Examples of UIL events are:

Music Memory, Number Sense, Story Telling, Ready Writing, Spelling, Creative Writing, Oral Reading, Calculators, Chess and Maps, Charts, and Graphs.

The above are only possibilities. The District 1-1A Executive Committee will set the actual competition in the fall.

Standards of Behavior

Sponsors of student clubs and performing groups may establish standards of behavior—including consequences for misbehavior—that are stricter than those for student in general. If a violation is also a violation of school rules, the consequences specified by the student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

STEROIDS

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

FEES

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

The following fees will be collected as necessary:

1. Library Fines – \$12.00 for all lost books.
2. Additional fees will be assessed for lost or damaged school property (ex: textbooks, uniforms, desks, bus seats, computers, computer headphones, etc.....)

RESPONSIBILITIES OF WALCOTT STUDENTS

Walcott School rules do not allow you to:

- Damage school property
- Have weapons, such as knives or guns, at school or at school events
- Have tobacco, such as cigarettes or snuff, or vapes, at school or at school events
- Have or be under the influence of alcohol, marijuana, or prohibited drugs at school or at school events
- Assault students or school employees or get involved in fights
- Cheat or copy the work of another student
- Use curse words or obscene gestures, be disrespectful, or disobey school rules
- Throw objects in class
- Steal someone else's property
- Engage in misconduct on school buses
- Leave school grounds when not allowed to do so
- Use cell phone to text or make calls during the school day

IF YOU VIOLATE THESE RULES, YOU MAY BE:

- Counseled by teachers and other school personal
- Asked to meet with your teacher and your parent or guardian
- Lose your privileges
- Paddled
- Suspended

CORPORAL PUNISHMENT

Corporal punishment – spanking or paddling the student – may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be governed by the following conditions:

- The student will be told the reason for the corporal punishment
- The punishment may be administered only by the Superintendent, principal or a teacher
- The instrument to be used will be approved by the principal
- The punishment will be administered in the presence of one other District professional employee and out of view of other students.

A record will be maintained of each instance of corporal punishment and a copy of said record will be sent home to parent. Parent will be notified after punishment.

***SEE CODE OF CONDUCT

RESPONSIBILITIES OF SCHOOL COMMUNITY

Each member of the school community should fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among student, parent, and educator requires that:

Parents and/or Guardians

- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to school.
- Assist their child in being properly attired.
- Take an active interest in the overall school program.
- Communicate regularly with the school concerning their child's conduct and progress.
- Discuss report cards and work assignments with their child.
- Bring up-to-date home-, work- and emergency telephone numbers to the school.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
- Bring up-to-date addresses and phone numbers to the school

Students

- Attend all classes, daily and on time.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired.
- Exhibit an attitude of respect towards individuals and property, and conduct themselves in a responsible manner.
- Refrain from making profane, insulting, threatening, or inflammatory remarks, engaging in disruptive conduct, and cheating
- Obey all school rules.

NON-DISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Walcott ISD, does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with the Title VI of the Civil Rights Act of 1964, as

amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities of Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag.

One minute of silence will follow the recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

PRAYER

A student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes.

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

COMPUTER ACCEPTABLE USE POLICY

2025-2026

Walcott ISD's Computer Acceptable Use Policy consists of six sections: Purpose, Definitions, Authority, Responsibility, Delegation of Responsibility, and Guidelines.

1. PURPOSE

The Walcott School District provides employees, students, and guests with access to the school district's electronic communication systems and network. Access is provided to users if there is a specific school district-related purpose to access information and research; to collaborate; to facilitate learning and teaching; and to foster the educational purpose and mission of the school district. Incidental personal use of the school computers is permitted for employees as long as such use does not interfere with the employee's job, duties and performance, with system operations, or with other system users. Students may only use the systems for educational purposes. Users may not use their personal computers to access the School District's Intranet, Internet, or any other CIS system unless approved by the Superintendent as part of the School District's services for users.

2. DEFINITIONS

This section defines many of the terms used in the policy. For example: the term "computer" is broadly used to include various hardware devices, software or other technologies whether district owned or personally owned that is used on school district premises or access our network.

3. AUTHORITY

Access to the district's information systems is a privilege, not a right. All resources, user accounts, and information are the property of the school district. Users have no privacy expectation in their use of the system. The school district reserves the right to monitor, track, log, and access system use to monitor and allocate space. Walcott ISD reserves the right to restrict or deny access to prevent unauthorized, inappropriate or illegal activity, or to refer to legal authorities if such violations deem necessary.

4. RESPONSIBILITY

Because of the nature of the technology that allows the Internet to operate, Walcott ISD cannot completely block access to inappropriate materials. Users must be capable and able to use Walcott's systems and software relevant to their responsibilities and must practice proper

etiquette, ethics, and agree to the requirements of this policy.

5. DELEGATION OF RESPONSIBILITIES

The Superintendent will serve as the coordinator to oversee the Walcott ISD's information systems including the training, setting up of accounts, approval of activities, etc. Student access to the Walcott ISD's network shall be supervised by the professional staff. Administrators, teachers, and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources.

6. GUIDELINES

The Guidelines section is the largest part of the policy and broken down into the following categories:

- **Access to the systems:** User accounts will only be used by the owner of the account for authorized purposes. The AUP and other district policies will govern the use of the information systems. Access to all data on, taken from, or complied using Walcott ISD's computers is subject to inspection and discipline.
- **Parental Notification and Responsibility:** Walcott ISD will notify parents about the district's information systems and the policies governing their use. Walcott will encourage parents to specify to their children what material is and is not acceptable for their children to access through the school district's system.
- **School District Limitation of Liability:** Walcott ISD makes no warranties of any kind. In no event shall the school district be liable to the end user for any damages whether direct, indirect, special or consequential, arising out of the use of the system. Prohibitions: The use of Walcott ISD's systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on school district premises or at Walcott events unless expressed permission has been granted by Director of Information Systems/designee. The student will then be supervised in its use.
- **General prohibitions:** Includes a long list of prohibitions that deal with user behavior and inappropriate and/or illegal activities.
- **Access and Security Prohibitions:** This list of prohibitions addresses the security of Walcott's network and the security of information on our network. Operational Prohibitions: Prohibits activities that could disrupt the services or equipment on our network.
- **Content Guidelines:** Content published on our systems should not reveal personally identifiable information of students and should not contain, or point to, objectionable material. Published electronic communication must conform to Walcott School District policies.
- **Due Process:** Walcott School District will cooperate with our ISP rules, local, state, and federal officials to the extent legally required in investigations relating to any illegal activities conducted through WISD systems. Due process rights will not be violated.
- **Search and Seizure:** Walcott ISD reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of Walcott systems. Further, Walcott ISD reserves the right, but not the obligation, to legally access any personal

technology device of students and employees brought onto the school district's property or at school district events containing school district programs or student data (including images, files, etc.) to insure compliance with this policy and other school district policies, to protect school district resources, to obtain information/data that the school district reasonably believes involves criminal activity.

- **Copyright Infringement and Plagiarism:** Walcott ISD does not permit illegal acts pertaining to the copyright law. Any user violating the copyright law does so at their own risk and assumes all liability.
- **Selection of Material:** School district policies on the selection of materials will govern use of Walcott's information systems. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
- **School District Web Site:** Publishers must comply with Walcott ISD's policies when submitting content to the school district website.
- **Blogging:** Employees and students who create a blog may not violate the privacy rights of employees and students, may not use school district personal and private information/data, images and copyrighted material in their blog, and may not disrupt the school district.
- **Safety and Privacy:** To the extent legally required, Walcott ISD users will be protected from harassment or commercially unsolicited electronic communication. Users may not disclose, use or disseminate confidential or personal information about students or employees.

Consequences for Inappropriate, Unauthorized and Illegal Use: General rules for behavior, ethics, and communications apply when using the systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy may result in disciplinary actions. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from negligent deliberate acts and for incidental or unintended damage related to lost or stolen computers or other equipment.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

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

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment

charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

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

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

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

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Tammy Northcutt

Phone Number: 806-289-5222

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Tonya Gruhlkey

Phone Number: 806-289-5222

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

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

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Tonya Gruhlkey at 806-289-5222

ENGLISH LANGUAGE LEARNERS

A student that is an English Language Learner (ELL) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment with the district.

Please contact Tonya Gruhlkey, who has been designated as the district's liaison for children in the conservatorship of the state, at 806-289-5222.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

GRADING GUIDELINES

Grading guidelines for each grade level will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed and approved by the principal.

These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's master of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

STATE-MANDATED ASSESSMENT TESTS

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

- Mathematics, annually in grades 3-6
- Reading, annually in grades 3-6
- Science in grade 5
- Any other subject and grade required by federal law.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

Parents will be informed of their child's performance once the results of these assessments are received by the district.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Parents of a student in grades 3-8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve

performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal, the teacher, and the student's parent will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations or deferred testing. For more information, see the principal or special education director.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to valid objection.

Students Taken Into Custody

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contract with a student who is thought to have committed a certain offenses or who has been convicted, received deferred prosecution received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

PEST MANAGEMENT PLAN

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or want to be notified prior to pesticide application inside their child's school assignment area may contact Darla Bryant, the district's IPM coordinator, at 806-289-5222.

ASBESTOS MANAGEMENT PLAN

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