

WINK ELEMENTARY STUDENT'S HANDBOOK

We welcome you as a member of the student body of Wink Elementary. May your experiences here be pleasant and profitable.

This Student Handbook contains policies and regulations on the rights and responsibilities of students, parents, teachers, and administrators. It is planned to be a guideline for you and your parents. It is not intended to be all-inclusive. Policies and procedures described herein are in keeping with those set by the Wink-Loving ISD School Board and are subject to change. Each student and parent annually shall sign a statement that they have received and read the student handbook and code of conduct and acknowledge the responsibilities outlined there.

With cooperation between the home and the school, we will have a successful year.

MISSION STATEMENT

The mission of the Wink-Loving Independent School District is to prepare its students to deal with the present and the future in three areas. Students need to have a fundamental knowledge of academic skills, to be able to use critical thinking skills, and to have the skills to be productive, responsible citizens who exhibit pride in our American heritage. In achieving these objectives, the faculty and staff are accountable for providing quality and equitable instruction. We feel that these objectives will prepare our students for a lifetime of learning.

The campus goals are available for review in the office of each principal.

WINK VICTORY MARCH

Cheer! Cheer for old Wink High!
Lift up your hats and cheer them by.
Send our boys out to fight --
We're going to win this game tonight!

Although the odds be great or small.
Old Wink High will win over all!
As our loyal sons go marching --
Onward! To Victory!

BRIEF HISTORY OF THE WINK SCHOOLS

The Wink School was organized in April 1928, at which time an independent district was formed and the first Board of Trustees was elected. This is the eighty-first year of operation for the Wink Schools. During this time the physical plant has grown from a wooden, sheet-iron covered building to the present facility whose estimated value is over ten million dollars. The present plant is very adequate for the student body and does not force the crowding of classes so prevalent in other schools in the area. The record of achievement, both academically and athletically, and the pride of students, faculty, and patrons are enviable.

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***PARENT/STUDENT SIGNATURE (TO BE TURNED IN)** 27-28

SCHOOL BOARD MEMBERS

Liz Jones, President
 Eddie Brewer, Vice President
 Minerva Soltero, Assistant Secretary
 Larry Antley
 Kristyl Hotze
 Russ Slaughter
 Brad White

WINK-LOVING ISD OFFICES AND TELEPHONE EXTENSION NUMBERS

ADMINISTRATION OFFICES	(432) 527-3880	EXTENSION
John Benham	Superintendent	7001
Shari Shackelford	Superintendent's Secretary	7002
Holly Bryan	Business Manager	7003
Mary Dodd	Business Clerk	7004
Grace Harrison	Tax Assessor-Collector	7005
Greg Rogers	Technology	7008
Pam Rogers	Technology	7009

ATHLETICS/ PHYSICAL FITNESS CENTER		
Max McGehee	Athletic Director	7093
Paula K. Stewart	Jr. High Girls Coach	7096
Boy's Coaches Office		7094
Girl's Coaches Office		7095
Physical Fitness Center		7097
Press Box		7058

WINK ELEMENTARY	(432) 527-3880	EXTENSION
Scotty Carman	Principal	7012
Lori Whitmire	Principal's Secretary	7013
Cendy Antley	School Nurse	7019
Jody Smith	Pre-Kindergarten	8057
Vonnie Boggess	Kindergarten	8056
Wendy Ratliff	Kindergarten	8055
Diana Henderson	First Grade	8051
Barbara Jones	First Grade	8052
Carolyn Gilbreath	Second Grade	8048
Terry Morton	Second Grade	8054
Sami Bush	Third Grade	8044
Missy Raska	Third Grade	8036
Marina Underwood	4th-5th-6th Math	8035
Karen Haynes	4th-5th-6th Math	8043
Susan Lindsay	4th-5th-6th Language Arts	8034
Nikki Fernandes	4th-5th-6th Science	8041
Karen Jones	4th-5th-6th Reading /1st-6th E.S.L	8033
Kristin Jacquez	4th-5th-6th Social Studies	8042
Debra McGehee	4th-5th-6th Language Arts	8049
Alisa Graves	Special Education	7114
Nancy Ramirez	Special Education Aide	8121
Jodie Youngblood	Special Education Aide	8121
Vicky Solis	Music & Art; ESL K thru 6 th	8050
Paula Kay Stewart	K-8th P.E./Girls Jr. High Coach	7096
Coby Owen	Elementary P.E./ High School Coach	7094
Erlinda Soltero	Library Aide	8031
Pam Stodghill	Science Lab Coordinator	8120
Becky Jenkins	Reading Aide	8122

WINK-LOVING ISD SCHOOL CALENDAR 2009 - 2010

AUGUST

- 13 Staff Development (Comp Day)
- 14 Staff Development (Comp Day)
- 17 Staff Development
- 18 Staff Development
- 19 Staff Development
- 20 Staff Development
- 21 Teacher Workday
- 24 Begin School for Students

JANUARY

- 6 Begin 4th Six Weeks

SEPTEMBER

- 7 Labor Day Holiday

FEBRUARY

- 19 End 4th Six Weeks (33 days)
- 22 Begin 5th Six Weeks

OCTOBER

- 2 End 1st Six Weeks (29 Days)
- 5 Begin 2nd Six Weeks

MARCH

- 12 **Early Release**
- 15 Spring Break (Bad Weather Day)
- 16 Spring Break (Bad Weather Day)
- 17 Spring Break
- 18 Spring Break
- 19 Spring Break

NOVEMBER

- 6 End 2nd Six Weeks (25 Days)
- 9 Begin 3rd Six Weeks
- 25 **Early Release**
- 26 **School Holiday** – Thanksgiving
- 27 **School Holiday** – Thanksgiving

APRIL

- 2 **School Holiday** – Good Friday
- 5 **School Holiday** – Easter Break
- 16 End 5th Six Weeks (33 Days)
- 19 Begin 6th Six Weeks

DECEMBER

- 22 End 3rd Six Weeks (30 Days)
- 22 End 1st Semester (84 Days)
- 23 Begin Christmas Holiday

MAY

- 28 End 6th Six Weeks (30 Days)
- 28 End 2nd Semester (96 Days)
- 28 Graduation Night
- 29 Teacher Workday

2009 - 2010 TESTING SCHEDULE

<u>Date</u>	<u>TEST</u>	<u>Grades to be Tested</u>
March 3, 2010	TAKS – Reading TAKS – Writing TAKS – ELA TAKS – ELA (retest) (online retest)	3, 5, 8, & 9 4 & 7 10 & Exit level Exit Level
March 4, 2010	TAKS – Mathematics (retest) (online retest)	Exit Level
March 5, 2010	TAKS – Science (retest) (online retest) TAKS – ELA make-up session	Exit Level 10
March 6, 2010	TAKS – Social Studies (retest) (online retest)	Exit Level
March 7, 2010	TAKS – makeup session for tests administered n March 3	3, 5, & 8
March 8 – April 9, 2010	TELPAS – Reading, Listening, Speaking, & Writing	K – 12
April 6, 2010	TAKS & TAKS M – Mathematics	5 & 8
April 7, 2010	TAKS – LAT Mathemeatics	5 & 8
April 8, 2010	TAKS – makeup session for tests administered n April 6 – 7	5 & 8
April 26, 2010	TAKS – LAT Mathematics	3 – 4 , 6 – 7, & 10
April 27, 2010	TAKS – LAT Reading TAKS – LAT ELA TAKS – Mathematics TAKS – ELA (retest) (online retest)	3 – 8 10 3 – 4 , 6 – 7, & 10 Exit Level
April 28, 2010	TAKS – Reading TAKS – Mathematics TAKS Retest – Reading TAKS Retest – Mathematics (retest) (online retest)	4, 6, & 7 Exit Level 3, 5, & 8 Exit Level
April 29, 2010	TAKS – Science TAKS – Mathematics TAKS Retest – Science (retest) (online retest)	5, 8, & 10, Exit Level 9 Exit Level
April 30, 2010	TAKS – LAT Science TAKS – Social Studies TAKS Retest – Social Studies (retest) (online retest)	5, 8, & 10 8 , 10, & Exit Level Exit Level
May 1, 2010	TAKS – makeup session for tests administered n April 27-29	3 – 8 & 10
May 18, 2010	TAKS Retest – Mathematics	5 & 8
June 29, 2010	TAKS Retest – Mathematics	5 & 8
June 30, 2010	TAKS Retest – Reading	3, 5, & 8

SECTION I: GENERAL INFORMATION

1. ANNOUNCEMENTS

The public address (PA) system is used to make announcements concerning school information and activities. Announcements will be made first thing in the morning and as needed during the day. Classroom interruptions due to announcements will be kept at a minimum. Please pay attention and be quiet at this time.

2. ATTENDANCE

A. Compulsory Attendance [TEC 25.085]: Students who are at least six years of age, or who have been previously enrolled in the first grade, **but who have not yet reached their eighteenth (18th) birthday** shall attend school or have an excused absence for at least 180 days of the regular school year.

B. Prearranged Absences: You are allowed **two days per year for prearranged absences**. **These absences must be scheduled at least one week in advance**. These absences will count as an excused absence. You are responsible for all work missed. The teacher has the discretion to decide when the work will be due.

C. Excused/Unexcused Absences: Absences are not to be viewed as days you are entitled to take, but are for personal illness, illness or death in immediate family, or prior arrangements approved by the administration. If you have been absent for any reason, you must make up the work you missed within the time limit set by the makeup work policy. Failure to make up work may result in academic penalties. **Parents will be expected to call the school by 10:00 a.m. when students are absent. A written excuse with a parent or guardian's signature is required when the student returns. Absences will be recorded as Unexcused until a written excuse is received by the office. (Also see Leaving Campus on Page 9 concerning leaving campus at lunch.)**

Unexcused Absences: If you receive an unexcused absence, you will receive a **ZERO** in each class missed whether there was work in that class or not. However, the student shall still be required to complete make-up work in a satisfactory manner. This zero will be averaged into your six weeks grade. **Criminal charges will be filed against you and your parents in the event that you are absent from school for ten whole days or parts of ten days in a six-month period. We will also seek charges in the event you are absent three whole days or parts of three days in a four-week period.**

Excessive Absences: State law provides that "a student may not be given credit for a class unless the student is in attendance for at least 90% of the days during a semester/year" and requires local districts to "adopt policies establishing alternative ways for students to make up work or regain credit lost because of absences." If you are absent more than 10% of the time in any semester, you may be in jeopardy of losing your credits for that semester. Elementary students that have more than the allowable number of absences will be required to attend the Extended-Year program discussed later in the handbook.

Twelfth absence: After you have been absent twelve (12) times from any class during the year, you will be advised of your status. This will be documented on the back of the attendance card.

Eighteenth absence: After Eighteenth (18th) absence (maximum allowable absences), you will not be eligible for course credit if additional absences are incurred unless clock hours are made up in a Saturday Clock Hour Class.

Appeal process: After eighteen (18) absences, the Attendance committee will consider granting credit by considering the following:

- | | |
|---|--|
| (1) doctor's notes | (3) extenuating circumstances (UIL, 4 - H) |
| (2) prior arrangements with the school administration | (4) attendance in Extended Year Program. |

Options of the Appeals Committee: After review of the case, the Attendance Committee may:

- (1) grant credit for the course, (2) deny credit for the course, or (3) provide an alternate method to regain credit.

Transfers: If you enter class late because of a transfer from another school district or for any other reason, you will be allowed absences pro-rated on the basis of days remaining in the semester. If you were previously enrolled, you will have the absences accumulated in the class you transferred from carried forward into the class you enter. If you transfer out of the district and have exceeded the number of absences allowable for credit, you will not receive credit. You may petition for credit by mail or in person with the same opportunities to present your case as any other student. Your transcript, sent to another school district, will reflect no credit due to excessive absences.

D. Tardies: Students who are late getting to school in the mornings will be given a tardy in the attendance office. Every 4th tardy will count as an absence for attendance purposes.

Truancy: If you are not lawfully exempted or properly excused from school attendance, or if you have a record of excessive absences, your parents will be warned in writing that your attendance must improve immediately. In the event your attendance does not improve, the attendance officer shall file a complaint in the appropriate justice court. If you are absent from school or from any class without permission, you will be considered truant and will be subject to disciplinary action. You might be required to attend a Saturday Clock Hour class for each unexcused absence.

D. Leaving Campus: You must obtain permission and check out through the office to leave campus for any reason during the school day. The parent or guardian must sign the student out of school at the time of departure. After returning to campus, the parent must sign the student back into school. If you should become ill at school, you may check out to go home after the nurse or secretary has notified your parents that you are ill.

Should you plan to leave during the lunch period and not return for your afternoon classes, your parent must call the school to notify the office. If you fail to follow the proper procedure for leaving campus, you will receive an unexcused absence and be subject to disciplinary action. If you are off campus without a proper permit, you will be considered truant.

3. BICYCLE SAFETY

If your child rides a bicycle to school:

1. Stress to your child the importance of riding with the traffic.
2. Stress the importance of riding in a single file.
3. Caution against riding double on the bicycle.
4. Encourage the practice of using arm signals before making a turn.
5. Discourage the use of the bicycle as a means of transportation in bad weather.
6. Inform your child that bicycles should not be ridden on school grounds.

4. BIRTH CERTIFICATES

All students, PK-6, are to have a copy of their birth certificate in their permanent record folder. Files are updated periodically and notes are sent to parents requesting any items that are missing.

5. CHANNEL 3

Channel 3 is the Wink-Loving ISD and Wink community information channel. If you would like information aired on the channel, call or bring the information by the high school principal's office for approval.

6. COMPLAINTS

Persons having complaints should follow this procedure:

1. Discuss the incident with the teacher involved in the situation.
2. If not satisfied with the explanation of the teacher, schedule a conference with the teacher involved and the principal and discuss the matter to develop an appropriate course of action.
2. If not satisfied with the explanations from the principal, discuss the incident with the superintendent.
3. If a mutually agreeable solution with the superintendent cannot be reached, he/she should put the complaint in writing and give it to the superintendent for presentation to the Board of Trustees.

A parent who has presented a written complaint may ask for a hearing by the Board of Trustees

7. COUNSELING

The counselor's office is open each day from 7:45 a.m. to 4:00 p.m. to assist with educational decisions, vocational choices, and personal problems. Make an appointment between classes or during the break to see the counselor.

8. CROSSWALKS

Make sure your child understands the importance of only crossing First Street in one of the three designated crosswalks. Try to drop off and pick-up your child on the North Side of First Street (nearest to elementary).

9. DISTRIBUTION OF PRINTED MATERIALS/POSTERS

To distribute printed materials at school or use the school bulletin boards for signs, posters, or advertisements, you must receive prior approval from the principal.

10. FIELD TRIPS

Each elementary class will have the opportunity to participate in a field trip. The sixth grade students will have a 2nd field trip. 6th Grade students who have received a third disciplinary referral during the school year will be ineligible to attend.

11. FIRE AND DISASTER DRILLS

A. Fire Drill Signal:

Alarm will sound and voice will state the type of emergency.

B. Disaster Drill Signal:

Alarm will sound, if appropriate, and instructions will be announced using the public address system.

12. FUNDRAISING

The principal must approve all school fund-raising activities.

13. GIFTED AND TALENTED PROGRAM

Wink-Loving ISD is committed to educational programs that recognize the value and needs of the individual students. Providing programs and materials for students who demonstrate superior academic ability is an integral part of this commitment. Wink-Loving ISD's Gifted and Talented program stresses differentiated instruction through both regular education and special education opportunities.

The purpose of the Wink-Loving ISD GT program is to develop lifelong learning processes. The elementary GT students will receive G/T instruction in their regular classrooms.

All school personnel, students, parents, community members, or other interested parties may nominate any student for the Wink-Loving ISD GT program by contacting the GT coordinator or appropriate principal. If you are interested in more information about the G/T program, please contact the appropriate school. The GT coordinator, Debbie McGehee can be reached at the elementary school.

14. GUM/SUNFLOWER SEEDS

To prevent extra labor by the custodians having to remove chewing gum stuck under desks, tables, chairs or the floors, there is a school policy against chewing gum in the school buildings. No sunflower seeds are allowed in the buildings.

15. HEALTH AWARENESS AND SERVICES

The Texas Education Agency has requested districts to include in the student handbook information about meningitis, an inflammation of the covering of the brain and spinal cord. Viral meningitis is most common and less serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It requires urgent treatment with antibiotics to prevent permanent damage or death. The Texas Department of Health stresses that the disease is not a widespread problem. Please be assured that this information is being included due to a legislative mandate, Senate Bill 31, to educate parents only and not because of an outbreak.

Symptoms of meningitis can develop over one or two days, but 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. There may also be a rash of tiny, red-purple spots occurring anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. Bacterial meningitis is spread when people exchange saliva (such as kissing, sharing drinking containers, utensils, or cigarettes). It is not as contagious as the common cold or the flu and is not spread by casual contact or simply breathing the air where a person with meningitis has been. Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

For more information, the school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine but they will not have this vaccine available unless there is an outbreak. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

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

The Wink Schools recognize good health as a first essential in obtaining an education. A school nurse is employed to supervise this part of the program. The school nurse will be available for conferences about the health of students at any time during school hours. The eyes, ears, and teeth of each student will be checked regularly as a part of the school health service. In the elementary school, the nurse will measure and weigh each student twice a year.

A. Emergency Medical Treatment: Parents shall complete an emergency care card each year that includes parental consent for school officials to request medical treatment for the student as provided by law. Parents should also supply other information needed in case of an emergency and update this information as often as necessary. Students who are injured or become ill at school are sent to the school nurse, and if necessary, she notifies the parents or takes them home. In case of emergencies, an effort will be made to contact the parents at once, in order that the student may be rushed to the family physician or taken to a hospital. The public schools of Texas are not liable for injuries incurred on school property. (The school will not pay for emergency treatment; parents are responsible.)

B. Immunizations: You must have all immunizations before you can be enrolled in grades Pre-K-12. Immunizations against polio, small pox, diphtheria, whooping cough, tetanus, Pertussis, Hib, Varicella, Hepatitis B, and MMR are required for all students. Students in Pre-Kindergarten and Kindergarten are required to have hepatitis B immunizations.

C. Contagious diseases: A student having had a contagious disease must be cleared by the school nurse before being admitted back into class. The student's health, as well as the health of other students, is compromised if the infected student returns prematurely. A doctor's release may be required as determined by the nurse or campus principal. If the student is sent home by the school nurse because of illness, the student may not return to school the same day without approval from the nurse or campus principal.

D. Medications: If you must take medicine or a prescription during the school day, bring a written request from your parent and the medicine in its properly labeled bottle to the school nurse. The nurse will give you the medicine at the proper time or give you permission to take the medication as directed.

E. Students requiring asthma medication while at school: Any student with asthma who requires a prescription inhaler medication while at school will need to provide written authorization to the school nurse. The authorization must be signed by the parent, which states the student may self-administer the medicine while on school property, or at a school-related event or activity. There must also be a written statement from their physician or other licensed health care provider, which states the following:

1. the student has asthma and is capable of self-administering the medicine;
2. the name and purpose of the medicine;
3. the prescribed dosage for the medicine;
4. the times at which, or circumstances under which, the medicine may be administered; and
5. the time period for which the medicine is prescribed.

The medicine must be prescribed for the student that is indicated by the prescription label on the medication. The parental authorization and the health care provider's written statement will be kept on file in the nurse's office. Necessary forms are available in the nurse's office.

16. INSURANCE

You have the option to buy 24-hour insurance coverage. School coverage is provided for students in grades 7-12. The school insures all UIL activities. See the school nurse for any insurance questions. **The school district will not be responsible for any cost associated with an injury above providing insurance.**

17. LIBRARY

A splendid library is maintained in the elementary school for the benefit of all students and they should make the most of it. It is the center of activities and contains a wealth of information and materials to use in solving many of the problems students will encounter. It contains hundreds of books that make enjoyable reading.

The library is open all day for students. The librarian is in charge and assists students in finding what they need and want. Students may check out books during periods announced by the librarian or when the students are in the library for study.

The following library regulations are necessary for the library to serve the greatest number effectively and efficiently:

- (1.) Reference books (encyclopedias, dictionaries, etc.) are to be used in the reading room and may be checked out only with special permission from the librarian.
- (2.) Reserve books may be checked out over night and must be returned before the first period the next school day.
- (3.) All other books may be checked out for one week, and may be renewed one time.

- (4.) Lost or damaged books must be paid for. Students are responsible for the care of all books checked out. Fines will be assessed against any one who might keep books out after the "due date".
- (5.) Students with overdue books can not check out books until the overdue books are returned or paid for.
- (6.) All students will be expected to return all library books well in advance of the end of the school year.

18. LOCKERS

A locker will be assigned to each student in grades 3- 6 as he/she is enrolled. You have the responsibility to keep it clean and have your books and materials arranged in an orderly fashion at all times. You are not permitted to put your books in another locker or share your locker at any time. You will be subject to disciplinary action if you use someone else's locker. You may place a lock on your locker; but the office must be provided with a key or combination to your lock. Do not keep valuables in your locker. School personnel have the right to search lockers if deemed necessary.

19. LOST AND FOUND

Articles that are found should be turned in to the office. Report lost articles as soon as you miss them. Label your belongings so that they may be identified and returned to you. Lost clothing articles will be taken to the gym offices. Articles will be kept for the remainder of the semester.

20. LUNCH OFF CAMPUS

Elementary students will not be allowed to leave campus for lunch unless accompanied by their parent or legal guardian. Elementary students will be expected to eat lunch in the cafeteria.

21. PARENT CONFERENCES

Parents are welcome to visit school. A parent wishing to discuss a problem with a teacher should check with the principal's secretary for assistance in scheduling an appointment with the teacher during the teacher's conference period.

22. PHYSICAL EDUCATION RULES

Kindergarten thru 3rd Grade –

1. Students will do some sort of physical activity every day. Students should dress accordingly. For example, the students should have tennis shoes and girls should wear shorts underneath their dresses.
2. Students will supply a note from their parent or guardian every time the student is unable to participate in physical education class. A note from a doctor is required for students that are unable to participate for more than three (3) consecutive school days.
3. Students who are not able to participate in the physical education class will not be allowed to participate at recess. These students will also not be able to participate in school-related after school activities that require physical exertion. We will also encourage youth leagues such as little dribblers or little league baseball to follow these guidelines.

4th thru 6th Grade –

1. Students will dress out and participate in some physical activity every day. Students are expected to have a black pair of shorts, a white tee shirt, and some type of court shoe. Girls are required to have a method of keeping their hair out of their face. A ponytail is an example of an appropriate method. The discipline plan for minor offenses will be followed to ensure compliance with this rule.
2. Students will supply a note from their parent or guardian every time the student is unable to participate in physical education class. A note from a doctor is required for students that are unable to participate for more than three (3) consecutive school days. Students with the appropriate note will still dress out but they will not participate in the physical activities.
3. Students who are not able to participate in the physical education class will not be allowed to participate at lunch recess. Also, these students will not be able to participate in school-related after school activities that require physical exertion. We will also encourage youth leagues such as little dribblers and little league baseball and soccer to follow these guidelines.

23. SPECIAL EDUCATION

Wink-Loving ISD provides appropriate special education and related services to eligible children ages 3-12 and children with visual and auditory impairments ages 0-21 free of cost. Special education services will allow your child to be with children his/her own age to the maximum extent possible. As a parent, you have the following rights:

- (1) To request education evaluation if you believe your child is not adequately functioning in school.
- (2) To review educational records on your child maintained by Wink-Loving ISD Special Education Co-op at 1000 School Street, Kermit, Texas.
- (3) To participate in decision-making regarding your child's educational program.
- (4) To request a hearing if you disagree with the position of the school or believe that your child is not being appropriately served.
- (5) Access to local policies and procedures located at the Co-op office or administrative offices on each campus.

If you ask to see the educational records, we will explain the types and locations of records kept on your child. You have a right to make copies at cost. If you have any questions about items in the records, we will provide an explanation. If you wish to have information in the records changed, you may submit a written request.

If a child is experiencing learning difficulties, the parent may contact Barbara McCallister at 432-527-3880 ext. 7010 to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

If your child is referred for placement in special education, you will be notified of the referral. Evaluation to determine your child's need for special education services will only be conducted with your permission. You will be invited to attend a meeting to consider the educational needs of your child, following assessment. If it is determined that your child is eligible for special education, he/she will be placed in a special education program only if you give permission.

Should you feel that the assessment is not based on appropriate information, you may request the school district to seek additional information. An independent evaluation may be conducted at the expense of the parent or guardian and the new information will be considered along with information collected by the school district. A list of independent evaluators can be obtained from the Special Education Co-op office at 1000 School Street, Kermit, Texas.

24. TELEPHONE

The telephone is available for calls, both incoming and outgoing, which pertain to school matters. It is requested that students do not ask for permission to use the telephone and to discourage others from calling them during school hours except for urgent reasons. Messages will be taken in the principal's office and delivered to the student when necessary.

25. TEXTBOOKS

Keep all of your textbooks covered and in good condition. You must pay for lost or damaged books. If your lost book is found before the state deadline, the office will refund your money.

Textbook Fine Guidelines: For minor damage (page frayed, writing in ink in or on book, scratches on cover), the fine is \$.25 to \$.50. For moderate damage (part of page torn, one or two pages torn, one corner marred), the fine is \$.75 to \$1.00. For heavy damage (corners or cover bent, over three pages torn), the fine is \$1.50 to \$3.00. For major damage (over three pages removed, extensive binding damage, major bent cover, ugly or vulgar writing in or on book), fine is the cost of the book. When you pay for the book in the office, bring the name of the book, publisher, and the number.

26. TITLE IX COMPLIANCE

The Wink-Loving Independent School District does not discriminate on the basis of sex in the operation of its educational programs and activities or in its admissions and employment policies.

27. TRANSPORTATION/BUS

When you are riding a school bus to/from school or to/from a school activity, you are under the jurisdiction of the school and subject to the discipline management plan. Follow these regulations when you are riding a school bus:

A. Prior to loading and unloading

- (1.) Be on time at the designated stop.
- (2.) Stay off the road and avoid fighting while waiting for the bus.
- (3.) Wait until the bus stops completely before attempting, in an orderly manner, to enter or leave the bus.
- (4.) Never enter or leave a bus through the emergency door unless it is an emergency.

B. While on the bus:

- (1.) Keep head, hands, clothing and all other articles inside the bus.
- (2.) Assist in keeping the bus safe and sanitary.
- (3.) Avoid loud talking, laughter, and unnecessary confusion that divert the driver's attention and may result in a serious accident.
- (4.) Take care of bus equipment. You must pay for any damage you cause.
- (5.) Do not leave lunches, books, etc., on the bus.
- (6.) Remain seated while the bus is in motion. Horseplay is not permitted around or in the bus.
- (7.) Respond to the driver's instructions promptly. The bus driver is in charge and may assign seats.
- (8.) Do not bring food or drinks on the bus.
- (9.) Do not bring harmful or dangerous articles or weapons on the bus (fireworks, matches, lighters, etc.).
- (10.) Do not use, possess or consume tobacco, intoxicating beverages, or narcotics on the bus (including marijuana and hallucinatory drugs).
- (11.) Do not bring animals on the bus.
- (12.) Do not handle any emergency equipment in the bus.

C. General rules:

- (1.) Ride only the bus to which you are assigned.
- (2.) To get off the bus at a different stop, you must bring a signed note from your parent.
- (3.) In cases of serious misconduct, endangering the driver or passengers, the driver has the authority to put you off the bus and call for law enforcement assistance. You will be subject to disciplinary action and may lose the privilege of bus service indefinitely.

28. UNIVERSITY INTERSCHOLASTIC LEAGUE PARTICIPATION

UIL participation shall be governed by the UNIVERSITY INTERSCHOLASTIC LEAGUE CONSTITUTION and stringently adhered to by the coaching staff, administration, and participating sponsors of Wink-Loving schools. If you have any questions regarding eligibility or participation, check with the appropriate coach, sponsor, or administrator. The District will reimburse students for successful completion of a U.I.L. academic summer camp, if the student secures the approval from a U.I.L. academic sponsor, coordinator, or principal prior to attending the camp. Parents will be responsible for transportation to and from the camp and supervision.

29. VISITORS

We welcome visitors, especially parents, to visit the school at any time. We feel that getting acquainted with your child's teacher(s) is very important. **HOWEVER, WE DO ASK THAT YOU COME BY THE SCHOOL OFFICE BEFORE VISITING THE CLASSROOMS.** This is the best method to assist you in locating your child as well as insuring the best for you, your child, and the school. No visitor may interrupt a class to speak to a teacher or student.

Children who are not enrolled in this school should visit the school only when accompanied by a parent or other adult. The busy modern school program does not permit the supervision of children other than enrolled students.

30. VOLUNTEERS

If you wish to volunteer at the elementary, please come by the office and we will assign you to a teacher.

31. WITHDRAWALS

To withdraw a child from school, a parent or guardian is required to come in person to obtain a withdrawal form from the principal's office. The parent must present proof of custodianship (if parents are divorced), their social security card, and driver license. The withdrawal form should include the date of withdrawal, the reason for withdrawal, and the name and address of the school to be attended. Return all textbooks, uniforms, etc., to your teachers. Secure signatures from the following: teachers, counselor, librarian, cafeteria manager, superintendent's office, principal, and the principal's secretary.

SECTION II: PARENT/STUDENT RIGHTS

NOTICE OF PARENT AND STUDENT RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. Sec. 123g

The Wink-Loving I.S.D. maintains general education records required by law. Student school records are private and 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 and moves with the student from school to school. The District's complete policy regarding student records is available from the principal's or Superintendent's office.

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 requests for explanation and interpretation of the records.

Superintendent's office address:	Elementary principal's office address:	High School principal's office address:
WINK-LOVING ISD	WINK ELEMENTARY SCHOOL	WINK HIGH SCHOOL
BOX 637	BOX 637	BOX 637
WINK, TEXAS 79789	WINK, TEXAS 79789	WINK, TEXAS 79789

Parents of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have access to a student's records. "School officials with legitimate educational interests" include employees, agents, District Trustees, cooperatives which the District is a member, or facilities which the district contracts for placement of handicapped students, as well as attorneys and consultants, who (1) work with the student; (2) consider disciplinary or academic actions, the student's case, or a handicapped students individual education plan (IEP); (3) compile statistical data; (4) investigate or evaluate programs. 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. 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.

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 consent to 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 materials that are not considered educational records. Such as teachers' personal notes shared only with a substitute teacher or records on former students after they are no longer in the District, do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after 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, and most recent previous school attended.

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

SECTION III: ACADEMIC INFORMATION

1. ELEMENTARY CURRICULUM AND PROMOTION

A. Elementary Curriculum: The Wink Elementary School offers classes in English language arts, mathematics, science, social studies, health, fine arts, and physical education. Students in 5th & 6th grades will take band in place of fine arts all year. Physical education is required unless the student brings a note from a doctor exempting him/her from the class. Students may be excused from physical education for up to two days by a parent's written request. If a student is excused at a parent's request for more than three times in a six weeks period, a note from a doctor will be required.

B. Promotion: For Elementary students, promotion to the next grade shall be based upon an overall average of 70 based upon course level, grade level standards for all subject areas and a grade of 70 or above in four of the following areas: English, Reading, Mathematics, Science, and Social Studies.

C. Extended Year Program For Promotion: In the event a student does not meet promotion requirements, an extended year program will be offered. In order to be promoted, the student must satisfactorily complete all work and must attend 18 days of the 20-day program. A third absence or second disciplinary referral will result in expulsion from the program. Students who have lost credit due to excessive absences are required to attend if they wish to be promoted to the next grade level. Students who have failed a section, or sections, of the TAKS Test are encouraged to attend. The program will begin June 7, 2010 and conclude July 2, 2010. (Dates are subject to change.)

2. ELEMENTARY ACADEMIC PROGRAM

A. Registration: All elementary students are automatically registered for the following year. Any new student may register any time during the school year by coming to the principal's office in the elementary school. New students may also register during August from 9:00-12:00 a.m. and 1:00-4:00 p.m. in the elementary principal's office.

Pre-K and Kindergarten registration is done each year in April or May for the following year. Students are screened for hearing impairment and speech defects. Tests are also given to students suspected of having limited proficiency in English language skills. Students will be required to have up-to-date immunization records and a birth certificate.

B. Grading System: Pre-K students will receive progress reports each six weeks from their teacher. Kindergarten students will receive grade reports each six weeks using a letter grade scale where S=Satisfactory, N=Needs Improvement, and U=Unsatisfactory. Students in grades 1-6 will receive a report card after every six weeks. Report cards will be handed out on the Thursday following the sixth week of the previous six weeks. The grading scale for these students will be numeric and follow the following parameters:

A	90 to 100	Excellent
B	80 to 89	Above Average
C	70 to 79	Average
F	69 or less	Below Standard For Promotion

C. Honor Rolls: Students in grades 1 to 6 may qualify for either the A or B honor roll each six weeks. The honor roll will be published giving due recognition to those students who have met the requirements set forth by the school. Those students scoring at least 90 in all regular academic subjects will be eligible for the A honor roll, while the B honor roll will consist of those students scoring at least 80 in all regular academic subjects. If all academic subjects are not graded in the regular classroom, with the exception of ESL, a student will not be eligible for the A or B honor roll. English, reading, mathematics, science, health, and social studies shall be considered the academic subjects. Special Education students, who have been mainstreamed into the regular classroom (reading-spelling-math), and are performing on grade level without modifications or are not in the Remedial/Title I Program, will be eligible for the honor roll. Eligibility will begin with the first grade.

D. Student Success Curriculum Web Page: The Student Success Curriculum Web Page is www.tea.state.tx.us/curriculum/.

E. Student Success Initiative: The 76th Texas Legislature passed Senate Bill 4 in 1999, which made changes to student promotion requirements. The requirements of Texas Education Code 28.0211 requires third Grade Students pass the reading portion of the statewide assessment beginning in 2002 - 2003 in order to be promoted to the fourth grade, must satisfy both reading and mathematics requirements in the fifth grade in 2004 - 2005, and in the eighth grade in 2007 - 2008.

F. TAKS Remediation: Prior to the 2009 - 2010 TAKS tests, we will offer review classes for those students that exhibit a need. Particular emphasis will be placed on those students who have experienced difficulty on previous TAKS tests or have not performed well on benchmark tests given throughout the year.

G. Length Of School Day: In the interest of safety, students are asked not to arrive on the school grounds before 7:45 a.m. The school day for respective grades begins and ends as follows:

Bus Students7:55 a.m. - 3:20 p.m.

Pre-Kindergarten.....7:55 a.m. - 10:40 a.m. (Morning) or 12:25 pm - 3:20 p.m. (Afternoon)

Grades K, 1, 2, & 37:55 a.m. – 3:20 p.m. (3:05 – 3:20 is a mandatory “after school” reading program for ALL students in grades K thru 3)

Grades 4, 5, & 67:55 a.m. - 3:20 p.m.

Students will be admitted into the building at 7:50 a.m. daily except in the event of rain or sub-freezing temperatures when they will be allowed in the hallways at 7:40 a.m. Teachers will be on duty from 7:40 a.m. to 3:40 p.m. All students should leave the school grounds immediately upon being dismissed. Do not wait for older brothers and sisters.

3. GRADE REPORTING

A. Conduct Grades:

E-Excellent: You have an excellent attitude, are very cooperative, and seldom have to be corrected. You conform to all school rules and regulations and contribute to the class learning situation.

S-Satisfactory: Your behavior is generally acceptable. Occasionally you need to be called down.

N-Needs Improvement: You are called down repeatedly. Your conduct is not conducive to a good learning situation.

U-Unsatisfactory: You are consistently uncooperative and have an unsatisfactory attitude. You are unwilling to conform to school rules and regulations. Your parents are contacted. Usually you have been sent to the office.

B. Progress Reports: You will receive a progress report/notice of concern at the end of the third week of each six week grading period for each class in which you have a grade below a 75 or if the instructor feels that there is a concern.

C. Six Weeks' Grades: You will receive a report card the Thursday following each six-weeks' grading period. The report card will contain the scholastic grades, conduct grades, and attendance for each subject. Your six-week's exam grade will count no more than 1/6 of the six week's grade. Numeric grades are as follows:

90 - 100	Exceptionally high achievement	70 - 79	Average achievement
80 - 89	Above average achievement	Below 70	Failing

D. Semester Grades: Semester grades will be determined by averaging each of the three six weeks' grades in each semester. The yearly grade is determined by averaging the two semester grades.

4. MAKE-UP WORK AND LATE WORK

A. Make-up Work

- (1.) Students absent for one to two consecutive days will be given two days to make up missed assignments.
- (2.) Students absent for three to five consecutive days will be given three days to make up missed assignments.
- (3.) Students absent for five or more consecutive days, make-up assignments will be handled on a case-by-case basis.
- (4.) Make-up work, which is not turned in on time, will automatically receive a grade of zero (0).
- (5.) Absences due to extracurricular activities will be treated the same as any other absences if the teacher does not assign work for the next time the class meets. If the teacher assigns work prior to the extracurricular absence, the teacher may ask for the student's work before the absence if the student is going to be at school before leaving. If the student is not going to be at school, the assignment(s) will be due the next time the class meets.

B. Late Work

- (1.) All work is due when the teacher calls for it. Any work turned in after that time is late.
- (2.) Late work turned in the same day or the following day will receive a grade equal to seventy percent (75%) of the grade originally earned on the assignment.
- (3.) Late works not turned in by the day following the original due date will automatically receive a grade of zero (0).

SECTION V: DISCIPLINE MANAGEMENT PROGRAM

1. CONTENT OF APPROVED PROGRAM

This program is Wink-Loving I.S.D.'s response to requirements and guidelines of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. The Code is a result of collaboration among the District/Campus SBDMC, parents, and community members. The Code adopted by the Board of Trustees provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct.

Education in the Wink-Loving I.S.D. represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend on the student's attitude toward learning and the student's adherence to high standards of behavior.

2. STUDENT CODE OF CONDUCT [TEC 37]

A. Disciplinary Authority: The district's rules of conduct and discipline are established to achieve and maintain order in the schools. A student whose behavior shows disrespect for others, including interference with access to public education and safe environment, will be subject to disciplinary action. Persistent or repeated violations of the rules of conduct, campus and/or classroom rules, may result in increasingly serious penalties. Each student is expected to:

- (1.) Demonstrate courtesy and respect for others.
- (2.) Behave in a responsible manner.
- (3.) Attend all classes, regularly and on time.
- (4.) Prepare for each class; take appropriate materials and assignment to class.
- (5.) Be well groomed and dress appropriately.
- (6.) Obey all campus and classroom rules.
- (7.) Respect the rights and privileges of other students, teachers, and other district staff.
- (8.) Respect the property of others, including District property and facilities.
- (9.) Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- (10.) Avoid violations of the Student Code of Conduct.

School rules and the District authority to administer discipline apply whenever the interest of the school is involved, on or off school grounds in conjunction with or independent of classes and school-sponsored activities, no matter the time or location. The District has disciplinary authority over a student:

- (1.) During the regular school day and while the student is going to and from school on district transportation.
- (2.) While the student is participating in any activity during the school day on school grounds.
- (3.) While the student is in attendance at any school-related activity, regardless of time or location.
- (4.) For any school-related misconduct, regardless of time or location.
- (5.) When retaliation against a school employee is involved, either on or off school property.
- (6.) When the student commits a felony, as provided by TEC 37.006 or TEC 37.007.
- (7.) When criminal mischief is committed, and the interest of the school is involved on or off school property or at a school-related event.

Discipline will be designed to correct the misconduct and encourage adherence by all students to their responsibilities as citizens of the District. Disciplinary action will be correlated to the seriousness of the offense, the student's age, grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. [FO] A student who violates campus or classroom rules that are not Student Code of Conduct violations will be disciplined by one or more of the following discipline management techniques: [FO]

- (1.) Counseling by teachers, special services, or administrative personnel
- (2.) Parent-teacher conferences
- (3.) Cooling-off or time-out
- (4.) Behavioral contracts
- (5.) Assigned school duties other than class tasks
- (6.) Verbal correction
- (7.) Withdrawal of privileges, including participation in extracurricular activities and honorary positions
- (8.) Sending the student to the office or other assigned areas
- (9.) Detention [FO (Local)]
- (10.) Corporal punishment [FO (Local)]
- (11.) Probation
- (12.) Rewards or demerits
- (13.) Referral to outside agency or authority
- (14.) Temporary confiscation of items that disrupt the education process
- (15.) Grade penalties for unexcused absences [EIA (Local)]
- (16.) Grade reductions as permitted by policy [EIA (Local)]

- (17.) Removal to an Alternative Education Program [FOA] [TEC 37.001][TEC 37.002] [TEC 37.008]
(18.) Other strategies and consequences as specified by the Student Code of Conduct [FOA-FOB-FOC-FOD]

Each Handicapped Student's Individual Education Plan (IEP) shall address the student's specialized needs on discipline, including which of the discipline management techniques can appropriately be used with the student. Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administrations, as appropriate and in accordance with policy [FNG (Local)].

B. Disciplinary Records: A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary action, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment. Disciplinary records shall be made available to parents or the student, whichever is appropriate.

C. Corporal Punishment: Corporal punishment is permitted in order to preserve an effective educational environment, free from disruption. It shall be reasonable, moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and physical, mental, and emotional condition of the student; the type of instrument to be used; the amount of force to be used; and the part of the body to be struck shall be considered before administering any corporal punishment. Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

- (1.) The student will be told of the reason corporal punishment is being administered.
- (2.) Corporal punishment may be administered by the school principal, assistant principal, or a teacher.
- (3.) The instrument to be used in administering corporal punishment shall be approved by the principal or designee.
- (4.) When corporal punishment is administered, it shall be done in the presence of one other district professional employee and shall take place in a designated place out of view of other students.

D. Detention: For minor infractions of the code of conduct or other policies and regulations, teachers may detain students after school hours. Before detention is assigned, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his/her version of the incident.

When detention is used, notice shall first be given to the student, who in turn will give notice to the student's parent or legal guardian to inform the parent of the reason for the detention and allow parents to arrange transportation for the student. Except in the case of a student who is eighteen or older, the detention shall not begin until the parent has been notified. The student's parent or guardian, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

All students detained for disciplinary purposes shall be under the direct supervision of the teacher or another member of the professional staff. The principal shall be responsible for seeing that the time that the student spends for disciplinary purposes is used constructively for educational purposes.

E. Dress Code For School and/or School Related Activities:

(1.) **General Guidelines:** The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, and teach respect for authority. Students shall be dressed and groomed in a clean and neat manner that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that cause disruption or interference with normal school operations. Student's personal dress and grooming standards should comply with the general guidelines set out below. All dress code concerns will have final approval by the building principal.

(2.) **BOYS:** Guidelines for boys are as follows:

- a. Hair should be clean, combed, off the collar and above the eyebrows. Hair length should not extend below the bottom of the student's ears when straightened. Excessive curls or flips or unusually colored hair and/or haircuts, as determined by the principal, are prohibited.
- b. Clean shaven with no mustaches, no sideburns below the ears and no makeup and/or colored /clear nail polish
- c. No tanktops, see-through shirts, or oversized shirts (which extend below the bottom of the buttocks). Shirts that might reveal the midriff will not be allowed. Shirts with tails will be tucked in.
- d. Shoes with laces or buckles shall be laced, tied or buckled. Flip flop or thong type shoes, leather or otherwise, are not permitted. Leather sandals with a heel strap are permitted.
- e. Extremely short, tight fitting shorts or pants are not appropriate and will not be allowed. Baggy (sagging) pants and shorts are prohibited. Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Shorts of an appropriate length, no shorter than a 6" inseam, are allowed. Athletic sports shorts (Biker, Wind, Grays, etc.) or knit athletic sweat suits will not be allowed. Pants or clothing that is ripped or torn and bare skin is visible will not be allowed.
- f. Letters, monograms, patches, or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- g. Chains (pocket, boot, etc.) and accessories that may be considered harmful to other students are prohibited.
- h. Earrings or other body piercing jewelry will not be allowed.
- i. Tattoos or tattoo simulations must be covered. (School spirit temporary tattoos are permitted on game days)

- j. Caps, hats, other headgear, and sunglasses (unless specifically prescribed by a doctor) will not be allowed in classes or in any school buildings during school-related activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- k. Coats and warm weather clothing are to be worn seasonally.

(3.) **GIRLS:** Guidelines for girls are as follows:

- a. Hair should be clean, brushed, and out of the eyes. Unusual colored hair and/or haircuts, as determined by the principal, are prohibited.
- b. Undergarments shall be worn at all times.
- c. Extremely short, split, tight-fitting skirts, pants, dresses, or shorts are inappropriate and not allowed. Skirts and dresses should be no shorter than 3” above the knee. Baggy (sagging) pants and shorts are prohibited. Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Shorts of an appropriate length (no shorter than a 6” inseam or 3” above the knee) are allowed. Athletic sports shorts (Biker shorts, Wind shorts, Gray, etc.) or athletic sweat suits are not allowed. Pants or clothing that is ripped or torn and bare skin is visible will not be allowed.
- d. Dresses/blouses should not reveal bras or be see-through. Oversized shirts or shirts with tails will not extend below the buttocks. No tight fitting and/or spaghetti strap blouses/dresses or shirts/blouses that might reveal the midriff are to be worn. No tank tops. Sleeveless shirts without a collar must have a 3” measure at smallest shoulder width.
- e. Shoes with laces or buckles shall be laced, tied or buckled. Flip flop or thong type shoes, leather or otherwise are not permitted. Leather sandals with a heel strap are permitted.
- f. Letters, monograms, patches or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- g. Chains (pocket, boot, etc.) and accessories that may be considered harmful to other students are prohibited
- h. No body piercing jewelry except earrings in ears only.
- i. Tattoos or tattoo simulations must be covered. (School spirit temporary tattoos are permitted on game days)
- j. Caps, hats, other headgear, and sunglasses (unless prescribed by a doctor) are not allowed in classes or in any school buildings during activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- k. Coats and warm weather clothing are to be worn seasonally.
- l. **PROM DRESS CODE:** Dresses may have spaghetti straps or strapless. Dresses that show the midriff or have low cut fronts or backs are not allowed. All other requests must have final approval by the principal.

(4.) **Consequences for Dress Code Violations:** If it is determined that a student's grooming or dress violates the dress code, the student will be placed in ISS for a minimum of one (1) day and will remain in ISS until the cause of the violation is remedied.

(5.) **Extracurricular:** The principal, sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who are participating. Students who violate the standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action. [See FO, FOA, FOD]

3. CATEGORIES OF OFFENSES

A. **Minor Offenses:** Offenses that do not require immediate administrator intervention should be handled using the following procedure.

- 1) Verbal warning from teacher
- 2) Teacher assigned 30 minutes of lunch detention or after school detention
- 3) Principal assigned After School Detention will consist of 60 minutes of confinement. Students will be required to finish class assignments or copy text from numerous sources for the entire 60 minutes.
- 4) Discipline Referral to Principal. This referral will result in the administration of corporal punishment or an ISS assignment.

B. **General Misconduct Violations:** General misconduct violations will result in the application of one or more discipline management techniques [FO] listed in the previous section or a Formal Removal, by a teacher or administrator [TEC 37.001] [TEC 37.002]. These violations will require a Discipline Referral Notice to the principal, who will send notification to the parent/guardian within 24 hours of receiving the notice. The following violations have the recommended guidelines for consequences, which could be less at the teacher’s and principal’s discretion, but could also result in a more severe penalty. In addition to actions listed, students at school or school-related activities, regardless of time or location are prohibited from, but not limited to:

- (1.) Cheating or copying work of another student or plagiarism
Zero and 3 swats
- (2.) Throwing objects, outside supervised school activities, that can cause bodily injury or damage property
3 swats
- (3.) Leaving school grounds or events/activities without permission
3 swats
- (4.) Directing profanity, vulgar language, or obscene gestures toward other students or District employees
3 swats and 3 days ISS
- (5.) Insubordination, including failure to comply with directives from school personnel/policies/rules/regulations
3 swats
- (6.) Committing arson (not a felony status)
3 days ISS
- (7.) Possessing, using matches, or a lighter
3 swats
- (8.) Committing robbery or theft that does not constitute a felony
3 swats and 3 days ISS
- (9.) Damaging or vandalizing property owned by other students or District employees (not a felony status)
3 swats and 3 days ISS
- (10.) Engaging in misconduct, as defined by District policies and regulations, on school buses
3 swats
- (11.) Scuffling or fighting (not to be confused with assault)
3 swats
- (12.) Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
3 days ISS
- (13.) Engaging in verbal abuse (name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others) that might precipitate substantial disruptions of the school program or incite violence
3 swats
- (14.) Engaging in offensive conduct of a sexual nature, whether verbal or physical which may include requests for sexual favors or other intimidating sexual conduct directed toward another student
3 days ISS
- (15.) Exhibiting inappropriate physical familiarities disruptive to other students, to the educational environment, or behavior going to and from school. Students shall not loiter, litter, trespass, abuse, or create a nuisance for community residents. While the District does not assume responsibility for the acts of students to and from school, the District may take disciplinary action if the circumstances warrant it and will cooperate with the law enforcement agencies to which law violators affecting community members are reported.
3 swats
- (16.) Hazing [FNCC]
3 swats
- (17.) Possessing, smoking, or using tobacco products on school premises or at school-related functions, regardless of time or location [FNCD (LEGAL)] [TEC 37.006]
3 swats and 3 days ISS
- (18.) Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband
3 days ISS
- (19.) Possessing a paging device and/or cellular phone. A person who discovers a student in possession of a paging device or cellular phone shall report the violation to the principal, who shall confiscate the device or order a peace officer to confiscate the device, which is **forfeited** to the District. [FNCE (LOCAL)][TEC 37.082]
3 swats
- (20.) Violating safety rules
3 swats
- (21.) Violating the Dress Code
See #4 – Dress Code Violation Disciple on page 37
- (22.) Possessing or wearing any item that can be deemed as a weapon
3 days ISS
- (23.) Engaging in any other conduct that disrupts the school environment or educational process
3 swats
- (24.) Chewing Gum
2 swats

C. **Physical Restraint:** Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- (1.) Protect a person, including the person using physical restraint, from physical injury.
- (2.) Obtain possession of a weapon or other dangerous object.
- (3.) Protect property from serious damage.
- (4.) Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
- (5.) Restrain an irrational student.

D. **Removal By Teacher [TEC 37.001] [TEC 37.002]:**

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall employ discipline management techniques of the Student Code of Conduct adopted under TEC 37.002.

- (1.) A teacher may remove from class a student:
 - a. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
 - b. Whose behavior is unruly, disruptive, or abusive seriously interfering with the teacher's ability to communicate effectively with the students in class or with the ability of the student's classmates to learn.
- (2.) If a teacher removes a student from class under subsection (b), the principal may place the student into:
 - a. another appropriate classroom
 - b. into ISS
 - c. into an Alternative Education Program as provided by TEC 37.008.The principal may not return the student to that teacher's class without the teacher's consent unless the Placement Review Committee established under TEC 37.003 determines that such placement is the best or only alternative. The student may be prohibited from attending or participating in school-sponsored or school-related activity.
- (3.) A teacher shall remove from class and send to the principal for placement in an Alternative Education Program or for expulsion, a student who engages in conduct described under TEC 37.006 or TEC 37.007. The student may not be returned to that teacher's class without the teacher's consent unless the Placement Review Committee [TEC 37.003] determines that such placement is the best or only alternative available.

E. **Placement of Students With Disabilities [TEC 37.004]:**

Only a duly constituted admission, review, and dismissal committee may make the placement of a student with a disability who receives special education services. A student with a disability who receives special education services may not be placed in Alternative Education Programs solely for educational purposes if the student does not also meet the criteria for Alternative Placement in TEC 37.006(a) or TEC 37.007(a).

F. **Misconduct Violations Leading To Removal From The Regular Educational Setting:**

- (1.) **Suspension and/or Placement in an Alternative Education Program [TEC 37.006] [TEC 37.019]:**
 - a. Students may be suspended for any reason that also requires placement in a disciplinary AEP. The administration or an educator will recommend placing students in a disciplinary AEP who are:
 1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
 2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
 - b. A student **must** be placed in a disciplinary AEP if the student commits any of the following offenses on school property or while attending a school-sponsored or school-related activity on or off of school property, regardless of time or location. The student may be suspended or placed in ISS pending a hearing.
 1. Committing an assault
 2. Making a terroristic threat
 3. Selling, giving, delivering, possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug if such conduct is not punishable as a felony offense
 4. Selling, giving, or delivering an alcoholic beverage, committing a serious act or offense while under the influence of alcohol, if such conduct is **not** punishable as a felony offense
 5. Possessing, using, or being under the influence of an alcoholic beverage, if punishment is **not** punishable as a felony offense
 6. Behaving in a manner that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals
 7. Behaving in a manner that contains the elements of the offense of public lewdness
 8. Behaving in a manner that contains the elements of the offense of indecent exposure
 - c. A student **must** be placed in a disciplinary AEP and may be suspended pending a hearing if the student:

1. Engages in conduct punishable as a felony, regardless of where or when the conduct occurs
2. Engages in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs
- d. A student **must** be placed in a disciplinary AEP for the following:
 1. Districts must now place students in an AEP if they commit a mandatory AEP offense within 300 feet of school property.
 2. Students under 10 years of age that commit **expellable** offenses must be placed in AEP.
- e. If a student commits a felony while off school property and not at a school-related event that injures a person in a way listed as a *Title 5 offense in the Penal Code and the student receives deferred prosecution, or is found to have engaged in delinquent conduct, or the Superintendent has a reasonable belief that the student committed the offense, the student **must** be placed in the AEP. ***NOTE:** Title 5 offenses include: murder, kidnapping, indecency with a child, injury to a child, elderly person or disabled person, abandoning or endangering a child, deadly conduct, terroristic threat, aiding a person to commit suicide, and tampering with a consumer product.

In an emergency, the principal will order the immediate placement or suspension of a student for the following reasons: when a student is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

(2.) **Suspension [TEC 37.005]:** A student can be suspended for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year. The principal or other appropriate administrator will determine the duration of a student's suspension, which cannot exceed three school days.

A student who is to be suspended will be given an informal hearing by the principal or appropriate administrator advising the student of the conduct with which he/she is charged and giving the student the opportunity to explain his/her version of the incident.

A student suspended from his/her regular classes will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the make-up work policy. Students shall receive full credit for assignments completed in a disciplinary AEP.

A student who is suspended will be prohibited from participating or attending any school-sponsored or school-related extracurricular and noncurricular activities, regardless of the time or location.

(3.) **Removal To An Alternative Education Program [TEC 37.008]:** The Board delegates to the Superintendent or appropriate administrator the authority to remove a student to a disciplinary Alternative Educational Program. The superintendent and/or other appropriate administrator will determine the duration of a student's placement in a disciplinary AEP. Until a hearing can be held as a result of a formal teacher or administrator removal, the principal may place a student in: [TEC 37.008]

- a. In-school suspension
- b. Another appropriate classroom
- c. A disciplinary AEP in which the student must be separated from the other students for the entire school program day and is provided instruction in the core subjects. Counseling will be provided to the student.

A teacher or an administrator may remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary AEP. [TEC 37.002] [TEC 37.005] [TEC 37.006] [TEC 37.009]

Within three school days of receiving the Student Code of Conduct violation report, the principal will schedule a hearing with the student's parent/guardian, teacher, and the student. At the hearing, the principal will explain the allegations against the student and give the student an opportunity to explain his/her version of the incident. [TEC 37.009]

Students placed in an AEP are prohibited from attending or participating in any school-sponsored or school-related extracurricular and noncurricular activities. [TEC 37.002] [TEC 37.005] [TEC 37.006]

Students placed in the disciplinary AEP will not be provided transportation unless they are a student with a disability who has transportation designated as a related service. [TEC 37.004]

If placement in a disciplinary AEP extends beyond the end of the next grading period, the student and/or the student's parent/guardian will be given notice and the opportunity to participate in a proceeding before the superintendent. Any decision made on a student's appeal by the superintendent cannot be appealed. [TEC 37.009]

The superintendent will provide a student placed in a disciplinary AEP a review of the student's status at intervals not to exceed 120 days. At the review, the student or the student's parent/guardian must be given the opportunity to present

arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed the student without that teacher's consent. [TEC 37.009]

For placement in a disciplinary AEP to extend beyond the end of the school year, the superintendent must determine that the: [TEC 37.009]

- a. Student's presence in the regular classroom or campus presents a danger of physical harm to students or others.
- b. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

(4.) **Expulsion [TEC 37.007]:** The superintendent on a case-by-case basis will determine the duration of a student's expulsion. At the District's discretion, a student **may** be expelled for, but not limited to:

- a. Criminal mischief, if punishable as a felony whether committed on or off school property or at a school-related event, regardless of time or location.
- b. Serious or persistent misbehavior if a student is already in a disciplinary AEP and continues to violate the District's Student Code of Conduct. The District defines "**persistent**" to be two or more violations of the Student Code of conduct in general or repeated occurrences of the same violation. **Serious offenses** include, but are not limited to, the following:
 1. Assault of a teacher or other individual
 2. Retaliation against a school employee
 3. Murder, capital murder, or criminal attempt to commit murder
 4. Indecency with a child
 5. Kidnapping
 6. Arson
 7. Possession of a firearm, prohibited knife, a club, or prohibited weapon
 8. The use, gift, sale, delivery, possession, or being under the influence of alcohol, marijuana, other controlled substances, dangerous drugs, or abusable glue or volatile chemicals
 9. Engaging in conduct that constitutes criminal mischief
 10. Vandalism
 11. Robbery or theft
 12. Extortion, coercion, or blackmail
 13. Aggressive, disruptive action or group demonstration that disrupts or interferes with school activities
 14. Hazing
 15. Insubordination
 16. Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees
 17. Fighting, committing physical abuse, or threatening physical abuse
 18. Sexual harassment of a student or District employee
 19. Possession of or conspiring to possess any explosive or explosive device
 20. Falsification of records, passes, or other school-related documents
 21. Possession or distribution of pornographic materials
 22. Leaving school grounds without permission
 23. Making or assisting in making threats, including threats against individuals and bomb threats
 24. Refusal to accept discipline management techniques proposed by the teacher or principal
- c. A student **must** be expelled for any of the following offenses if committed on school property or while attending a school-sponsored or school-related activity on or off school property, regardless of time or location:
 1. A firearm violation, as defined by federal law and [FNCH (LEGAL)]. State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis. The District may provide educational services to the expelled student in a disciplinary Alternative Education Program. Firearm under federal law includes:
 - a. any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any such weapon
 - c. any firearm muffler or firearm weapon
 - d. any destructive device, such as any explosive, incendiary, or poison gas bomb, or grenade
 2. Use, exhibition, or possession of the following, under the Texas Penal Code:
 - a. a firearm
 - b. an illegal knife, such as a knife with a blade over 5 1/2 inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear
 - c. a club
 - d. prohibited weapons, such as an explosive weapon; machine gun; short-barrel firearm; firearm silencer; switchblade knife; knuckles; armor-piercing ammunition; chemical dispensing device; or zip gun
 3. Behavior containing the elements of the following under the Texas Penal Code:

- a. aggravated assault, sexual assault, or aggravated sexual assault
- b. arson
- c. murder, capital murder, or criminal attempt to commit murder
- d. indecency with a child
- e. aggravated kidnapping
- f. behavior related to an alcohol or drug offense that could be punishable as a felony
- g. retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity

(5.) Emergency Removal/Expulsion see [FOA (LEGAL)]: The Board delegates to the superintendent the authority to expel students. The superintendent on a case-by-case basis will determine the duration of a student's expulsion. The principal will schedule a hearing within a reasonable time with the student's parents, the teacher, and the student. The student's parent/guardian will be invited in writing to attend the hearing. Until a hearing can be held, the principal may place the student in one of the following:

- a. Another appropriate classroom
- b. In-School Suspension
- c. Out-of-School Suspension
- d. A disciplinary AEP.

A student facing expulsion will be given due process as required by the federal constitution. The student is entitled to:

- a. The right to adult representative or legal counsel who is not a District employee who can provide guidance.
- b. An opportunity to testify and to present evidences and witnesses in the student's defense.
- c. An opportunity to question the District's witnesses.

Not later than the second business day after the hearing, the superintendent will deliver to the juvenile court a copy of the order expelling the student and information required by Section 52.04 of the Family Code.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program).

5. MISCELLANEOUS

A. Interrogations And Searches: Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

School officials may search a student or a student's property (including vehicles on school property) with reasonable or probable cause or the student's free and voluntary consent. Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given.

Areas such as lockers, which are owned and jointly controlled by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in lockers that is forbidden by district policy or that would lead school officials to believe that it would cause a disruption on school property or at a school-sponsored function.

B. Publications:

(1.) School-Sponsored Publications: The district's professional employees shall exercise editorial control over style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate pedagogical concerns. The district may refuse to disseminate or sponsor a student speech that:

- a. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
- b. Is inappropriate for the level of maturity of the readers.
- c. Does not meet the standards of the professional employees who supervise the production of the publication.
- d. Associates the school with any position other than neutrality on matters of political controversy.

(2.) Non-School Publication: Distribution of written materials may be restricted, subject to the following guidelines:

- a. Distribution may be limited to prevent interference with normal school operations in circumstances where there is evidence that reasonably supports a forecast of disruption will likely result from the distribution.
- b. Administrative regulations as to the time, place, and manner of distribution may be used to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
- c. Content of the materials to be distributed shall conform to the following standards:
 - 1. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.

2. Material may not be forbidden if the portions or specific language objected to are found in material that is made available to students through school facilities, i.e., school library, readings assigned by teachers.
3. Libelous material may be prohibited from distribution.
4. Publications that criticize board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast of a substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
5. Hate literature that scurrilously attacks ethnic, religious, or racial groups, and irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operation is affected by this restriction.

(3.) **Prior Review:** All written material over which the school does not exercise editorial control that is intended for distribution to students shall be submitted for prior review according to the following procedures:

- a. Material shall be submitted to the building principal or designee for review.
- b. The principal or designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within that time period shall be interpreted as disapproval.
- c. The student may appeal disapproval to the superintendent, who shall decide the appeal within three days of its receipt. Failure of the superintendent to act within the three-day period shall be interpreted as disapproval.
- d. If the request to distribute material is initiated by a student, disapproval may be appealed to the board under FNG and FNG (LOCAL), beginning at Level Three. If the request was initiated by someone other than a student, disapproval may be appealed to the board under GF and GF (LOCAL), beginning at Level Three.

C. Questioning/Arrest Of Students [GLA]: The following guidelines apply when law enforcement officers or other lawful authorities desire to question or interview a student at school:

- (1.) The principal shall verify and record the identity of the officer or other lawful authority and request an explanation of the need to question or interview the student at school.
- (2.) Unless the interviewer objects, the principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student.
- (3.) Unless the interviewer objects, the principal or designee shall be present during the questioning or interview.

D. Students Taken Into Custody By Law Enforcement Officer: Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity and to the best of his or her ability, verify the official's authority to take custody of the student, and then shall deliver over the student. The principal shall immediately notify the superintendent and, unless the officer or other authorized person objects, shall notify the parent or other person having lawful control of the student.

SECTION VI: STATEMENT OF PESTICIDES

This school periodically applies pesticides. Information concerning these applications may be obtained from the Superintendent John Benham at 527-3880 ext. 7001.

SECTION VII: ASBESTOS MANAGEMENT PLAN

This notice is provided to District Parents, Students, Teachers, and Employees by publication in student handbooks to provide notification in accordance with Section 763.93 of the Asbestos In-School Identification and Notification Rule (40(FR Part 763) of the availability of the District Asbestos Management Plan. A copy of the inspections and assessments of asbestos-containing materials and the complete District Management Plan is available at the central administrative offices. The plan will be maintained continually and notification of the availability of the plan will be posted annually in the student handbooks.

The Wink schools completed an asbestos abatement program in 1988. Since that time we have had six (6) month inspections of the remaining asbestos containing areas located only in the High School building. In 1991, we had our first commercially done three-year reevaluation. We presently continue monitoring the asbestos containing areas on a six (6) months basis. All new construction is certified as asbestos free at the time of the construction.

WINK-LOVING ISD
200 Rosey Dodd
PO Box 637
Wink, TX 79789

Dear Parents and Guardians of Wink School students:

The attached handbook and Code of Student Conduct describes procedures and regulations which we believe will help your student get the most out of his or her education and which will ensure that the Wink-Loving schools remain a good place to learn.

At the heart of this information are policies passed by our Board of Trustees to guarantee a stable learning environment and the regulations necessary to execute those policies. The basic purpose of this handbook is to provide information vital to you and your student. Much of the text is devoted to defining acceptable patterns of conduct and appropriate consequences for failure to comply with these regulations. The state refers to this as a discipline management program.

The Principal Will:

1. Eliminate verbal warnings from the list of resources used by the principal if a teacher sends a child to the principal's office to be disciplined.
2. Use corporal punishment as a first choice when it is appropriate in the principal's judgment to use corporal punishment. Principals may make this conditional upon completing a previously assigned task. Principals will attempt to contact parents/guardians prior to corporal punishment being administered but will proceed if no contact is made. If the parent(s) oppose the use of corporal punishment, the student will be assigned to ISS (in-school suspension) for a specified number of days to be determined by the principal.
3. Use ISS (in school suspension) or AEP (alternative education placement) as a second alternative.
4. Use detentions only when someone is there to make students complete a specified task.
5. Give due consideration to giving the same punishment for the same offense every time, such as anyone fighting and throwing a punch will receive 3 swats. Teachers and principals have developed a list of consequences for each of the categories of offenses listed in the Discipline Management Plan in the Student Handbook.
6. Administer a severe punishment for being disrespectful to a teacher or other adult with a minimum penalty of three swats. This is a minimum penalty and may be increased, at the principal's discretion.
7. Carry out discipline quickly. Complaints have been registered that giving too many chances leads to inconsistency in discipline.
8. Have graffiti and property destruction repaired immediately. Persons caught doing graffiti or destroying school property shall receive a minimum of three swats or three days ISS for a first offense.
9. Enforce rules effectively such as chewing gum and dress code violations. Repeated offenses shall require more severe discipline.
10. Take action to eliminate student harassment by other students. All staff members should report harassment when observed. Repeated offenses of harassment shall require more severe discipline.

Wink students have always been complimented on their behavior on out of town trips, and for the most part act appropriately in school. This increase in the level of consequences for certain actions will probably only affect a small percentage of our students and it is intended to reinforce the value of good behavior in our education system.

A new law that affected average daily attendance (ADA) began in 2000 - 2001 allowing students that are absent for Board approved activities, mentorships, Medicaid eligible services, religious holidays, or health care appointments, to be counted as present for ADA purposes only if the District has adopted a policy requiring parental consent for such absences, has distributed its policy to staff and to parents of all students, and the parent has consented to the absence. Due to this change in the law, documentation of absences will be more important than ever. For ADA accounting purposes, attendance is registered during the third period each day (9:41-10:31). It will be in the best interest of district taxpayers for you to arrange doctor, dentist, and other necessary appointments at a time of the day other than second period. We ask your cooperation to help our financial situation by encouraging your child to be in school if at all possible.

Wink-Loving ISD requires your child to return this page, complete with signatures, to the appropriate school where it will be kept in the student's file. By signing this page you and your child acknowledge that each have read and comprehend the responsibilities outlined in this handbook.

Sincerely yours,

John E. Benham
Superintendent
Wink-Loving ISD

Scotty Carman
Principal
Wink Elementary School

Eddie Boggess
Principal
Wink Junior/Senior High School

I have received the 2009 – 2010 Student Handbook for Wink-Loving students and understand the responsibilities outlined.

Student's Signature

Grade Classification

Parent's Signature

Date