

**ONALASKA JUNIOR SENIOR HIGH SCHOOL**

**2016-2017 Student Handbook**



**2016-2017 ONALASKA INDEPENDENT SCHOOL DISTRICT**

**Student Code of Conduct**

**Approved by the OISD Board of Trustees August 2016**

# OJSH Bell Schedule for 2016-2017

1st 7:45-8:40

2nd 8:44-8:34

3rd 9:38-10:28

4th 10:32-11:22

JH 5th 11:56-12:46

(JH Lunch 11:22-11:52)

HS 5th 11:26-12:16

(HS Lunch 12:16-12:46)

6th 12:50-1:40

7th 1:44-2:34

8th 2:38-3:30



**ONALASKA INDEPENDENT SCHOOL DISTRICT**

**P.O. Box 2289  
Onalaska, Texas 77360  
(936) 646-1000**

**[www.onalaskaisd.net](http://www.onalaskaisd.net)**

**BOARD OF TRUSTEES**

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Vice President	Pobla Gallier
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**ADMINISTRATIVE OFFICE PERSONNEL**

Superintendent	Lynn Redden-----	646-1000
Elementary Principal (Pk-6)	David Murphy-----	646-1010
Elementary Assistant Principal (Pk-6)	Larrisa Grubbs-----	646-1010
Elementary Assistant Principal (Pk-6)	Amanda Stayton-----	646-1010
Jr.- Sr. High School Principal (7-12)	Anthony Roberts-----	646-1020
Jr.-Sr. High School Asst. Principal (7-12)	Donald Meekins-----	646-1020
Curriculum/Special Programs Director	Laura Redden-----	646-1023
Network Manager	Tony Mireles-----	646-1052
Shipping & Receiving	Robyn Arce-----	646-1006
Elementary Counselor	Jodi Adkins-----	646-1018
Jr.- Sr. High School Counselor	Robyn Thornton-----	646-1043
Elementary Nurse	Amber Anderson LVN-----	646-1014
Jr.- Sr. High School Nurse	Miriam Babun , LVN-----	646-1040
Business Manager	Angela Foster-----	646-1000
Technology Director	Charles Boyce -----	646-1049
Administrative Assistant	Timmie Smith-----	646-1003
Executive Assistant to Superintendent	Ashley Maichetti-----	646-1000
Athletic Director	Kendall Todd-----	646-1036
Food Service Director	James Ard-----	646-1006
Maintenance & Custodian Director	James Ard-----	646-1004
Transportation Director	Mike Skaggs-----	646-1005
Administration Assistants:		
Elementary	Peggy Samuels -----	646-1010
Jr.- Sr. High School	Candy Jones-----	646-1020
Registrar/Peims-Elementary	Donna Ellison-----	646-1031
Registrar/Peims-Jr.- Sr. High	Wanda Ebert-----	646-1041

SCHOOL MOTTO: **"DEDICATED TO EXCELLENCE"** "It is the policy of Onalaska ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, or handicap in its vocational programs, services, or activities as required by the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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## **PREFACE**

To Students and Parents:

Welcome to school year 2016-2017 Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Onalaska Junior Senior High School Student Handbook is designed to provide some of the basic information that you and your child will need during the school year. The handbook is divided into two sections:

**Section I—PARENTAL RIGHTS**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Onalaska Junior Senior High School Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be viewed on the District website at [www.onalaskaisd.net](http://www.onalaskaisd.net) or at the campus principal’s office.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes and attend meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact your child’s campus at: Junior Senior High School - 936-646-1020

Please note that references to policy codes are included so that parents can refer to current board policy. The district's official policy manual is available for review in the superintendent's office, and an unofficial electronic copy is available at [www.onalaskaisd.net](http://www.onalaskaisd.net)

Your child's school will request that you provide contact information, such as your current phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in or disconnection of your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communication, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. Please see **Safety** on page 85 for information regarding contact with parents during an emergency situation.

### **Statement of Nondiscrimination**

In its efforts to promote nondiscrimination, Onalaska I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these legal requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex for the school district is the Superintendent, whose office is located at 134 N. FM 356, Onalaska, Texas, and who can be reached by telephone by calling (936) 646-1000.
- The Section 504 Coordinator, for concerns regarding discrimination on the basis of disability for the school district is the Superintendent, whose office is located at 134 N. FM 356, Onalaska, Texas, and who can be reached by telephone by calling (936) 646-1000.
- For all other concerns regarding discrimination see the Superintendent, whose office is located at 134 N. FM 356, Onalaska, Texas, and who can be reached by telephone by calling (936) 646-1000.

## **SECTION I: PARENTAL RIGHTS**

This section of the Onalaska Junior Senior High School Student Handbook includes information related to certain rights and responsibilities of parents as specified in state or federal law and provides parental notices required by law.

### **CONSENT, OPT-OUT, AND REFUSAL RIGHTS**

#### **Consent to Conduct a Psychological Evaluation**

A district employee will not conduct the psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education by the Texas Education Agency (TEA) for child abuse investigations and reports.

#### **Constant Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

#### **“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal

information collected for the exclusive purpose of developing, evaluating, or providing educational products or services for, or, to, students or educational institutions.

- Any nonemergency, invasive physical examination or screening required as a condition of attendance administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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

### **Teacher and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Right Of Access to Student Records, Curriculum Materials, and District Records/Policies**

#### **Instructional Materials**

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

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

#### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. If you **do not want** Onalaska ISD to display students' artwork, special projects, photographs taken by students, and on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication you must notify the campus in writing.

## **Student Records**

### **Accessing Student Records**

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

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

### **Consent to Video or Audio Record a Student**

#### **When Not Otherwise Permitted by Law**

State law, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through written request before making any other video or voice recording of your child not otherwise allowed by law.

[See **Video Cameras** on page 99 for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]



### **Consent Receive Parenting and Paternity Awareness Instruction**

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

### **Religious or Moral Beliefs**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and state law. This request must be made in writing to the campus principal.

### **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

Big Decisions Curriculum which is available for review at [www.bigdecisions.org](http://www.bigdecisions.org)

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### **Tutoring or Testing Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from a diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in stated-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parents consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.

### **Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See policy EC(LEGAL).]

### **Reciting a Portion of the Declaration of Independence in Grades 3-12**

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

### **Limiting Electronic Communications with Students by District Employees**

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

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

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

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

### **Notices of Certain Student Misconduct to Noncustodial Parent**

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

### **Participation in Federally Required, State-Mandated, and District Assessments**

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

### **Prohibiting the Use of Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision to your child's campus stating this decision. A signed statement must be provided each year.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

### **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.

See the Superintendent or Principal for information. [See **Bullying** page 33, policy FDE(local).]

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus [See **Bullying** on page 33, and policy FFI(LOCAL).]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

### **Parent and Family Engagement**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 41.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at [phone number] for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 83.]

Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and

plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact [contact information].

### **Parent Role in Certain Classroom and School Assignments**

#### **Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

#### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home [See policy FDB (LOCAL).]

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 90 and contact the Counselor for the Onalaska Junior Senior High School at 936-646-1020.

#### **Service/Assistance Animal Used by Students**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service/assistance animal on campus.

#### **Students Who Have Learning Difficulties or Who need Special Education Services**

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

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

timeline prescribed by law once the district has received written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. The District is required to give the **Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities**. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission, Review, and Dismissal Process.

Both documents may also be found at:

<http://framework.esc18.net/display/Webforms/LandingPage.aspx>.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First, at <http://www.texasprojectfirst.org>

Partners Resource Network, at <http://www.partnerstx.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus counselor.

#### **Students With Physical or Mental Impairments Protected under 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special services, may qualify for protection under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under 504 to receive a free appropriate education [FAPE], as this is defined in federal law.

The designated person to contact regarding this referral for evaluation applicable to Section 504 is the Campus Counselor ([Also see policy FB.]

#### **Students With Exceptionalities or Special Circumstance**

##### **Accommodations for Children of Military Families**

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district pending a review by an attendance committee.

Additional information may be found at <http://www.tea.gov/index2.asp?id=7795>

### **Authorized Inspection and Use of Student Records**

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

- Inspection and release of student records is primarily restricted to an eligible student or a student's parents —whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff (including district health or district medical staff); person or company with whom the district has contracted or allowed to provide a particular instructional service or function (such as an attorney, consultant, third-party vendor that offers online programs and software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S.

Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

- To individuals granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see **Objecting to the Release of Directory Information** on page 25 for opportunities to prohibit this disclosure].

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the principals' office is:

Onalaska Junior Senior High School

P.O. Box 2289

Onalaska, Texas 77360

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected



and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 83, **Complaints and Concerns** on page 40 for an overview of the process.]

The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the district's Web site at <http://www.onalaskaisd.net>

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

### **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without consent. "Directory information" is information that is generally not considered harmful or invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.]

The district often needs to use student information for the following school-sponsored purposes: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially

recognized activities and sports, and weight and height of members of athletic teams. If you do not object to the use of your child's information for these limited school-sponsored purposes, the school will not need to ask your permission each time the district wishes to use the information for the school-sponsored purposes listed above.

If you do not object to the release of the students information included on the directory information response form, your decision will also apply to the use of the information for school-sponsored purposes, such as the honor roll, the yearbook, recognized activities, news release, and athletic programs..

**Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been provided in the forms packet for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are organized to alert you to the applicability of each topic based on the student's age or grade level. Should you be unable to find the information on a particular topic, please contact the appropriate campus Principal at 936-646-1020.

### **ABSENCES/ATTENDANCE**

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

#### **Compulsory Attendance**

School Officials aggressively enforce the state compulsory attendance laws. If you do not send your child to school, we will send you a written warning that you must comply with compulsory attendance laws. If your child continues to be absent after we send the warning letter, we will file charges with the appropriate local court. Every day that your child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

#### **Age 18 and Older**

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA]

#### **Between Ages 6 and 18**

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

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

## **Exemptions to Compulsory Attendance**

### **All Grade Levels**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the students return to the campus.

As listed in Section I **at Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Please see page 23 for that section.

### **Secondary Grade Levels**

In addition, a junior student's absence of one day or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal or counselor, follows the campus procedures to verify such a visit, and makes up any work missed. The form can be found in the front office.

Absences of up to two days in a school year will be considered an exemption for:

- A student serving as an election clerk; if the student makes up the work missed.

## **Failure to Comply with Compulsory Attendance**

### **All Grade Levels**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent without excuse on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parents could be charged with a criminal offense based on the student's failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is over age 18, the student but not the student's parents will be subject to penalties as a result of the student's violation of state compulsory attendance law. [See FEA(LLEGAL).]

### **Attendance for Credit or Final Grade(Kindergarten Through Grade 12)**

: To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

To receive credit or a final grade in class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for these absences and how the student can regain credit or a final grade lost because of absences [See policy FEC.]

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

- All absences must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board following policy FNG(LOCAL).

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

### **Official Attendance-Taking Time**

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

Official attendance is taken every day during 3<sup>rd</sup> period.

Attendance at OJSH is taking period by period.

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

### **Documentation after an Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes any reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. This includes students sent home by District personnel. Students sent home by District personnel must still have a note signed by a parent that describes the reason for the absence.

### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should a student develop a questionable pattern of absence, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC (LOCAL)]

Beginning with the 9<sup>th</sup> absence, the principal or attendance committee will require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. Absence will be considered unexcused without this document.

### **Driver License Attendance Verification (Secondary Grade Levels Only)**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety and in certain circumstances for a school administrator to provide the students attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

### **Accountability Under State And Federal Law**

OISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports an information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A school Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will included the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required federal law.

Information about all of these can be found on the district's website at <http://www.onalaskaisd.net> . Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation at <http://www.texaschoolaccountabilitydashboard.org> and <http://www.tea.texas.gov> .

### **Academic Dishonesty**

Cheating is defined as giving, receiving, or using unauthorized information on a test, or submitting duplicate work for individual assignments. Students involved in cheating will receive a zero (0) for the assignment and an unsatisfactory conduct grade for the class in which cheating occurred. A disciplinary consequence may also be assigned to the student.

Plagiarism means representing another person's work as one's own. Plagiarism will be considered cheating, and the student will be subject to disciplinary action.

### **Admission**

These are the basic requirements for admission to District schools:

1. The student must live in the District with a parent or legal guardian or one of the student's parents must live in the District, even if the student does not live with that parent.

- To be eligible for admission based on just the parent’s residence in the District, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
  - The parent enrolling a student based on only the parent’s residence in the District must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and lives in the District with an adult resident of the District who has accepted a Power of Attorney from the child’s parent or legal guardian.
  3. The adult enrolling the student must present current immunization records. If records are not up-to-date, no later than the 30<sup>th</sup> day after the enrollment date, a record showing that required immunizations have begun must be furnished. TEC 25.002 and 38.001. Students who do not comply with the required immunization policies will be excluded from school until the requirements are met.
  4. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.
  5. We do not admit underage students to school. Your child must be five (5) years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be six (6) years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade in the public schools of another state.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district.

If school officials have reason to question the legitimacy of a child’s residency information, they can investigate to determine the student’s actual place of residence. If the District finds that a student is not a legitimate District resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the Board of Trustees’ budgets as an expense per student.

### **Balloons/Flowers/Gifts/ Birthday Parties**

Balloons, flowers and other gifts sent to the school will not be delivered to the classroom. Balloons are not allowed on school buses and will not be sent home with the student who is riding the bus that day.

No in class birthday parties will be conducted at school.



## **Bullying (All Grade Levels)**

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

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

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

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying or other related misconduct.

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

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

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parents, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **School Safety Transfers/Assignments** on page 20.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web Site.

A student or parent with the outcome of an investigation may appeal through policy FNG (LOCAL).

[Also see **Dating Violence, Discrimination, Harassment, and Retaliation** on page 43.

**School Safety Transfers/Assignments** on page 19, **Hazing** on page 65 policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in Agricultural Science, Technology, and Family and Consumer Science. These programs will offered without regard to race, color, national origin, sex, or disability. Onalaska I.S.D will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

### **Celebrations**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[Also see **Food Allergies** on page 67.]

### **Change in Address [Student Information]**

Parents are asked to keep the school office informed of address changes, people who are authorized to pick up your child, or any changes in home, work, or emergency telephone numbers. Please help us keep our student records up to date. Onalaska I.S.D. has an automated calling system set-up to alert staff, parents, and students of emergency situations when applicable and serviceable; however, this system is only as accurate as the information you provide the District.

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children which may be accessed at the administrative office. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or

neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

<http://www.kidshealth.org/en/parents/child-abuse.html>

<http://tassa.org/resources-2/>

<http://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1>

<http://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2>

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

### **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

Class rankings are calculated at the end of each school year for earned grades by students in grades 9-12 only. Final rank in class for purpose of determining valedictorian, salutatorian and honor graduates is calculated at the end of the third 9 weeks grading period of the Senior Year. [See **College and University Admissions** on page 38.]

**Class Rank Calculation:** Class rank shall be calculated by averaging semester grades earned in grades 9-12. The numeric semester average shall earn grade points according to the District weighted grade point scale.

For purposes of class rank, the District shall have a three (3) tier system, with the weights and courses comprising each tier outlined in administrative regulations.

**Grade Point Averages/Class Rank**

The GPA begins in the 9<sup>th</sup> grade and is cumulative; therefore, 9<sup>th</sup> grade courses count as much toward the student’s GPA as the 12<sup>th</sup> grade courses. Only English, Math, Science, Social Studies, and Foreign Language count in the calculation of GPA and class rank. Advanced/Dual Credit Courses – All courses with requirements beyond the regular requirements.

Regular – On-grade level

<b>Course Grade</b>	<b>Advanced/Dual Credit</b>	<b>Regular</b>	<b>Basic</b>
100	6	5	4
90	5	4	3
80	4	3	2
70	3	2	1

To calculate a weighted GPA, you must use the weight given as the highest weight for a grade of 100. In order to determine the weight of a 94 in an Advanced level class, you would use a 5.4 for that weight. For the weight in a regular class, a 100 would be a 5.0, a 92 would be a 4.2, and an 85 would be a 3.5. Each semester’s weighted grade is averaged cumulatively beginning in the 9<sup>th</sup> grade.

**Transfer Credit:** A student who transfers into the District high school with higher-level course credits shall receive similar credits counted toward the grade point average according to the list of higher-level courses offered in the District and the grade point scale used for credit earned in the District.

Students transferring into the District shall receive the numerical grade that was earned in courses at another school.

Transfer letter grades shall be recorded as follows:

**Conversion Scale, High School Transfer and College Credit**

A	95
B	85
C	75
D	70
F	60

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

## COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and college in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievements Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT

\*Beginning students who entered with ninth graders in the 2014–15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2017 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the university through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

[See also **Class Rank/Highest Ranking Student** on page 36 for information specifically related to how the district calculates a student's rank in a class.]

## CLASS SCHEDULES

Class schedules are compiled based on the request of the student. Schedule changes will be made for students enrolled in a course in which they already have credit; otherwise it will be made on limited bases.

After the first 15 days of class, schedules will not be changed unless approved by the majority of a committee consisting of student or parent, administrator, counselor, and the teacher. A schedule change will be made only if the request is approved. A student must attend a class 90% of the days it is offered to receive credit.

## **COLLEGE CREDIT COURSES**

Students in grades 9-12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement(AP), or International Baccalaureate(IB), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with TXVSN and other community colleges, technical schools, and universities.
- Certain CTE Courses
  - All of these methods have eligibility requirements and must be approved prior to enrollment in the course.
  - Please see the counselor for more information.
  - It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

In addition to the programs offered by the District, students in grades 11-12 have opportunities to earn college credit through a state accredited institution of higher learning. The student will be responsible for paying the tuition and cost of books if they do not maintain a minimum grade of 70 in the classes or drop a course. Payment will be charged at the end of the semester. In addition, any grades of less than 70 in any college course will deny enrollment in subsequent classes. To receive credit for high school coursework a minimum numerical average of 70 must be earned. Junior and Senior students eligible to take these courses must meet college entry requirements, must have an overall average of at least 85 and must have passed a college placement/entrance exam. All students must pass each State Assessment test administered at the previous grade level (10<sup>th</sup> and 11<sup>th</sup>). Parents and students should visit with the Campus Counselor for additional information.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint from within the timelines established in policy FNG (LOCAL). In general, all parent complaints should be brought initially to the teacher involved or the Campus Principal within ten (10) days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or Campus Principal.

The Principal will schedule a conference with you and give you an oral response within seven (7) days after the conference. If the concern is not resolved, you will also have an opportunity for a conference with the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees to consider the matter at a scheduled board meeting.

Individual trustees cannot respond to the parent complaints beyond referring the matter to the administration. Furthermore, the Board of Trustees will permit complaints to be heard in the public comment or open forum portion of the Board meetings; however, no action can be taken at that time. In order for the Board to take any action on a complaint, you must follow the standard complaint policy at FNG(LOCAL) available on the district website at [www.onalaskaisd.net](http://www.onalaskaisd.net) or at the Superintendent's office.

## **CONDUCT**

### **Applicability of School Rules**

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

### **Disruptions of School Operations**

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.

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

### **Social Events**

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

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Permission forms are required for out of school guest attending events as a date. Forms will be available at the front office. Campus approval will be required on the submitted forms.

### **CORRESPONDENCE COURSES**

The District permits Junior and Senior students or students within one year of graduation to take correspondence courses – by mail or via the Internet- and, only from Texas accredited programs for credit towards high school graduation. Please consult with Campus Counselor for a list of Texas accredited programs.

Prior to enrollment in correspondence courses, a student shall make written request the Principal or designee for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation.

A student may earn a maximum of 2 state-required credits through correspondence courses.

The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances.

[For further information, see policies at EEJC.]



## **COUNSELING**

### **Academic Counseling**

The school counselor is available to students and parents to talk to about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

### **High School Grade Levels**

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic, financial aid, housing, and scholarships as these relates to state colleges and universities. The school counselor can provide information about the workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment to do so, or in certain circumstances and availability, the Campus Counselor will permit walk-ins. [Also see **Suicide Awareness** on page 93.]

## **COURSE CREDIT**

A student in grades 9-12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two semester [1 credit] course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

### **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policy EEJA(LOCAL).]

### **CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction, i.e., for advancement, or to accelerate to the next grade level. The dates on which exams are scheduled will be released by the campus. The exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

A student will earn credit with a passing score of at least 80 on the exam. Depending on the student's grade level and course for which student seeks to earn credit by exam, an end of course assessment (EOC) may be required for graduation.

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date [For further information, see EHDC.]

### **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

## **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a relationship or marriage with the person committing the offences. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student, the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Discrimination**

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

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

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

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic

and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

If you or your child has a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee, do not hesitate to contact the Campus Principal. We will listen to your concern and conduct a prompt investigation. We will also look into reports that other students have been sexually harassing your child at school or school activities and take appropriate disciplinary action according to the requirements of the ***Student Code of Conduct***.

Although we will provide you with a general report of the results of our investigation of sexual harassment complaints, the same federal law that protects the confidentiality of information about your child protects the confidentiality of the information about the student you reported for investigation. In other words, we will not disclose to you the actual discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation as well as the general action taken in response if there is a finding of wrongdoing on the employee's part.

Your child's Principal can give you a copy of the entire sexual harassment policy and complaint process and will be glad to answer any questions you may have about this subject.

### **Retaliation**

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishment or unwarranted grade reduction. Unlawful retaliation does not include petty slights or annoyances.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) and (EXHIBIT) for the appropriate district officials to whom to make a report.

## **Investigation of Report**

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

If law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Federal Educational Records and Privacy Act (FERPA).

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

## **DISTANCE LEARNING**

Distance learning includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as satellite, Internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or distance learning course that is not provided through the Texas Virtual School Network (TxVSN), as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

### **Texas Virtual School Network (TxVSN)**

The Texas Virtual School Network (TxVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass no play" rules [Also see **Extracurricular Activities, Clubs, and Organizations** on page53.] In addition, for a student

who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have any questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made by the campus principal, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to the parents of middle and high school students at least once a year. If you do not receive a copy or have question about this policy, please contact the campus at (936)646-1020

## **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR DOCUMENTS**

**School Materials:** Publications prepared and published as part of a school's journalism or language arts program are under the control and supervision of the administration and the Board of Trustees. Publications prepared by and for the school may be posted or distributed, with the prior approval of the Campus Principal, sponsor, or teacher. The Campus Principal has final approval authority on all materials published or distributed in the name of the school. Such items may include school posters, brochures, flyers, etc.

### **Non-school Materials**

#### **From Students**

Students must obtain prior approval from the Campus Principal before selling, posting, circulating, or distributing written materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within 2 school days of the time the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students may appeal to the Superintendent, who will decide within 3 school days. The Superintendent's failure to respond is interpreted as disapproval, and students may appeal to the Board of Trustees by making a written request for the Board to consider the Superintendent's decision at the next regular Board meeting.

Each campus has an area in the school where non-school publications or materials that have been approved by the Campus Principal can be made available to students. Students are not permitted to distribute non-school publications or materials in the classroom or hallways.

Any student who posts non-school material, sells, circulated, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the ***Student Code of Conduct***. Materials displayed without the Campus Principal's approval will be removed.

**Non-school Materials...from others:** Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with

the District, except as permitted by policies at GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Campus Principal for prior review. The Campus Principal will approve or reject the materials within 2 school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policies at DGBA, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

The District's Dress Code is established to teach grooming and hygiene, prevent disruption, instill discipline, and minimize safety hazards, and teach respect for authority. Also, to be a reflection of the pride and responsibility we have in representing our school, parents, and community. All students must follow dress code on both campuses whether during or after the school day.

The District's Dress Code applies to **all** students while on any and all District property during school and at any and all school-related and school-sponsored events, including at other school districts and locations. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the Campus Principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The intent of this code is that student dress and grooming will not distract, disrupt, interfere, or otherwise limit the effectiveness of school activities. While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. Additions, deletions or clarification of the dress code policy may be made as deemed necessary by the administration.

### **Girl's Dress Code**

1. Girls must be fully clothed or covered. No halter, tank, midriff, or see-through tops/blouses will be allowed on students in the school. Sleeveless attire should not be of a revealing nature.

2. Shirts and blouses must not be low cut in front or back nor shall they be open-waisted. They should be long enough to *cover* the waistline even when arms are raised. No part of the breast or the midriff should be exposed. Excessively long shirttails need to be tucked in.
3. Dresses, skirts, and shorts must not be excessively short in length. Hemlines should extend below the longest finger when the student's hand is held by her side. Leggings do not make an outfit appropriate.
4. Undergarments must be worn at all times.
5. Spaghetti strap and sundresses may be worn *as long as* a shirt or blouse is worn underneath.
6. Wind shorts, biker shorts, swimming type shorts, gym shorts, cheer shorts, or any other shorts which the administration deems inappropriate for school wear will not be permitted.
7. Any clothing that is intentionally or unintentionally torn or ripped may not be worn. Holes must be patched. Leggings or tights worn under torn garments are not considered an appropriate patch.
8. No visible writing on body or clothing of any kind.
9. Hair is to be kept clean, pinned out of eyes and presentable and worn in *acceptable styles*. Out of the ordinary/unnatural hair colors are not permitted.
10. Flip-Flops , shower shoes, house shoes or other footwear deemed inappropriate are not permitted. Shoes with metal taps or cleats are not allowed. Appropriate footwear must be worn at all times. Students may not wear shoes, which cause disruption or hinder the educational process. Specific shoes may be required for individual courses or events.
11. For dances/other events, regular school dress code applies unless it is advertised to be otherwise.
12. Headgear of any kind (caps, sweatbands, bandannas, sunglasses, hair rollers) is prohibited.
13. No visible body piercing or tattoos. Tattoos must be fully covered at all times. Tongue/facial piercings are not allowed.
14. Students wearing garments with straps (i.e. over-alls, etc.) must keep both straps fastened.
15. Hooded sweatshirts must be worn with the hood down.
16. No pajamas or sleepwear.
17. No yoga, leggings or excessively tight fitting pants (i.e. jeggings )



## **Boy's Dress Code**

1. Boys must wear shirts, which extend below the belt/hip line. Shirttails shall be tucked inside the pants/shorts. Examples of shirts that may be worn outside are square cut on the bottom.
2. Sleeveless shirts, muscle shirts or tank tops may not be worn.
3. See through shirts may not be worn at any grade level.
4. Belts must be kept buckled.
5. Students wearing garments with straps (i.e. over-alls, etc.) must keep both straps fastened.
6. The waistbands of pants/shorts may *not* be worn below the top of the hipbones. This includes oversized “baggies” or “skinny jeans”. No sagging.
7. Wind shorts, biker shorts, swimming type shorts, gym shorts, or shorts that the administration deems inappropriate will not be permitted.
8. No visible writing on body or clothing of any kind.
9. Shorts must extend below the longest finger when the student’s hand is extended to the side.
10. Any clothing that is intentionally or unintentionally torn or ripped may not be worn. Holes must be patched appropriately.
11. Flip-Flops , shower shoes, house shoes or other footwear deemed inappropriate are not permitted. Shoes with metal taps or cleats are not allowed. Appropriate footwear must be worn at all times. Students may not wear shoes, which cause disruption or hinder the educational process. Specific shoes may be required for individual courses or events.
12. Facial hair, such as mustache, beard or goatee, is not allowed. Sideburns must be trimmed to the bottom of the earlobe.
13. Hair should be styled and worn in such a way as not to interfere with the instructional program. Out of the ordinary/unnatural hair colors are not permitted. Hair should not be any longer than the top of the shirt collar, the eyebrows, or on the ears. Ponytails and Mohawks are not permitted. Initials or logos carved into the hair are not permitted. The hair should be clean at all times. The hair policy is for boys *at all grades*.
14. Boys – at any grade level – may not wear any ear ornaments.
15. For school dances/events, regular school dress code applies unless it is advertised otherwise.
16. Headgear of any kind (caps, sweatbands, bandannas, sunglasses, hair rollers) is prohibited on campus.

17. No visible body piercing or tattoos. Tattoos must be fully covered at all times. Tongue/facial piercings are not allowed
18. Hooded sweatshirts must be worn with the hood down.
19. No pajamas or sleepwear.

A student who violates the dress code will be given the opportunity to correct the problem at school the first time. All subsequent dress code violations will be corrected and will result in a disciplinary consequence. An inappropriate article of clothing must be replaced before the student can attend class. The replacement article must meet the requirements of the school's dress and grooming code. If not corrected, the student will be sent to ISS for the remainder of the day. Repeated violations may result in more severe consequences. Any time away from school for dress code violations will be unexcused.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Telecommunications Devices, Including Mobile Telephones**

Students are not permitted to possess telecommunications devices, including mobile telephones during the instructional day (7:15 a.m. to 3:05 p.m.) including during all State testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school is strictly prohibited during the instructional day. Students participating in an extracurricular activity are also not permitted to use any mobile devices.

A student who uses a telecommunications device during the school day will have the device confiscated. See chart below for related discipline fees and actions.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

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

**Students who use their cell phone at school to circumvent the office (ie. Call home sick, etc.) will be subject to disciplinary actions whether or not the cell phone was seen.**

Student cell phones or other electronic devices are not allowed on field trips.

#### **Electronic Device Offense Consequences**

1 <sup>st</sup> Offense	\$15 Fine	Return to student
2 <sup>nd</sup> Offense	\$15 Fine	Parent must pick up
3 <sup>rd</sup> Offense	\$15 Fine	Hold for 1 week, parent must pick up
4 <sup>th</sup> Offense	\$15 Fine	Hold for 2 weeks, parent must pick up

5<sup>th</sup> Offense    \$15 Fine    Hold for 1month, parent must pick up

Refusal to comply with a confiscation request will result in ISS placement (3 days) being added to the listed consequences.

**Any disciplinary action will be in accordance with the *Student Code of Conduct*.**

### **Other Electronic Devices**

Except as described below, students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by personnel. [See **Searches** on page 86, and policy FNF]

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

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use. When students are not using the device for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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

### **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **Internet Safety/Education**

In compliance with the Children's Internet Protection Act (CIPA) and as required by Legal Board Policy

CQ (Legal), Onalaska ISD will develop and follow an Internet Safety plan that will protect and educate

the students and staff of Onalaska ISD. The following procedures and guidelines are in place at Onalaska

ISD:

1. Minor access to inappropriate and harmful materials will be controlled and monitored using District content filters.
2. Usage reports will be sent to principals upon request outlining Internet searches and websites visited.
3. Email use by students will be closely monitored by District staff.
4. Students and staff will be educated in only using their login credentials to gain access to District resources. At no time should someone else's login credentials be used.
5. All information and data pertaining to students will be protected and used in a responsible manner as so not to allow unauthorized access, use or dissemination.
6. Onalaska ISD will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites in chat rooms and cyber bullying awareness.

The following steps are in place to ensure compliance.

Onalaska ISD uses videos and lesson materials from [Netsmartz.org](http://Netsmartz.org) for grades K-6 which covers cyber safety and cyber bullying. The Elementary Counselor addresses these internet safety topics through designated "Counselor's Corner" time.

Onalaska ISD uses grade appropriate videos and lesson plans for grades 7-12 from [Netsmartz.org](http://Netsmartz.org) to educate students about cyber safety, online conduct, and cyber bullying. These lessons are done through English classes to ensure that every student is educated in this area.

Reports are accessible to District staff to show completion.

## **Unacceptable and Inappropriate Use of Technology**

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

Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child

<http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

[Also see **TEXTBOOKS, ELECTRONIC TEXTBOOKS, and TECHNOLOGICAL EQUIPMENT** on page 94.]

### **END –OF-COURSE (EOC) ASSESSMENTS**

[See **Graduation** on page58 and **Standardized Testing** on page91.]

### **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Expectations to this may only be made with the approval of the activity’s coach or sponsor. [Also see **Transportation** on page 98.]

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as Art Club, are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.] Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uilutexas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the TEA at (512) 463-9581 or [curriculum@tea.state.tx.us](mailto:curriculum@tea.state.tx.us).

[See <http://www.uilutexas.org> for additional information on all UIL-governed activities.]

In addition the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and cheerleading, JROTC and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or who has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Campus Principal. [For further information, see policy FP.]

### **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Campus Principal or designee at least 20 days before the event. [For further information, see policies at FJ and GE.] The district limits fund-raising drives to 2 events per year, per organization.

### **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activities such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

### **GRADE CLASSIFICATION**

After ninth grade, students are classified according to the number of credits earned toward graduation

Sophomore-6

Junior-13

Senior- 19

[See **Promotion and Retention** on page 81.]

## GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklists of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Also see **Report Cards/Progress Reports and Conferences** on page 83 for additional information on grading guidelines. See **Graduation** below, **Course Credit** on page 41, and **Standardized Testing** on page 90, for additional information regarding EOC assessments.

### Calculation of Grades at OJSH:

A standard grading scale will be used by all teachers for grading purposes on both daily and major assignments and to reflect student academic status anytime during a 9-week grading period. This standard grading scale is as follows:

A=100-90	B=89-80
C=79-70	F= 69-Below

Each 9 weeks, teachers will take at least 15 grades, with a maximum of 20, of which at least 3 are Major Assignments (60% grades).

Educators at Onalaska Junior-Senior High School should use these guidelines for assigning and grading student work.

Nine (9) weeks averages are to be calculated by adding 60% of the average of the student's Major Grades to 40% of the average of the student's Daily Grades. Each nine (9) weeks average counts 1/2 of the semester grade.

**Daily Assignments:** Homework, daily quizzes and other daily class work are examples of daily assignments. Homework should be designed to strengthen the learning of objectives and to enrich the classroom experience. Homework may be assessed in a variety of ways. At times, checking for completion is appropriate. At other times, a complete analysis of procedure, content, and/or correct answers is appropriate.

**Major Assignments:** All major assignments will be announced at least 2 days in advance. Students will be informed of the content to be covered on all tests. Examples of major



assignments are:

- Tests
- Special activities or projects (notebook, lab, artwork)
- Skill assessments (essays, performances, presentations)
- Long-term assignments (extended papers or research projects)

**Late Work:** Late work is any assignment not turned in or presented at the assigned date and time. Teachers must notify students how many days after the due date assignments will be accepted. Students will receive disciplinary action for any work that is not returned.

**Extra Credit Work:** Extra credit may be given at a teacher's discretion, but is not required. If a teacher makes extra credit available to one student, then the teacher must give all students in the same course the opportunity for extra credit. It must apply equally to all students. Extra credit will not replace missing assignments or poor grades for an individual student. Major grades cannot be dropped. Extra credit will not be used to the extent that the grade does not accurately reflect the academic achievement of a student.

Also see **Report Cards/Progress Reports and Conferences** on page 83 for additional information.

## **GRADUATION**

### **Requirements for a Diploma for Students Enrolled in High School Prior to the 2014-2015 School Year**

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end of year [EOC] assessments or approved substitute assessments, unless specifically waived as permitted by state law.

Also see **Standardized Testing** on page 90 for more information.

### **Requirements for a Diploma Beginning with the 2014-2015 School Year**

Beginning with students who entered grade 9 in the 2014–15 school year, as well as any currently enrolled high school student who decides to graduate under the new foundation graduation program, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

### Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

Also see **Standardized Testing** on page 90 for more information.

### Graduation Programs

For students who were enrolled in high school prior to the 2014-2015 school year, the district offers the graduation programs listed. Students enrolled in high school prior to the 2014-2015 school year also have the option to pursue the foundation graduation program as described below. Note that permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

All students who were enrolled in high school prior to 2014-2015 school year must meet the following credit and course requirements for graduation under the programs listed or may choose to pursue the foundation graduation program as described on page

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
Science	2or 3	4	4
Social Studies	3 or 4	4	4
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1	1	1
Electives	6.5 credits	5.5 credits	4.5 credits
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>	<b>26 credits</b>

A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

### **Minimum High School Program**

Permission to graduate under the minimum high school program must be agreed to in writing and signed by the student, student's parent (or other person standing in parental relation to the student), and a school counselor or school administrator.

Under HB 3, to graduate under the minimum high school program, students must:

- be at least 16 years of age;
- have completed 2 credits required for graduation in each subject of the foundation curriculum; or
- have failed to be promoted to the 10<sup>th</sup> grade one or more times as determined by the school district.

### **Foundation Graduation Program**

Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under a new program called the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student's transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on page 60. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student's desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student's diploma and transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy; in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam, which are national exams; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to that student. See the school counselor for additional information.

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of credits Foundation Graduation Program</b>	<b>Number of credits Foundation Graduation Program with an Endorsement</b>
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies including Economics	3	3
Physical Education **	1	1
Language other than English***	1	1
Fine Arts	1	1
Locally required courses		
Electives	5	7
Miscellaneous		
<b>Total</b>	<b>22 credits</b>	<b>26 credits</b>

\*In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student’s transcript and diploma and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the four mathematics credits.

\*\*A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*\*Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

\*\*\*\*A Student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

### **Personal Graduation Plans for Students Under The Foundation Graduation Program**

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to

pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement. A student may amend his or her personal graduation plan after this initial confirmation. The school will send written notice of any such amendment made by the student to the student's parent.

### **Available Course Options for all Graduation Programs**

Information regarding the specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in the courses for the upcoming school year. Note that the district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities who require Special Education Services may be permitted to graduate under the provisions of his or her IEP and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, if that program is applicable based on the school year in which the student entered high school, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternate assessment is more appropriate. STAAR Alternate 2 is the alternative assessment currently allowed by the state [See **Standardized Testing pg. 90** for additional information].

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area.

**Early Graduates:** To be eligible to graduate early, a student shall complete all coursework and exit-level testing required of the ninth (9<sup>th</sup>) grade class in which he or she begins high school.

***Early Graduates Shall NOT Be Eligible for Valedictorian or Salutatorian***

**Valedictorian and Salutatorian:** The Valedictorian and Salutatorian shall be the eligible students with the highest and second highest ranking as determined by the District's class ranking procedure described in this policy. To be eligible for Valedictorian or Salutatorian honors, a student must have been continuously enrolled in the District for the 2 years preceding graduation.

**Conduct:** To qualify to give the Valedictorian or Salutatorian speech, a student shall not have engaged in any serious misconduct violation of the ***Student Code of Conduct***, including removal to a DAEP, a suspension, or expulsion during his/her last 2 semesters.

**Ties:** In case of a tie in weighted grade averages among the top ranking students, the following methods shall be used to determine who shall be recognized as Salutatorian or Valedictorian:

1. Computing the weighted grade average to a sufficient number of decimal places until the tie is broken; or
2. Comparing the students' scores on college entrance tests, if all the tying students have taken the same tests.

**Honor Graduates:** District honor graduates shall include:

1. Students who graduate in the top ten percent (10%) of their class.

**Top Ten Percent:**

[See **College and University Admissions** on page 37.]

Eligibility standards required for the local procedure for determining Valedictorian and Salutatorian (or other local honor positions) shall not apply to the procedure for

determining the top ten percent (10%). The grade point average shall be reported on the student's transcript and made available in accordance with the application deadline for the college or university when requested by the student.

Students and parents should contact the Junior-Senior High School Counselor for further information about the application process and deadlines.

### **Graduation Activities**

Graduation exercises are held at the end of the school year. Only those students who have completed OISD requirements for receiving a diploma are eligible to participate in graduation exercises. All students who have completed all graduation requirements, whether in 3 years or 4 years, are eligible to participate in graduation exercises.

**Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed from the ceremony.**

Graduating students who were assigned to the District's Alternative Education Program through the end of school year and successfully completed their term of assignment in the AEP without further disciplinary action will be allowed to take part in graduation ceremonies.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the jurisdiction of the administration, which will exercise editorial review and approval of the speeches and other comments to be delivered by the students.

**The administration has the authority to deny or revoke this privilege for disciplinary reasons.**

Disruptive student behavior during the graduation ceremony may result in charges being filed with the appropriate law enforcement authority and/or the withholding of official Academic Achievement Records until satisfactory community service is completed after the date of graduation. Graduation ceremonies may be halted and/or cancelled by the administrator in charge if student or crowd control issues become problematic.

### **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are valedictorian and salutatorian will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the last two semesters, he or she will not be eligible to speak at graduation. The campus principal must receive a copy of the speeches one week prior for approval purposes.

Students eligible to give the opening and closing remarks will be notified by the principal.

In addition to the opening and closing remarks, the top 10% honor students may also have speaking roles at the graduation ceremony.

[See FNA(LOCAL).]



## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 54.]

## **Scholarships and Grants**

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program, for as long as those programs are in place or who complete the foundation graduation program, may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]
- Contact the counselor for information on other scholarships and grants available to students.

## **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 43.]

## **Hazing**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent. [Also see **Bullying** on page 33 and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **Student Illness**

When your child is ill, please contact the school to let us know he or she will not be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrhea must stay home until they are diarrhea free without diarrhea free without diarrhea-suppressing medications for at least 24

hours. A full list of conditions for which the school must exclude children can be obtained by the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or local/regional health authority. The school nurse can provide information from the TDSHS on these notifiable conditions.

Contact the school nurse if you have any questions or if you are concerned about whether or not your child should stay home.

### **Bacterial Meningitis**

State law requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the symptoms?

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

Children (over 2 year old) and adults with meningitis commonly have a severe headache, high fever and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, coughing, or sneezing).

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

- How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can help stop the spread of the bacteria. It's a good idea not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 12, and state guidelines recommend this vaccination be administered between 11 and 12, with a booster dose at 16 years if age. Also note that entering college students must show, with limited expectation, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education.

Also refer to **Immunizations**, on page 70, for more information.

### **Food Allergies**

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

Also see policy FFAF and **Celebrations** on page 35.

## **Physical Activity Requirements**

### **Junior High/Middle School**

In accordance with policies at EHAB, EHAC, EHBG,(and FFA), the district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

### **Lice Policy**

According to Texas law, a child must be sent home from school if live lice are found in their hair. In addition, for added health and safety reasons, Onalaska ISD does not allow students who have live lice and/or nits to be in attendance at school.

### **School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from the Campus Nurse. The duties of the SHAC range from recommending curriculum to develop strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness.

[See also policies at BDF and EHAA. **Human Sexuality Instruction** on page18, for additional information.]

### **Student Wellness Policy/Wellness Plan**

Onalaska ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Onalaska Jr/Sr High Campus at (936)646-1020 with question about the content or implementation of the district's wellness policy and plan.

### **Other Health-Related Matters**

#### ***Physical Fitness Assessment***

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

#### ***Vending Machines***

The district has adopted the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines see the Food Service Director. [See policies at CO and FFA.]

### ***Tobacco Prohibited***

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of tobacco product, including electronic cigarettes or any other electronic vaporizing device by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with Federal and State law governing asbestos in school buildings. The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the OISD Administration office. If you have any questions, please contact the Director of Maintenance for OISD.

### ***Pest Management Plan***

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance for OISD.

## **HOMELESS STUDENTS**

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she

meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

[See also **Credit by Examination for Advancement/Acceleration** on page 41, **Course Credit** on page 41, and **Homeless Students** on page 69 for more information.]

For more information on services for homeless students, contact the homeless education liaison, Robyn Thornton at 936-646-1020.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, rubella: (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor’s opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

As noted at Bacterial Meningitis, entering college students must also, with limited exception furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policies FL(LLEGAL) and GRA(LLEGAL).]

## LEAVING CAMPUS

Students will be allowed to leave school during the school day only with the permission of the Principal or someone in the Principal's office who has been given the authority to release students. Parents **cannot** go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone other than school personnel. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the Principal's office and sign the child out. Valid picture identification will be required in order to check the student out. The teacher will send the child to the Principal's office, and she/he will be released to you at that time. A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the Principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the Principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus Principal to schedule a conference about your situation.

Any student wishing to leave campus/check-out during the school day must provide the campus administrator with a note signed by the student's parent. Parents will be contacted to verify the validity of the note.

All students leaving or arriving at the campus any time after the tardy bell or before release bell, must report to the office to obtain permission to sign in/out. Any students who do not sign in or out through the office will be written up for skipping school.



## **Letter Jacket Policy**

Athletes who participate in more than half of the varsity games at Onalaska in any given sport will be eligible for varsity status. No freshman may get a letter jacket for athletics. Student must play same sport for two years with at least one of those years being varsity level.

Cheerleaders who are a member of the varsity cheerleading squad for a period of 2 years or who will be a senior at the varsity level will be eligible for a letter jacket. A cheerleader who is removed from the squad in mid-year is ineligible to receive a year of varsity cheerleading credit. No freshman may get a letter jacket for cheerleading.

Band students are eligible for a letter jacket if they are active members of the high school band for a period of 2 years as a high school student. No freshman may get a letter jacket for band.

Participation in UIL academic contests at the regional and state level will qualify a high school student for a letter jacket, or 2 years participation in UIL academic contests will qualify a high school student for a letter jacket. This includes OAP, speech/debate. No freshman may get a letter jacket for academic contests.

Students must complete the entire school year and/or season in order to receive participation credit for letter jackets.

## **LANGUAGE LEARNERS (All Grade Levels)**

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible. In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for service and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR L, as mentioned at **Standardized Testing** on page 90, may be administered to an English language learner, or, for a student up to grade 5, a Spanish

version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services. If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

### **Lost, Damaged, or Stolen Personal Items**

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

### **MAKEUP WORK**

#### **Makeup Work Because of Absence**

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

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

A student will be permitted to make up tests and to turn in projects due in any6 class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Make-up work is available to all students. If a student is absent from school for 3 or more days, the parent must call the school by 9:00 a.m. to request make-up work. The work may be picked up in the front office by 2:00 p.m. that afternoon. If contact is not made by 9:00 a.m., work will not be ready for pickup until the next day.

Students shall receive credit for satisfactory make-up work after an excused absence, but may receive disciplinary action for any assignment not made-up within the allotted time make-up work may be of an altered version to assess what the student has learned. Teachers may assign alternative work to assure that students who have been absent have the opportunity for mastery of objectives.

A student is required to make-up all assignments missed while absent. It is the student's responsibility to find what work has been missed when returning from an absence. A grace period equal to the number of days missed is allowed for make-up work. For example, a

student absent on a Thursday and Friday, and returning on Monday, would have two (2) school days to make-up missed work. This length of time may be extended at the teacher's discretion. Extended absences due to lengthy illness or emergency are handled on an individual basis.

Students who anticipate being out of the classroom (school activity, doctor appointment, etc.) should make prior arrangements with the teacher for making-up missed work.

If an incomplete grade is given, students have 7 calendar days to complete the requirements for the grading period. For eligibility purposes, the student is ineligible until the grade is assigned. If the requirements are not met in the specified 7 calendar days, the student will be given the earned grade.

### **DAEP Makeup Work**

#### **Grades 9-12**

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

#### **In-school Suspension (ISS) Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

### **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

We keep commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like in the nurse's office. Nurses or authorized personnel will administer these medications according to the labeled instructions if you make a written request to the nurse, providing the same basic information as is required

for administering prescription drugs, of if you complete the permission form supplied by the nurse.

If your child has asthma, unique medical conditions, or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the Campus Principal or designee, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

### **Psychotropic Drugs**

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

"Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. [For further information, see policies at FFAC.]

### **Messages**

Notes and messages from parents will be delivered to the student in a manner that causes the least amount of class disruption. Class time will not be interrupted to deliver a note, unless it is deemed an emergency by the administration.

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, and required by law, Onalaska I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

The following District staff members have been designated to coordinate compliance with these legal requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex for the school district is the Superintendent, whose office is located at 134 N. FM 356, Onalaska, Texas, and who can be reached by telephone by calling (936) 646-1000.
- The Section 504 Coordinator, for concerns regarding discrimination on the basis of disability for the school district is the Superintendent, whose office is located at 134 N. FM 356, Onalaska, Texas, and who can be reached by telephone by calling (936) 646-1000.

- For all other concerns regarding discrimination see the Superintendent, whose office is located at 134 N. FM 356, Onalaska, Texas, and who can be reached by telephone by calling (936) 646-1000.

### **Parent Portal**

Connect is a parent portal application that provides parents and guardians Web access to the current school-related information about their students, including attendance, grades, and assignments. Connect works in conjunction with Grade book, our classroom management system used by teachers to maintain and post student data. The recommended operating system is Microsoft Windows XP or higher. The recommended browser is Internet Explorer 8.0 or later.

## **PHYSICAL/PSYCHOLOGICAL EXAMINATIONS / HEALTH SCREENINGS**

### **Psychological Examinations**

We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect.

### **Physical Examinations/ Health Screenings**

#### **Athletics' Participation**

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Also see policy FFAA.

#### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to Kendall Todd, Athletic Director to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 18.]

State law requires one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

### **PRAYER and MEDITATION**

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

### **Prom (Junior and Senior)**

The Junior-Senior Prom is a school-sponsored activity hosted by the Junior Class and the Junior Class Sponsors. The students that may attend are Onalaska High School Juniors and Seniors and their dates. Any non-OHS date must be approved by OHS administration at least 2 weeks prior to the prom date, and that person is to comply with the prom dress code.

### **OJSH Homecoming & Prom Royalty Requirements**

#### **Students running for royalty must:**

- Must be currently enrolled in 9-12<sup>th</sup> grade at Onalaska Jr/Sr High School
- be currently academically eligible in ALL classes
- have less than 3 disciplinary write-ups for the current school year (tardiness not included)
- not be in ISS, AEP, or Suspended

Permission forms are required for out of school guest attending events as a date. Forms will be available at the front office. Campus approval will be required on the submitted forms.

### **OJSH Homecoming & Prom Information**

#### **Homecoming/Prom Activity Attendance:**

- Students who get in trouble during homecoming activities or during Homecoming week will NOT be allowed to attend the activities or dance and there will be no refund of ticket price.
- Students currently in ISS, AEP, Suspended or Expelled MAY NOT attend ANY of the homecoming activities, dance or prom.

#### **Homecoming Dance Attendance:**

- ONLY high school students (grades 9<sup>th</sup>-12<sup>th</sup>) may attend homecoming dance.
- Dates of high school students may NOT be any student under the 9<sup>th</sup> grade.....NO Jr. high or elementary students

**Prom Attendance:**

-Dates of Jr/Sr students may NOT be any student under the 9<sup>th</sup> grade.....NO Jr. high or elementary students

**Out of school dates/guests: (Homecoming & Prom)**

-“Guest Information Form for School Activity” sheet must be filled out...completely & returned to Principal by specified date.

-limit of ONE guest per student

-NO dates may be over the age of 20 yrs. old

-NO family members or relatives as dates.

-date from another school: photo school ID & DL

-date graduated or out of school: copy of DL or letter

-ALL school rules will apply at the homecoming dance/prom. If your date is from another school or out of school....he/she will follow the school rules, including dress code.

-ANY infraction of rules by your or your date will result in you both being removed from the dance/prom. If you are removed from the dance you will not receive a refund for your tickets.

**Homecoming Dance/Prom Dress:**

-Dress is semi-formal: NO blue jeans, shorts, t-shirts, sweats, tennis or flip-flop type shoes

-No bare mid-riffs.

- Strapless, spaghetti strap, and backless dresses will be allowed, so long as they are not indecent.

-All other dress code rules remain in effect.

\*\*\*\*\*ALL final decisions concerning dress code issues will be at the judgment of the school administration.



## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state mandated assessment, and any other necessary academic information as determined by the district. In addition, at certain grade levels a student – with limited expectations –will be required to pass the State of Texas Assessment of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STARR. Promotion is based on the following:

Students missing in excess of 18 days are required regain attendance credit as outlined by the campus principal and/or the attendance committee or be retained.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end of course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

[See **Standardized Testing on** page 90.]

A student in grades 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instructions before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designated to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

In grades 7-8 promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 in Language Arts and Math and an overall average of 70 on a scale of 100 in Language Arts, Math, Science, and Social Studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the STAAR test, if the student is enrolled in a public Texas school and is a Texas resident during the week that the STAAR test is administered the first time.

- In order to be promoted to grade 6, students enrolled in grade 5 must pass state mandated test on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

In addition to the above state standards, local standards will require students in grades 3, 4, 5, 6, 7, and 8 to pass both the Math and Reading STAAR at the current grade level to be promoted to the next grade level.

Parents of a student in grade 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the Campus Principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the Campus Principal, Campus Counselor, or Special Education Director.

Parents of a student at or above grade level 3 who does not perform satisfactory on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the Campus Principal or other administrator. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student. For information related to the development of personal graduation plans for high school students, see **Personal Graduation Plans for Students Under the Foundation Graduation Program** on page 61.

### **High School Grade Levels**

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or

grade-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credit earned. [Also see **Grade Level Classification** on page 55.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on Page 58 and **Standardized Testing** on page 90 for more information about EOC assessments.]

In secondary grades 9-12, students receive credit for a course when they have met all the state and local requirements for that credit. Grade-level advancement for students in grade 9-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall semester.

9 <sup>th</sup> grade (Freshman)	
10 <sup>th</sup> grade (Sophomore)	6 credits
11 <sup>th</sup> grade (Junior)	13 credits
12 <sup>th</sup> grade (Senior)	19 credits

#### **RELEASE OF STUDENTS FROM SCHOOL**

[See **Leaving Campus** page 72.]

#### **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 9 weeks.

At the end of the first three weeks of a grading period parents will receive a written progress report. If the student's grade is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Parent and Family Engagement** on page 20, for how to schedule a conference.]

Report cards and progress reports issued to students in grades K-6 must be signed by the parent and returned to the school.

Teachers follow grading guidelines that have been approved by the principal or superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 56.]

**Questions about grade calculation should first be discussed with the teacher;** if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 42.]

## **SAFETY**

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

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

### **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### **Drills: Evacuation, Severe Weather and Other Emergencies**

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

### **Emergency Medical Treatment and Information**

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

### **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency.

Onalaska I.S.D. has an automated calling system set-up to alert staff, parents, and students of emergency situations when applicable and serviceable.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

## **SCHOOL FACILITIES**

### **Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning **no earlier than** 7:15 a.m.

- OJSH Cafeteria

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

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

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

### **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however disclosure of students eligibility may be without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for

free and reduced price meals or free milk. See the school campus to apply for free or reduced price meal services. State and federal laws, as well as board-adopted policies, define when, where, and by whom competitive foods, which are foods not sold as part of the regular meal program, can be served or sold on school premises during the day. [For more information, see policies CO(LEGAL) and FFA (LOCAL).]

As per state guidelines students are not permitted to share food.

### **Library**

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a librarian. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the Librarian, Teacher, or the Campus Principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

### **Meetings of Non-curriculum-Related Groups**

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

### **SEARCHES**

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

### **Students' Desks and Lockers**

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent may be notified if any prohibited items are found in the student's desk or locker.

### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF (LEGAL) and **Electronic Devices and Technology** Resources on page 50 for more information.]

### **Vehicles on Campus**

A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Vehicles parked on district property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student.

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

[For further information, see policy FNF(LOCAL).]

### **Drug-Testing**

At the beginning of the 2015-2016 school year, **all** eligible students will be drug tested. Thereafter, all students who wish to participate in extracurricular activities or drive a vehicle on campus at the District must submit to the regulations of the Drug Testing Program. Any student who does not participate in an extracurricular activity may voluntarily choose to participate in the program. A minimum of ten (10) students per month, drawn from a pool of all students involved in the Drug Testing Program shall be tested on a random selection basis.

The Drug Testing Authorization Form must be signed by the student and his/her parent or guardian.

A laboratory contracted by the District shall be in charge of the testing procedures and analysis process. Accepted immunological screening procedures and confirmation techniques shall be used before positive results are reported.

Each student selected shall be required to provide a sample upon request.

After student numbers are drawn, they shall be placed back in to the pool.

Students refusing to be tested shall not be allowed to represent the District in any school-sponsored activity. After a 30-day waiting period, if the student wishes to participate, he or she must be tested with negative results.

Drugs for which testing shall be conducted:

- Methamphetamines
- Cocaine
- Alcohol
- Marijuana
- Opiates
- PCP
- Other illegal drugs and controlled substances

**Random Testing:** All students in the Drug Testing Program in grades 7-12 shall be placed in a pool making them eligible for random testing during the entire school year. A predetermined number of the participant's names shall be randomly selected each month.

They shall be required to submit a sample immediately upon request. All specimens shall be collected adhering to strict chain of custody procedures.

A student wishing to contest positive test results may, at his or her own expense be retested, within seven (7) days, by a certified testing company approved by the District.

The testing company shall submit test results to the Superintendent/or designee who shall notify the appropriate principal, director, and/or sponsor in writing.

Noncompliance by any student with the above testing procedures shall be considered a violation of this policy. Noncompliance shall be reported to Campus Principal, director, and/or sponsor.

Any student who refuses to be tested shall be referred to the Campus Principal, director, and/or sponsor for removal from all extracurricular activities. The student's parent/guardian shall be notified of the student's refusal to be tested and of the consequences of that refusal.

The collection and coding of specimen samples shall be executed in a manner insuring total confidentiality and proper identification. All specimens shall be collected by at least 2 personnel, trained by the testing company, and may include principals, coaches, nurse, directors, or counselors.

Test results shall be known only by the student, parent/guardian, director and/or sponsor, Campus Principal and Superintendent or designee.

All test results shall be destroyed when the student completes his or her enrollment in the District. Test results are not transferable to another school.

All offenses are cumulative for a student's junior high school and high school career.

The following disciplinary measures shall be taken for any student testing positive:

**First Offense**

Procedures:

1. Notification of parent/guardian to set-up a conference for discussion of the student's positive test results and the consequences.



2. This conference may include the student/parent/guardian, principal, and the student's director or sponsor.

Sanctions:

1. Suspension from all extracurricular programs for a minimum of 30 calendar days. The student shall remain in the program but shall not participate in after-school practices or contests.
2. To qualify for reinstatement, the student shall pass a drug test after the end of the suspension period.
3. Retesting may be required at each subsequent testing period for the remainder of his/her junior high school or high school careers.
4. The student shall attend mandatory school counseling for as long as the Campus Principal deems necessary. Any other drug education program shall be approved by the District and paid for by the student.
5. Approval of the Campus Principal, director and/or sponsor shall be required for reinstatement in to the program.

### **Second Offense**

Procedures:

1. Notification of parent/guardian to set-up a conference for discussion of the student's positive test results and the consequences.
2. This conference may include the student, parent/guardian, Campus Principal, and the student's director or sponsor.

Sanctions:

1. Suspension from all extracurricular programs for 1 calendar year.
2. Retesting may be required at each subsequent testing period for the remainder of his or her junior high school or high school careers.
3. To qualify for reinstatement, the student shall pass a drug test given after the end of the suspension period.
4. The student must complete a recognized drug education program approved by the District, at the student's own expense. A letter must be submitted from the respective counselor stating requirements for the program have been met. The letter shall be placed in the student's file.
5. Approval of the Campus Principal, director and/or sponsor shall be required prior to reinstatement in to the program.

### **Third Offense**

Procedures:

1. Notification of parent/guardian to set-up a conference for discussion of the student's positive test results and the consequences.

2. This conference may include the student, parent/guardian, Campus principal, and the student's director or sponsor.

Sanctions:

One (1) year suspension from all extracurricular programs.

If a student fails his or her drug test for the second time, that student shall be required by policy to complete an accredited drug education program before reinstatement shall be granted.

The drug education program the student attends shall be selected by the parents and the student. A letter from the counselor of the program shall be required as proof of completion. The parent shall be financially responsible for the drug education program. The District shall not pay for any drug education program.

The term "extracurricular" shall be understood to include, but not be limited to, the following activities:

**Sports:** Baseball, Basketball, Cross Country, Team Managers, Softball, Volleyball

**Arts:** Cheerleaders, Band, Choir

**Organizations:** FCCLA, FFA, JROTC, NHS, STUCO

**Miscellaneous:** All UIL Competitions, All Competitive Activities, Graduation Ceremony, Transfer Students, Driving on Campus, Dances, Senior Activities

[For further information, see policy FNF(LOCAL). ]

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, student who are diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus counselor.

## **STANDARDIZED TESTING**

### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her diploma and transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the

SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### **STAAR (State of Texas Assessments of Academic Readiness)**

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STARR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 81, for additional information.

STAAR-A will be available for eligible an student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education service, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee.

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

### **End-of-Course (EOC) Assessments**

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I, English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

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

A Student's ARD committee will determine whether successful performance on the assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

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STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Also see **Grading Guidelines** on page 56, and **Graduation** on page 57 for additional information.

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## **STEROIDS**

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

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

### **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit by examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student does only passes one semester of a two-semester course.

The district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Robyn Thornton, who has been designated as the district's foster care liaison at 936-646-1020 with any questions.

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

<http://www.texasuicideprevention.org/>

<http://www.dshs.state.tx.us/mhservices-search/>

## **SUMMER SCHOOL**

Summer School will be provided for identified students as needed.

## **TARDIES**

## **OJSH**

Students are considered absent after 8 a.m.

Students have 4 minutes in which to change classes and attend restroom needs. Permission will not be given for the restroom during instructional time unless there are extenuating circumstances.

One of our goals is to help prepare our students for their jobs and career. Included in this preparation is assisting them to be better organized, punctual, and responsible. Providing our students with the maximum allowable instructional time is the primary objective when expecting students to be punctual. Our hope is that all students will be in class on time.

If students are not in class when the morning bell rings for first period, they are tardy. Disciplinary procedures for a tardy are for each period. Teachers document and track tardiness for each class. Tardies are accumulated each semester; and each new semester takes the students back to zero tardies.

Tardy 1	Warning and documentation by the teacher
Tardy 2	Warning and documentation by the teacher
Tardy 3	Warning and documentation by the teacher
Tardy 4	Five days Detention Hall or Corporal Punishment (2)
Tardy 5	Five days Detention Hall or Corporal Punishment (2) Corporal Punishment (3) or ISS (3)
Tardy 6	Ten days Detention Hall or Corporal Punishment (3) or ISS (3)
Tardy 7+	(3) days ISS.

Students not attending afternoon detention will be assigned ISS.

### **TELEPHONE**

School Telephones may be used with permission from adult office staff for emergencies only. The office will take calls for students during the school day and messages will be delivered at the earliest convenience. **PARENTS, EMPLOYERS, AND FRIENDS ARE ASKED NOT TO CALL A STUDENT TO THE PHONE EXCEPT IN CASE OF AN EMERGENCY.** You will be asked the nature of the emergency and it will be at the discretion of the principal or designee as to whether it is an emergency that merits a student's removal from class.

### **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT AND ACCEPTABLE USE**

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

To prepare students for an increasingly technological society, the District has made an investment in computer technology for instructional purposes. We are steadily acquiring computers for school use and access to other instructional and research resources through

connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including installing any personal software on District equipment without approval of the Technology Coordinator.
2. Posting, distributing, or viewing threatening, racist, harassing, excessively violent, or obscene material.
3. Personal political use to advocate for or against a position or a candidate, except when the activity is to fulfill an assignment for class credit.
4. Tampering with anyone else's computer, files, or e-mail.
5. Forgery of messages or sending unsolicited junk e-mail.
6. Using the computer to violate the student code of conduct.
7. Using the computer for commercial activities or commercial gain.
8. Advertising for the purchase or sale of any product.
9. Posting of personally identifiable information of a student is prohibited. (i.e. first and last name, address, phone number, etc.)
10. Participation in chat rooms and newsgroups is prohibited (unless through the District provided website).

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's ***Student Code of Conduct***. A copy of the Onalaska I.S.D. in-depth User Agreement policy and procedures is available in each of the Campus Principal's office for your review.

A Student Agreement for Participation in an Electronic Communications System form can be found in the front of this handbook. This form must be completed and returned to the campus of each student by his or her parents or guardian.

Students and their parents should be aware that e-mail using District computers are not private and will be monitored by District staff. [For additional information, see policies at CQ.]

## TRANSFERS

The principal is authorized to transfer a student from one classroom to another.

**Inter-District Transfers** The Board delegates to the Superintendent the authority to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin.

A non-resident student wishing to transfer into the District shall file a Transfer Request Application with the Superintendent at Central Office by June 1 prior to the school year for which the transfer is requested. Any other requests shall be considered by the Superintendent on a case-by-case basis. Upon completion of the application, the Superintendent will review the submitted materials and approve or disapprove the request. If approved, the Superintendent will contact the parents and campus so the enrollment procedures may begin.

Resident students who become non-residents during the course of a semester may be permitted to continue in attendance for the remainder of the semester. After a review by the building Principal, a non-resident student may not be permitted to remain in attendance for the same reasons the District may deny a request for transfer. Children of non-resident District employees may be eligible to attend District schools in accordance with DEB(LOCAL).

Acceptance of a transfer request shall be conditioned on receipt of the discipline record of the student. No student may be allowed to transfer into the District if he or she has incurred an alternative education program placement or has been suspended or expelled for one or more days during the most recent school year. Recurring or persistent disciplinary problems may be sufficient reason for rejection of a transfer request.

A student may not be allowed to transfer into the District if his or her attendance record for the most current school year indicates less than 90 percent attendance.

Acceptance of a transfer may be conditioned on space availability. Transfers may be denied for space availability reasons upon advisement from the building Principal. Transfers may not be approved if:

- Enrollment reaches 23 in each classroom.
- Enrollment exceeds 85 per grade level, except as specifically approved by the campus Principal.
- This Transfer Policy is only for students in grades 7-12.

The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged.

The Board may waive tuition for a student upon written application by the student or parent or guardian, upon the recommendation of the Superintendent.

The District may initiate withdrawal of students whose tuition payments are delinquent.

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

[See **Safety Transfers/Assignments**, on page 19, and **Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 21, for other transfer options.]



## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the District Website.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Transportation Department at 936-646-1005

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

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

1. Follow the driver's directions at all times.
2. Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
3. Keep feet, books, instrument cases, and other objects out of the aisle.
4. Not deface the bus, van, or its equipment.
5. Not talk or laugh loudly.
6. Not put head, hands, arms or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
7. Not scuffle or fight.
8. Not use obscene and/or unacceptable language.
9. Not litter the bus or van.
10. Not disturb others.
11. Not eat, drink, or chew gum on the bus.
12. Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
13. Observe all usual classroom rules.

14. Be seated while the vehicle is moving.
15. Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
16. Not possess or be under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or a "look-alike" (something represented to be a prohibited substance).
17. Not distribute any promotional materials, flyers, handouts etc.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Should rules be broken or misconduct occurs which inhibits the safe, orderly transportation of students; consequences can include, but not be limited to:

1. Conference(s) with the student, Campus Principal, parents and/or bus driver.
2. Short or long term loss of bus privileges.
3. Filing of legal charges appropriate to the misconduct.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

#### **Changes in Transportation [Drop off and Pick Up Procedures]:**

A written note must be presented and approved by the front office in order to change a student's regular transportation method. No calls will be considered an acceptable form of notification.

#### **Student/Parent/Private:**

Parents are to drop off **Onalaska Junior-Senior High School** students before school on the west side of the school, which is in the back of the school by the Weight Room. Parents are to pick students up after school in the same area.

**Please do not pick students up in front of the Faculty or Student Parking lot. Please do not line-up before 2:55 p.m. to pick students up.**

#### **VANDALISM**

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

## **VIDEO CAMERAS**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

You are encouraged to visit your children's schools from time to time; however, for the safety of those within the school and to avoid disruption of instructional time, **all** visitors must first report to the Principal's office to sign in, present a valid picture identification and must comply with all applicable District policies and procedures. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the Principal's knowledge will be considered as trespassers. We also expect parents/legal guardians to be polite and civil in dealing their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents/legal guardians.

**Only parents/legal guardians may eat lunch with their child;** however, children can be removed from the campus by their parent during the lunch period only by following the established process of signing the child out from the Principal's office. Unless we have possession of a court document that limits a possessory conservator's (that is, the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

Food may not be dropped off at the campus for a student by anyone other than their parent/legal guardian and may not be dropped off after 10:00 a.m.

The OJSH campus requires that parents/legal guardians eat at a designated area with their student when visiting during the lunch period.

### **Visitors Participating in Special Programs for Students**

Onalaska for any special related program related to postsecondary opportunities and date, if offered, the district invites representatives from colleges and universities and other higher

education institutions, prospective employers, and military recruiters to present information to interested students.

Any other visitors must receive approval from the campus administrator and must visit during a designated special event.

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

### **VOTERS REGISTRATION**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

### **WITHDRAWING FROM SCHOOL**

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.