

ONALASKA JUNIOR SENIOR HIGH SCHOOL

2022-2023 Student Handbook



2022-2023 ONALASKA INDEPENDENT SCHOOL DISTRICT

Student Code of Conduct

Approved by the OISD Board of Trustees August 2022

**If you have difficulty accessing the information in this document because of disability, please contact the
Administration Office at 936-646-1000**

2022-2023 Bell Schedule

1st 7:45-8:35

2nd 8:40-9:25

3rd 9:30-10:15

4th 10:20-11:05

JH Lunch 11:05-11:35

JH HR 11:40-12:10

JH 5th 12:15-1:00

HS HR 11:10-11:40

2nd Lunch 11:40-12:10

5th 12:15-1:00

HS HR 11:10-11:40

5th 11:45-12:30

3rd Lunch 12:30-1:00

6th 1:05-1:50

7th 1:55-2:40

8th 2:45-3:30

ONALASKA INDEPENDENT SCHOOL DISTRICT

P.O. Box 2289

Onalaska, Texas 77360

(936) 646-1000

www.onalaskaisd.net

BOARD OF TRUSTEES

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ADMINISTRATIVE OFFICE PERSONNEL

Superintendent	Anthony Roberts	646-1099
Executive Assistant to Superintendent	Ashley Maichetti	646-1099
Assistant Superintendent	Laura Redden	646-1023
Administrative Assistant	Stephanie Schubert	
646-1013		
Elementary Principal (Pk-6)	Crystal Byrd	646-1010
Administrative Assistant Elementary	Rose Hall	646-1010
Elementary Assistant Principal (Pk-6)	Larrisa Grubbs	646-1010
Elementary Assistant Principal (Pk-6)		646-1010
Elementary Counselor	Jodi Adkins	646-1018
Registrar/Peims-Elementary	Donna Ellison	646-1031
Elementary Nurse	Steffany Wright, LVN	646-1014
Jr.- Sr. High School Principal (7-12)	Dr. Kenneth Fraga	646-1020
Administrative Assistant Jr.- Sr. High School	Candy Jones	646-1020
Jr.-Sr. High School Asst. Principal (7-12)	Christy Elwell	646-1020
Jr.-Sr. High School Asst. Principal (7-12)	Donald Meekins	646-1020
Jr.- Sr. High School Counselor	Christina Tyerman	646-1043
Registrar/Peims-Jr.- Sr. High	Wanda Ebert	646-1041
Jr.- Sr. High School Nurse	Bonnie VanHuss, LVN	646-1040
Technology Director	Charles Boyce	646-1049
Network Manager	Tony Mireles	646-1052
Food Service Director	James Ard	646-1004
Assistant Child Nutrition Director	Robyn Arce	646-1006
Auxiliary Administrative Assistant	McKenzie Hensley	646-1006
Maintenance & Custodian Director	James Ard	646-1004
Shipping & Receiving	McKenzie Hensley	646-1006
Business Manager	Angela Foster	646-1002
PEIMS Coordinator	Timmie Grace	646-1003
Administrative Assistant	Peggy Samuels	
646-1090		
Athletic Director	Nicholas Tyerman	646-1036
Transportation Director	Mike Skaggs	646-1005

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

Parents and Students:

Welcome to the new school year!

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

The Onalaska Jr. Sr. High School Student Handbook is a general reference guide that is divided into two sections:

Section I: Parental Rights will help you respond to school-related issues regarding curriculum and the school environment.

Section II: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, it is divided by age and/or grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with board policy and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is **not** meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Onalaska Jr. Sr. High School Student Code of Conduct. To review the Code of Conduct, visit the district’s website at onalaskaisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at Jr. Sr High School front office.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district

reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

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

For questions about the material in this handbook, please contact the campus principal.

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 a 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.

Consent to Provide a Mental-Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law. The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options. The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention. The mental health liaison can be reached at:

Christina Tyerman

Onalaska Jr/Sr High Counselor

ctyerman@onalaskaisd.net

(936)646-1020

The mental health liaison can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams. A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- 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, doctors, 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. [For further information, see policy EF (LEGAL).]

Consent to “Opt Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum

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, on the district's Web site or 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.

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.
- Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school officials.

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

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

Consent to Receive Parenting and Paternity Awareness Instruction

As a parent, if your student is under the age of 14, you must grant permission for your student 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.

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.

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**.]

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 an 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 the following student information for 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 limited school-sponsored purposes, the school will not need to ask your permission each time the district wishes to use the information.

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

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 online registration packet for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

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 every day 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.**]
- 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 (936)646-1020 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.
- Becoming a school volunteer. [See Volunteers and policy GKG for more information.]
- 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 BOA and BQB, and contact information].
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction and other wellness issues. [See School Health Advisory Council (SHAC) and policies BDF, EHAA, FFA for more information.]
- Attending board meetings to learn more about district operations. Regular board meetings are held on the 3rd Monday of each month at 6 p. m. at the Central Administration Building at 134 N. FM 356. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at 134 N. FM 356 and online at onalaskaisd.net.
- [See policies BE and BED for more information.]

Parental 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, contact the Counselor at 936-646-1020.

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.

Note: 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.

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).]

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

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.

Requesting 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 to Access 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 whether instruction is delivered in person, virtually, or remotely. The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review

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.

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.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** are the right to:

Inspect and review student records within 45 days after the day the school receives a request for access;

Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;

Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and

File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

For more information about how to file a complaint, see <https://studentprivacy.ed.gov/file-a-complaint>.

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 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 restricted to an eligible student or a student's parent unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that control of the records goes to the student as soon as the student:

Reaches the age of 18,

Is emancipated by a court, or

Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records 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 a student's education records without written consent of the parent or eligible student:

When district 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, school counselors, diagnosticians, and support staff (including district health or medical staff);

- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
- A person appointed to serve on a school committee to support the district's safe and supportive school program;
- 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, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school 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 directory information-designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information.**]

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 wants to inspect the student's records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits 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 the records.

The address of the principal's office is: PO Box 2289 Onalaska, TX 77360

A parent or eligible student may inspect the student's records and request a correction or amendment 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 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 after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if, the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines. [See Finality of Grades at FNG(LEGAL), **Report Cards/Progress Reports and Conferences**, and **Complaints and Concerns**.]

The district's student records policy is found at policy FL (LEGAL) and (LOCAL) and is available at the principal's or superintendent's office onalaskaisd.net.

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

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** and 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** 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.]

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 with Learning Difficulties or who need Special Education or Section 504 Services

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

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation. If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

Note: that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education.

However, a verbal request does not require the district or charter school to respond within the 15-day timeline.

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

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

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is *Misty Strong* at (936)646-1020.

[See also Students with Physical or Mental Impairments Protected under Section 504.]

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

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

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies

Students with Physical or Mental Impairments Protected under 504

A student 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 student is in need of services and supports under 504 to receive a free appropriate education [FAPE], as this is defined in federal law.

Contact Person for Section 504 Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Misty Strong at 936-646-1020.

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee:

Misty Strong

(insert title)

mstrong@onalaskaisd.net

(936)646-1089

[See **A Student with Physical or Mental Impairments Protected under Section 504** for more information]

Visit these websites for information regarding students with disabilities and the family:

[Legal Framework for the Child-Centered Special Education Process](#)

[Partners Resource Network](#)

[Special Education Information Center](#)

[Texas Project First](#)

[See also **Students With Learning Difficulties or Who Need Special Education or Section 504 Services** for more information.]

Student Who Speaks a Primary Language Other than English

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

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

Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course.

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the

student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

Assist the student with the completion of applications for admission or financial aid;

Arrange and accompany the student on campus visits;

Assist in researching and applying for private or institution-sponsored scholarships;

Identify whether the student is a candidate for appointment to a military academy;

Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and

Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration**, **Course Credit**, and **A Student in Foster Care** for more information.]

Student Who Is Homeless

A student who is 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 at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;

Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district;

Awarding partial credit when a student passes only one half of a two-half course;

Eligibility requirements for participation in extracurricular activities; and

Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration, Course Credit, and Students who are Homeless** for more information.]

Students with Exceptionalities of 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:

[Military Family Resources at the Texas Education Agency.](#)

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

Informal observations,

Evaluative data such as grades earned on assignments or tests, or

Results from diagnostic assessments.

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, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, see policies EC and EHBC, and contact the student's teacher.]

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 have 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 campus Principal.

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 student's attendance affects the award of a 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 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 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 19

State law requires that a student between the ages of 6 and 19 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. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument. A student 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/or applicable subject area.

Compulsory Attendance-Exemptions

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.
- For students in the conservatorship (custody) of the state,

An activity required under a court-ordered service plan; or

Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in **Section I: Accommodations for 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, is on leave from, or immediately returned from certain deployments.

Note that documented health-care appointments may include telehealth appointments.

Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and will be monitored by the district. For more information, see Telecommunication and Other Electronic Devices on page

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 early election clerk; if the student makes up the work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence

does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Compulsory Attendance-Failure to Comply

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.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student’s ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student’s individualized education program or Section 504 plan, as appropriate.

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(LEGAL).]

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, which 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.]

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

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.

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 at 10:00a.m., which is during 3rd instructional hour as required by state rule.

Attendance at OJSH is taken 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 9th 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) and attendance 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 and 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 by federal law.

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

TEA also maintains additional accountability and accreditation at TEA Performance Reporting Division

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. 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:

- 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.
- 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.
- The adult enrolling the student must present current immunization records. If records are not up-to-date, no later than the 30th 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.
- 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.
- 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.

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.

Armed Services Vocational Aptitude Battery Test

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The test shall be offered on October 9, 2019 at 9:00am at Onalaska Junior Senior High School.

Please contact the principal for information about this opportunity.

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 is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

The district is required to adopt policies and procedures regarding:

Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;

Bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and

Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

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, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by completing the online bullying reporting form under the “Parents & Students” tab on the district website.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

Upon the recommendation of the administration, the board 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 parent, the board may transfer 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 the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments**.]

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district’s website.

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

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, the district’s Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Food and Nutrition Services

This school year, all OISD students receive free breakfast and lunch. 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.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at onalaskaisd.net and is listed below:

Donald Meekins (936)646-1020

Career and Technical Education (CTE) Programs

The district offers career and technical education programs in:

- Animal Science
- Horticulture
- Welding
- Graphic Design
- STEM

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by 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.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator [See **Nondiscrimination Statement** for the name and contact information for the Title IX coordinator and Section ADA/504 coordinator]

Celebrations

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.

[See **Food Allergies**.]

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, Sex Trafficking, 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.

Warning Signs of Sexual Abuse

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:
- claims of stomachaches and headaches:
- verbal references or pretend games of sexual activity between adults and children:
- fear of being alone with adults of a particular gender:
- sexually suggestive behavior:
- withdrawal:
- depression"
- sleeping and eating disorders: and
- problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels.)]

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

- **Child Welfare Information Gateway Factsheet**
- **Kids Health, For Parents, Child Abuse**
- **Texas Association Against Sexual Assault, Resources**

Warning Signs of Sex Trafficking

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older romantic partners.

Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, sex trafficked, 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).

A child who has experienced sexual abuse, trafficking, 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 and sex trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school 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 (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).]

Reports of abuse, trafficking, or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, sex trafficking, and other maltreatment of children:

[Child Welfare Information Gateway Factsheet](#)

[KidsHealth, For Parents, Child Abuse](#)

[Texas Association Against Sexual Assault, Resources](#)

[Office of the Texas Governor's Child Sex Trafficking Team](#)

[Human Trafficking of School-aged Children](#)

Reports may be made to: The Child Protective Services (CPS) division of the Department of Family and Protective Services (1-800-252-5400 or on the Web at **Texas Abuse Hotline Website**).

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 the 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**.]

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 Average

The GPA (Grade Point Average) begins in the 9th grade and is cumulative; therefore, 9th grade courses count as much toward the student's GPA as the 12th grade courses. Only English, Math, Science, Social Studies, and Foreign Language count in the calculation of GPA and class rank. Advanced/Dual Credit Course are courses with requirements beyond the regular requirements. Regular courses are considered ones which are on grade level.

Course Grade	Advanced/Dual Credit	Regular	Basic
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 9th 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/ Financial Aid

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 distinguished level of achievement under the foundation graduation program.
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

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 during the summer or fall 2022 terms or spring 2024 term, the University will admit the valedictorian or the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

If a college or university adopts 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.

Upon a student's registration for his or her first course that is required for high school graduation, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

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

[See **Class Rank/Top Ten Percent/Highest Ranking Student** for information specifically related to how the district calculates a student's rank in a class.].

Class Schedule

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

After the first five (5) 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);
- Enrollment in an AP through the Texas Virtual School Network(TXVSN);
- Enrollment in courses taught in conjunction and in partnership with TXVSN and other community colleges, technical schools, and universities;

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 9-12 have opportunities to earn college credit through a state accredited institution of higher learning. If the student does not maintain a minimum grade of a 70 in the class or drops the course, they will be responsible for paying the tuition and cost of books. 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. High School 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. Parents and students should visit with the counselor for additional information.

Communication—Automated

Emergency

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. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed. [See **Safety** for information regarding contact with parents during an emergency situation.]

Nonemergency

Your child's school will request that you provide contact information, such as your current phone number and email 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 your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related to the school's mission, 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. (See **Safety** for information regarding contact with parents during an emergency situation.)

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 available on the district website at onalaskaisd.net. A copy of the complaint forms may be obtained in the principal's or superintendent's office or the district website www.onalaskaisd.net.

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 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 on and off campus during remote and in-person instruction and on district vehicles and outlines 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.

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 a written request to 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 policy 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.

In either 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

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 school 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 examinations and application deadlines, as well as information about automatic admissions, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can provide information about 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.

As a parent, if you are concerned about your child's mental or emotional health, please speak with the counselor for a list of resources that may be of assistance. If your child has experienced trauma, contact the counselor for more information.

[Also see **Suicide Awareness**, and **Child Sexual Abuse and Other Maltreatment of Children and Dating Violence**.]

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 approved by the district’s board of trustees 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, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn a credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

The counselor or principal would determine if the student could take an examination for this purpose. If approval is granted, the student must score at least 70 on the examination 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 examination.

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 examinations are scheduled will be released by the campus. The examinations offered by the district are approved by the district’s board of trustees. 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 examination, 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 examination. 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 examination, 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, sex, gender, national origin, disability, age, 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 offenses. 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. In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

For more information on dating violence, see:

- Texas Attorney General's office recognizing and responding to dating violence flier (<https://www.texasattorneygeneral.gov/sites/default/files/files/childsupport/papa/session%2010/recognizing-relationship-violenceen.pdf>)
- The CDC's Preventing Teen Dating Violence (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)
- [See Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.]

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, sex, 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**.

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.

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

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

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.

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.

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).

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.

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruptions of School Operations

Disruptions of school operations are not tolerated any may constitute a misdemeanor offense. As identified by state 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.

Discrimination

[See Dating Violence, Discrimination, Harassment, and Retaliation.]

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 [See **Extracurricular Activities, Clubs, and Organizations.**] 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 counselor at (936)646-1020

Distribution of Literature, Published Materials, or Other Document

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

All school publications are under the supervision of a teacher, sponsor, and the principal.

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. [See FNG(LOCAL) for student complaint procedures.]

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, minimize safety hazards, and teach respect for authority. Also, to reflect the pride and responsibility we have in representing our school, parents, and community. The District's dress code applies to all students while on any and all district property during school and when participating in 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.

1. Shirts/blouses must not be revealing in nature. They should ensure that no part of the waistline, midriff, or breast is exposed. See-through or mesh garments may not be worn without appropriate coverage underneath that meets the dress code.
2. Dresses/skirts must not be excessively short in length. Hemlines should extend below the longest finger when their hand is held by their side. Leggings do not make an outfit appropriate.
3. Shorts must not be excessively short in length. Hemlines should extend below the longest finger when their hand is held by their side. Wind shorts, running shorts, biking shorts, swimming shorts, or any other shorts which the administration deems inappropriate for school wear will not be permitted.
4. The waistbands of pants/shorts may not be worn below the top of the hip bones. This includes oversized "baggies" or "skinny jeans". Undergarments must be covered at all times.
5. Undergarments must be worn at all times.
6. Students may not wear jeans or pants with holes, excessive fraying, or slits that expose skin.
7. No visible writing on body or clothing of any kind.
8. Hair is to be kept clean, out of the eyes, and presentable. Out of the ordinary/unnatural hair colors are not permitted. Initials and logos carved into the hair are not permitted.
9. Facial hair must be clean and well-groomed.
10. Appropriate footwear must be worn at all times. Students may not wear shoes which cause disruptions or hinder the educational process. Specific shoes may be required for individual courses or events.
11. Headgear of any kind (caps, sweatbands, bandannas, sunglasses, hair rollers) is prohibited, unless permitted by school administration or as required for individual courses or events. Hooded sweatshirts/jackets must be worn with the hood down.
12. No visible body piercing or tattoos. Tattoos must be covered at all times. Tongue/facial piercings are not allowed. Boys – at any grade level – may not wear ear ornaments.

13. No pajamas, sleepwear, yoga pants, leggings, or excessively tight fitting pants (i.e. jeggings). Leggings may be worn as part of an outfit that is already compliant with the dress code (i.e. with a skirt/tunic that meets the appropriate length requirement).

14. For dances/other events, regular school dress code applies unless it is advertised to be otherwise.

A student who violates the dress code will be given the opportunity to correct the problem at school. 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. The student will be sent to ISS until the replacement article is received or 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.

Drug-Testing

At the beginning of the 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 ensuring 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 into the program.

Second Offense

Procedures:

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

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
3. of his or her junior high school or high school careers.
4. To qualify for reinstatement, the student shall pass a drug test given after the end of the suspension period.
5. The student must complete a recognized drug education program approved by the
6. 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.
7. 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:

1. Suspension from all extracurricular programs, for one calendar year.
2. 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.
3. 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 [See **Steroids**].

Electronic Devices and Technology Resources

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day. Students are allowed to use their devices in the cafeteria during breakfast and lunch. Students who use a device at other times during the instructional day will have their device confiscated. Any disciplinary actions will be in accordance with the **Student Code of Conduct**. The district will not be responsible for damaged, lost, or stolen telecommunication devices. See the chart below for related discipline fees and actions.

Confiscated telecommunication devices that are not retrieved by the students or student's parents will be disposed of after the notice required by law. [See policy FNCE]. Refusal to comply with a confiscation request will result in ISS placement (3 days) being added to the listed consequences.

Students are not allowed to possess a telecommunication device, including mobile telephones during state testing. Students who are found to have had their device in the testing room will have their test invalidated and be assigned a disciplinary consequence.

The use of mobile telephones, cameras, or recording devices in locker rooms or restroom areas at any time is strictly prohibited.

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

Electronic Device Offense Consequences

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

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**, 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.

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

District –owned technology resources for instructional purposes may be issued to individual students. 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 using only 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 to not 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](https://www.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 [Eduhero](https://www.eduhero.org) to educate students about cyber safety, online conduct, and cyber bullying. These lessons are done through Homeroom classes to ensure that every student is educated with these lessons. 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 in accordance with the **Student Code of Conduct** and 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 **‘Before You Text’ Sexting Prevention Course**, 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 **Textbook, Electronic Textbook and Technological Equipment, End –Of-Course (EOC) Assessment, Graduation and Standardized Testing.**]

English Learners (All Grade Levels)

A student who is an English 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 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.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned in **Standardized Testing**, may be administered to an English learner, in certain grades/subjects. The Texas English Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English 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.

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. [See **Transportation**.]

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. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at **UIL Parent Information Manual**; 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.gov

[See **UIL Texas** for additional information on all UIL-governed 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.

In addition the following provisions apply to all extracurricular activities:

- 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, FFA 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.

District Guidelines for Extracurricular Students: Alcohol, Illegal Drugs & Tobacco

The purpose of these guidelines is to deter and eliminate any use; possession, sale, or the furnishing to others of alcohol or other drugs (tobacco-cigarettes, and vaping devices are considered a drug for these purposes); to help students avoid drug and alcohol use; to establish consistency in consequences across all activities for students who do not comply with the prohibitions in the guidelines; to promote a high quality educational experience in all activities; to assist OISD in maintaining order and a safe learning environment; and, to promote a high level of civic and individual responsibility among students.

OISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the district, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and district policies and guidelines, including these guidelines. The positive drug test result, use, possession, sale, or furnishing to others of alcohol, tobacco or drugs of any kind is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of participation and will be subject to disciplinary measures, which could result in removal from extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Onalaska Independent School District and to all Extracurricular Students. Extracurricular students are subject to these guidelines at all times throughout the twelve month calendar year, whether the extracurricular activity is "in season" or inactive and on weekends and during all school holidays. Refer to Board Policy FO (Local).

Notwithstanding these guidelines, violations of the OISD Student Code of Conduct resulting in a Disciplinary Alternative Education Program placement will result in removal from all extracurricular participation for the duration of the DAEP placement.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- Leadership Position – a position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- Parent – A student’s biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Prescription Drugs – A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student’s physician and who has followed school policies in such use shall not be considered to have violated this policy.
- Possession – To have an item in or on one’s personal being on property, including without limitation, clothing, purse, backpack, private vehicle used for transportation to or from school or school related events, or other property used by the student such as a desk, locker, or cubby-hole.
- Use (Substance) – Voluntarily introducing into one’s body, by any means, a prohibited substance, recently enough that it is detectable by observation of the students physical appearance, actions, breath, speech, or by substance testing.
- Extracurricular Activities – School sponsored activities including but not limited to Athletics, Cheerleaders, Student Council, NHS, FCCLA, FFA, JROTC, UIL governed activities, Co-Op, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), other citation for the illegal use or possession of alcohol/drugs/paraphernalia, or furnishing alcohol/drugs/tobacco to another in a non-school setting;
- Positive drug test result found from random drug testing;
- Is observed by a faculty or staff member using, possessing, or furnishing to another students any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);

- Receives any citation for or is arrested for illegal alcohol/drug/tobacco activity or substance on or off school property;
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.

An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense. The consequences for violation of the Prohibition apply regardless of the disposition of any citation the students may receive.

Process: When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parents to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parent a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will notify the student and his/her parent in writing of the reasons for any consequences imposed.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy FNG (Local), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

PROBATION: Last Chance Opportunity

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation of the Prohibition is the first instance of the student's failure to comply with these guidelines.

Probation: A student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds; and (ii) removal from all extracurricular activities for 30 calendar days.

- The 30 calendar day or removal period starts at the parent/student/principal conference. If the parent/student forfeits the conference, the principal will determine the start date;
- The student shall attend mandatory counseling as long the campus principal deems necessary.

- During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with any teams or organizations, or otherwise act as a representative of the team or organization.
- A student must complete the assigned counseling before the students will be reinstated after the removal period.
- Students may participate/meetings in practices for the extracurricular activities while on probation.
- An Extracurricular Student can receive only one probation period for violating the Prohibition during the students' grade 7-12 school career.

Second Offense or Subsequent Offenses

A second offense or subsequent offenses will result in removal from all extracurricular activities for one full calendar year. Students will also be removed from all leadership positions for one full calendar year, including any such position that the student might seek or be appointed to later in the school year.

- The removal days may extend into the next school year.
- When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the parent or legal guardian/student/principal conference. The student will be removed from all extracurricular activities for the entire calendar year.
- If the parent or legal guardian/student forfeits the conference; the principal will determine the start date.
- The student must complete a recognized drug education program approved by the district at the students 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 students file.
- During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

An Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after the second offense, if:

- The student has "sat out" of all extracurricular activities for one full calendar year.

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 and health 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 maximum fee of \$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 requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.

Class dues during junior and senior year

Any required fee or deposit may be waived if the student and parent are unable to pay.

Application for such a waiver may be made to the campus principal. [For further information, see policy FP.]

Fundraising

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administration regulations. The district limits fundraising drives to 2 events per year, per organization.

Gang Free Zone

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.

Gender-Based Harassment

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

Grade Classification

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

Sophomore-6 Credits

Junior-13 Credits

Senior- 19 Credits

[See **Promotion and Retention.**]

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.

See **Report Cards/Progress Reports** and **Conferences** for additional information on grading guidelines. See **Graduation, Course Credit**, and **Standardized Testing**, 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)

Make Up Work

A student who misses class due to an absence or school related activity will be responsible for obtaining and completing any makeup work in a satisfactory manner. Teachers may assign alternate assignments to assure that students who have been absent have the opportunity for mastery of objectives.

A student will be permitted to make up tests and to turn in projects due in any class missed because of an absence. Teachers may assign the late work penalty to any test or long-term project in accordance with timelines approved by the principal and previously communicated to students. If an assignment is due or a test is given on the day a student is absent, the assignment will be due the day the student returns or the test will be taken.

A period equal to the number of days missed is allowed for make-up work. This length of time may be extended at the teacher's discretion. For example, a student is absent on Tuesday and returns on Wednesday, the make-up work is due on Thursday. After the allowable time to make up work, the campus late work policy will be enforced.

If a student will be absent for more than three days due to a long term illness or extended school activity, the parent may call the school by 9:00 am to request makeup work in advance. The work may be picked up in the front office by 3:00 pm that afternoon. If contact is not made by 9:00am, work will not be ready for pickup until the next day.

If an incomplete grade is given, the student has 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 calendar days, the student will be given the earned grade.

DAEP Makeup Work

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).]

Late Work Policy

Late work is any assignment not turned in or presented at the assigned date and time. The assignment grade will be subject to the following penalties:

Day 1: -10 points (the highest grade that can be received is a 90)

Day 2: -10 points (the highest grade that can be received is an 80)

Day 3: the highest grade that can be received is a 70 (or the actual grade if below a 70)

Day 5: the highest grade that can be received is a 50 (or the actual grade if below a 50)

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 and 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** for additional information.]

Graduation

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

Achieve passing scores on certain end of course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law.

Complete the required number of credits;

Complete any locally required courses in addition to the courses mandated by the state; and

Demonstrate proficiency, as determined by the district, in specific communication skills required by the State Board of Education (SBOE)

Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

[Also see **Standardized Testing** for more information.]

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. 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.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with the state law, unanimously determines that a student is eligible to graduate.

[Also see **Standardized Testing** for more information.]

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 the “Foundation Graduation Program.” Each student will have the opportunity to earn an endorsement, which are sets of courses aligned to 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. Students who successfully complete Algebra II and an endorsement will earn the Distinguished Level of Achievement which will also be noted on the transcript. The Distinguished Level of Achievement is a requirement to be considered for automatic admission purposes to a Texas four-year college or university. A personal graduation plan will be completed for each high school student, as described below.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student’s sophomore year, the student and student’s parent may request that the student graduate without an endorsement. The district will advise the student and the student’s parent 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.

Performance acknowledgments 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 examinations; 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.

The foundation graduation program requires completion of the following credits:

Course Area	Number of credits Foundation Graduation Program	Number of credits Foundation Graduation Program with an Endorsement
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
Electives	5	7
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

* Mathematics. In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student's transcript 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 4 mathematics credits.

** Physical education. 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, social studies, or another locally determined credit-bearing course 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.

***Language other than English. 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.

Available Endorsements:

Financial Aid Application Requirement

Before graduating from high school, each student must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA). A fall FAFSA night will be offered for parents. Contact the counselor for more information. A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for a good cause. Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA; · A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education (IHE); or
- A copy of a financial aid award letter from an IHE.

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

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Services
- Arts and Humanities
- Multidisciplinary Studies

Personal Graduation Plans

A personal graduation plan will be developed for each high school student. 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 8, 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.

Please also review TEA's Graduation Toolkit

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

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the (ARD) committee, a student with disabilities who requires special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

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. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony. [See policy FMH(LEGAL) for more information.]

Early Graduates

To be eligible to graduate early, a student shall complete all coursework and exit-level testing required of the ninth (9th) 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 Valedictorian or Salutatorian:

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

Top Ten Percent

[Also see **College and University Admissions.**]

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.

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 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 canceled by the administrator in charge if student or crowd control issues become problematic.

Graduation Speakers

Students graduating in the top 10% will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Students eligible to give remarks will be notified by the principal; 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. [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**.]

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program with an endorsement may be eligible under the TEXAS Grant Program and the Teach for Texas 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).]

See College and University Admissions and Financial Aid (All Grade Levels) for more information.

Contact the counselor for information on other scholarships and grants available to students.

Harassment

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

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. Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

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 or if a person 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. [See **Bullying** and policies FFI and FNCC.]

Health Related Matters

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 **Affidavit Request for Exemption from Immunization**. 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/pertussis;

Measles/Mumps/Rubeola(MMR), 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.

[For further information, see policy FFAB(LEGAL) and the **Department of State Health Services Website:**

School & Child Care Facility Immunization Requirements.]

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. Note: Insect repellent is considered a nonprescription medication.
- 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 manufacturer's guidelines developed; 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.

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.

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.

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, or 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 Drug

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.]

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-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.

A parent should contact the school nurse if a student has been diagnosed with COVID-19 or may have COVID-19.

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 to 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**, particularly the CDC's information on bacterial meningitis, and the **Department of State Health Services**. Note DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. 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 see **Immunizations**, 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 by breathing, eating, or touching 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.

[See policy FFAF and **Celebrations.**]

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.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

The campus full- time nurse, Terry Brown at (936)646-1040

The campus full-time counselor, Christina Tyerman at (936)646-1020

The local public health authority, Polk County Public Health at (936)328-8240

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at onalaskaisd.net.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA

- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health. The district has developed administrative procedures as necessary to implement the above policies and plans. Please contact Campus Principal, Robyn Thornton at (936)646-1020 or rthornton@onalaskaisd.net for further information regarding these procedures and access to the District Improvement Plan.

Lice Policy

According to Texas law, a student 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. More information on head lice can be obtained from the DSHS website [Managing Head Lice](#). [See policy FFAA.]

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council (SHAC) held 2 meetings. Additional information regarding the district's SHAC is available from the Assistant Superintendent, Laura Redden at (936)646-1000.

[See also policies at BDF and EHAA. **Human Sexuality Instruction**, 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. 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.

Homecoming Royalty/Dance/Week Activities

Homecoming Royalty Requirements

Students running for royalty must:

- Must be currently enrolled in 9-12th 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 (tardies not included)
- not be in ISS, AEP, or Suspended

Homecoming Attendance Information

- 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 or dance.
- OJSH students in grades 9-12 may attend the homecoming dance.

Homecoming Dance Guest

Dates must be in at least 9th grade

Out of School Guests

A Guest Information Form for School Activity sheet must be filled out completely & returned to the Principal at least 2 weeks prior to event.

- limit of one guest per student
- no dates may be over the age of 20 yrs. old
- no family members or relatives as dates
- guest from another school must provide photo school ID or DL
- guest that has graduated or is out of school: copy of DL and letter of recommendation
- All school rules will apply at the homecoming dance. 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 you or your date will result in you both being removed from the dance. If you are removed from the dance you will not receive a refund for your tickets.

Homecoming Dance 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

Homeless Student

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, 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, Course Credit**, for more information.] For more information on services for homeless students, contact the homeless education liaison, Misty Strong at 936-646-1020.

ID Badge Policy

Students are required to wear issued ID badges at all times during the school day. ID badges may only be removed for safety purposes (i.e. athletics, CTE courses), but must be put on at the conclusion of the class. Students who forget their ID badges must report to the front office prior to the start of the school day to be issued a temporary ID badge. Once the school day has started, any student not wearing an ID badge will have the consequences consistent with the district’s Code of Conduct

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, including without parental consent, if necessary, 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 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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.

- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court 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 that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.

All instructional and support personnel who have regular contact with a student 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 policy GRRA(LEGAL)] .

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 he/she will be released to you at that time. Due to safety concerns students will have to have a note from a parent/guardian, for any transportation changes or early checkouts, a fax or an email will be accepted; however no transportation or early checkouts request will be taken by phone. 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.

We are **not** an open campus students may not leave during lunch.

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. Students must play the same sport for two years with at least one of those years being varsity level. No athlete will be eligible for a letter jacket their freshman year.

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 mid-year is ineligible to receive a year of varsity cheerleading credit. No cheerleader will be eligible for a letter jacket their freshman year.

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 band student will be eligible for a letter jacket their freshman year.

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 UIL participant will be eligible for a letter jacket their freshman year.

FFA members are eligible for a letter jacket by earning participation points through a variety of activities. Students are encouraged to visit with the FFA Advisors.

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

Lost and Found

A “lost and found” collection box is located in the 100 hall. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

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.**

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.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district’s Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both. Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Anthony Roberts, OISD, Superintendent, 134 N. FM 356 in Onalaska, TX 77360, (936)646-1000, and aroberts@onalaskaisd.net. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business

hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator for concerns regarding discrimination on the basis of disability: Misty Strong, Section 504 Coordinator, 1885 FM 3459, and (936)646-1020, and mstrong@onalalaskaisd.net.
- For all other concerns regarding discrimination, see the superintendent: Anthony Roberts, OISD, Superintendent, 134 N. FM 356 in Onalaska, TX 77360, (936)646-1000, and aroberts@onalaskaisd.net.

[See policies FB, FFH, and GKD for more information.]

Parent Portal

Connect is a parent portal application that provides parents and guardians Web access to 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.

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license, proof of insurance and have **a constant form for random drug testing on file** to be eligible for a parking permit.

Students must request a parking permit and pay a fee of \$15 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year. Students will not be permitted to:

- Speed.
- Double-park.
- Park across a white or yellow line.
- Park in a fire lane.
- Sit in parked cars during school hours.

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

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, periodic indoor and outdoor 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 of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance for Onalaska ISD.

Physical/Physiological 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.

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.]

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

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 the Athletic Director to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination. See the UIL's explanation of sudden cardiac arrest for more information.

Pledges of Allegiance and a Moment 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.**]

State law requires one minute of silence following 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 pray individually, voluntarily, and silently 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-Senior)

The Junior-Senior Prom is a school-sponsored activity hosted by the Junior Class and the Junior Class Sponsors. Onalaska High School Juniors and Seniors and their dates are allowed to attend.

Prom Royalty Requirements

Students running for royalty must:

- must be currently enrolled in 12th 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 (tardies not included)
- not be in ISS, AEP, or Suspended

Prom Attendance Information

- Students currently in ISS, AEP, Suspended or Expelled MAY NOT attend prom.
- Onalaska students in grades 11-12 may attend prom.

Prom Guest

- Dates must be in at least 9th grade

Out of school guests

A Guest Information Form for School Activity sheet must be filled out completely & returned to the Principal at least 2 weeks prior to the event.

- limit of ONE guest per student
- no dates may be over the age of 20 yrs. old
- no family members or relatives as dates
- guest from another school must provide photo school ID or DL
- guest that has graduated or is out of school: copy of DL and letter of recommendation

- All school rules will apply at 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 you or your date will result in you both being removed from the prom. If you are removed from the dance you will not receive a refund for your tickets.

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 principal.

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 exceptions –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 to 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.

A student in grades 3–8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school

[See **Standardized Testing.**]

In grades 7 and 8 promotion to the next grade level shall be based on 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 examinations 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, [Also see **Personal Graduation Plans.**]

Remote Instruction

The district may offer remote instruction when authorized by TEA. All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

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 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**, 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.**]

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).

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.

Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification. The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see **Homeland Security's Stop the Bleed** and **Stop the Bleed Texas**

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 to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information

All parents are asked each year to complete a care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.). The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee is unable to be contacted. A student may provide consent if authorized by law or court order. Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation

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
- Library

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**.

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 [See policy FNAB(LOCAL) for more information].

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

School-sponsored Field Trips

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

Searches

Searches of Students

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. District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors. In accordance with the **Student Code of Conduct**, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

Searches of District Property

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property. Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

Searches of 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** for more information.]

Searches of 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 **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 screen for prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials. [For further information, see policy FNF(LOCAL).]

Sexual Harassment

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

Special Programs

The district provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, students with limited English proficiency or who are English 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. The Texas State Library and Archives Commission's Talking Book Program provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

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 examination to take; these examinations 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: Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her 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 first year I 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.

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 for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP).

[Also see **Promotion and Retention** , for additional information].

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee. An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See **Graduation**.] STAAR Spanish

is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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 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.

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. [See **Grading Guidelines**, and **Graduation** for additional information.]

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.

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 will 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 Christina Tyerman, who has been designated as the district's foster care liaison at 936-646-1020 with any questions.

Students Who are Homeless

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison, Christina Tyerman at 936-646-1020.

[See **Students Who Are Homeless.**]

Substance Abuse Prevention and Intervention

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website:

Services for Children and Adolescents.

Suicide Awareness and Mental Health Support

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 **Texas Suicide Prevention** or contact the school counselor for more information related to suicide prevention services available in your area. **You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.**

Summer School

Summer School will be provided for identified students as needed.

Tardies (Grades 7-12)

Students are considered absent after 8 a.m.

Students have 5 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.

If students are not in class when the school bell rings, they are tardy. The office documents and tracks tardies. Tardies are accumulated each semester; and each new semester takes the students back to zero tardies.

Tardy 1 Warning and parent email

Tardy 2	Warning and parent email
Tardy 3	Warning and parent email
Tardy 4	Warning and parent email
Tardy 5	1 Lunch Detention and parent email
Tardy 6	2 Lunch Detentions and parent email
Tardy 7	3 Lunch Detections and parent email
Tardy 8+	After school detention (3 days), or ISS(1 day) , or CP (3)

Students not attending 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

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services. The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher. 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.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

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 online registration packet. This form must be completed for 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.]

Tobacco and E-Cigarettes 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.]

Transfers

The principal is authorized to transfer a student from one classroom to another.
The superintendent is authorized to investigate and approve transfers between schools.

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**, and **Students Who Have Learning Difficulties or Who Need or May Need Special Education**, 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, fax or email by parent/ guardian must be presented and approved by the front office in order to change a student's regular transportation method. Due to safety concerns transportation changes will not be taken over the phone.

Student/Parent/Private:

Parents are to drop off **Onalaska Junior Senior High School** students before school at the front of the building. Parents are to pick students up after school in the same area.

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**.

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.]

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 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. No food deliveries for student will be accepted.

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

Students may **not** leave during lunch; we are **not** an open campus.

Visitors Participating in Special Programs for Students

For any special program related to post-secondary opportunities 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 or violations of student privacy will not be permitted.

[For video and other recording by parents or visitors to virtual or in-person classrooms, see Consent to Video or Audio Record a Student when Not Already Permitted by Law]

Volunteers

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. If you are interested in volunteering, please contact Stephanie Schubert (936)646-1013 for more information and to complete an application.

Voters Registration

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

Appendix: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit onalaskaisd.net. Below is the text of Onalaska ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 11/19/2017.

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples of bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

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

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.